

Position Description



Position Details

Position Title	General Hand – Asset Operations
Job Location	Shire Depot
Position Level	3
Department/Division	Asset Management / Asset Operations
Reports to (Title)	Supervisor Town Construction & Maintenance

Employment Type

☒ Full Time ☐ Part Time (*please specify hours*)

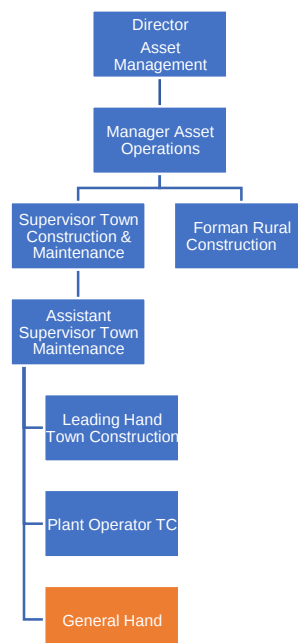
☐ Casual

Hours Per Week 85 hrs/fortnight

Position Summary

Perform a diverse range of tasks associated with the maintenance and construction duties in relation to Council's infrastructure including, but not limited to roads, footpaths, drainage and signage.

Organisational Structure Asset Operations



Specific Accountabilities of the Position

- Perform work under limited supervision either individually or in a team environment.
- Operate minor plant and equipment as required
- Undertake labouring tasks as required including road repairs and similar work.
- Monitor, maintain and construct council infrastructure and roads as required.
- Maintain appropriate documentation as directed by the Rural Maintenance Supervisor.
- Maintain all associated plant & equipment relative to position in compliance with operational practice.

General Accountabilities of the Position

Workplace Health and Safety

- While at work, take reasonable care for the health and safety of all persons who are at your place of work and who may be affected by your acts or omission at work.
- Follow all WHS policies, procedures and practices.
- Perform as a team player and maintain a satisfactory level of industrial harmony.
- Follow policies, procedures and practices that do not discriminate against individuals in employment or education on the basis of race or ethnicity, sex, marital status, pregnancy, sexual preference, disability, age and religious or political affiliation.
- Observe National Privacy Principles and Privacy legislation.
- Always act in accordance with Council's Code of Conduct.
- The Chief Executive Officer, Directors, Managers, Coordinators and on site supervisors have additional responsibilities as defined in the Shires WHS Roles and Responsibilities Procedure and Workplace Health and Safety Legislation.

Customer Service

- Maintain good relations with the general public and promote Council's operations in a professional manner at all times.
- Provide friendly, helpful and professional interaction with suppliers of goods and services, volunteer groups, other Council departments.
- Exercise a high level of interpersonal skills in dealing with the public and others.

Selection Criteria

Essential

1. 'C' class license.
2. Ability to work cooperatively in a team environment.
3. Time management and organisational skills.
4. Sound knowledge of Occupational Safety & Health requirements.
5. Demonstrated ability to work with limited supervision.
6. White Card - Construction Safety Awareness Training Card

Desirable

1. Basic Worksite Traffic Management and Traffic Control accreditation.
2. Some experience in relevant construction or maintenance activities
3. Relevant plant certificates (i.e. grader ticket).

Signature

Signature *Employee*

Name

Date

As representatives of the Esperance community, the Shire Council and staff are guided by the values of

PRIDE:

Professionalism

Acting with integrity, showing respect for workmates and community members by responding to all communications in a timely manner, and demonstrating reliability and accountability through honesty.

Respect

Treating everyone with dignity regardless of your personal feelings. It is about listening to opinions, leading with kindness, and embracing diverse views, abilities and perspectives in the pursuit of higher value.

Integrity

Being honest, genuine and consistent in your dealings with everyone and taking ownership of your actions, good and bad – irrespective of whether anyone is watching.

Dedication

Going that one step further and being committed to achieving results, having pride in your work, supportive management and colleagues, and a culture of serving the community.

Excellence

Achieving consistent high standards.