

## Position Description

<b>Job Title</b>	Works Assistant
<b>Division</b>	Infrastructure
<b>Position Number</b>	ES31
<b>Status</b>	Permanent Full Time
<b>Reports To</b>	Senior Technical Officer (Overseer)
<b>Grade</b>	Grade 1
<b>Date revised</b>	1/12/2017

## Position Summary

Coonamble Shire Council's goal is to maintain and improve the services it provides to ratepayers through effective and efficient management of assets, resources and the environment in response to Community needs. The Council is focused on the provision of customer service and professional excellence.

This position exists to support technically sound construction and maintenance of roads, bridges and engineering/public infrastructure within the Shire's boundaries, in order to achieve a product that meets current technical standards and functionality (AS/RMS) **and** to support a higher level of maintenance and enhancement of the Council's recreational and open space areas including parks, gardens, ovals, showground, cemeteries, sports grounds and streetscapes.

## Objective

To perform operational activities using materials, small plant, machinery and other resources to ensure efficient completion of all works associated with roads, streets, bridges and engineering, public infrastructure and civil construction **and** urban services including open spaces and recreational facilities under Council control to achieve a high standard of presentation and function.

Key Responsibilities	Performance Indicators
Assist with the day-to-day operations in a variety of work situations within any of the following areas: road maintenance and construction, urban services/parks and gardens maintenance and establishment, kerb and guttering maintenance and construction, assist with water and sewer and building maintenance projects as required.	Work is performed to a satisfactory standard. A good knowledge and skills obtained to carry out tasks with minimal supervision.
Operate vehicles, ride on mowers and other small to light equipment.	Small plant and equipment is operated safely and efficiently and with a satisfactory degree of skill.
Maintain small plant in a reliable, tidy and safe manner, including minor maintenance such as fuelling, tyre replacement, fluid levels, cleaning lubrication and greasing, and advising repair and maintenance needs to the workshop.	Small plant and equipment is well maintained, minor servicing completed and all faults, damage or servicing requirements are reported immediately.
Complete general concreting works, forming up, fence construction, planting, painting and other general assistant duties as required.	Work is performed to a satisfactory standard. A good knowledge and skills obtained to carry out tasks with minimal supervision.
Undertake traffic control duties and erecting of signage	Obtain and maintain traffic control tickets (Blue and yellow). Knowledgeable and experienced in performing traffic control duties and placement of signs.
Complete regular and systematic but general cleaning duties either outdoors or indoors	Work is performed to a satisfactory standard. A good knowledge and skills obtained to carry out tasks with minimal supervision.
Contribution towards the goals outlined in Council's Delivery Plan and Integrated Planning and Reporting Process.	Goals in Council's Delivery plan and IP&R process are met within position scope and as outlined in work plans.
Provide excellent customer service to both internal and external customers	Communication and service delivery to internal and external customers is of the highest standard.
Completion of accurate timesheets with job numbers, daily plant checklists, daily running sheets and other work related documentation.	Timesheets, daily plant checklists, daily running sheets, and incident reports and other associated paperwork is completed accurately and on time.
Ensure safe work practices including the development and implementation of safe work method statements, risk assessments, injury and incident reporting and other WHS requirements for own area of work.	Documented SWMS, risk assessments and other risk management documents developed and implemented. All accidents, incidents and near misses reported within correct timeframe.
All procedures, process and behaviour complies with the Council's Code of Conduct, EEO and Anti-discrimination principles	Conduct yourself in a professional manner with both internal and external customers that also adheres to Council's Code of Conduct.
Any other duties as directed by Senior/Technical Officer/Overseer	Duties completed as instructed

### Core Capabilities & Selection Criteria

Ability to manage the key responsibilities for this position and obtained the essential technical requirements as outlined in this position description.

Ability to think strategically and with common sense.

Ability to achieve results with a businesslike approach.

Ability to develop productive working and interpersonal relationships, including team, negotiation and conflict handling skills.

Demonstrated drive and integrity

Ability to communicate effectively (Oral and written skill)

A sound knowledge of the need to work safely, including WH&S and good environmental awareness

Cultural awareness and sensitivity towards equity and diversity.

Technical Requirements	Personal Attributes
<p><b>Essential Requirements</b></p> <p>HSC or equivalent</p> <p>Numeracy and Literacy standards usually associated with Year 10 or better.</p> <p>Demonstrated experience in a similar role</p> <p>Hold and maintain a current Class C Driver's Licence.</p> <p>Able to operate various types of small plant and equipment safely, confidently and ability to maintain plant/vehicle records.</p> <p>WH&amp;S Construction Induction (White) Card</p> <p>Traffic Control Card (Blue)- Stop/Go</p> <p><b>Desirable Requirements</b></p> <p>Apply Traffic Control Plans (Yellow)</p> <p>Plant Licenses or Verification of Competency (VOC): Front end loader, Backhoe, Skid steer and Vehicle Loading Crane (CV/Hiab).</p>	<p><b>Essential Requirements</b></p> <p>Australian resident or equivalent or holding a visa allowing employment in Australia</p> <p>Sufficiently fit to carry out any safety drill or rescue duty that may arise</p> <p>Ability to perform manual tasks with dexterity, including general construction, machine operation and fit to undertake the duties outlined in this position description, safely.</p> <p>Ability to adapt to change</p> <p>Excellent interpersonal skills, in team and independent settings</p> <p><b>Desirable Requirements</b></p>

Technical Requirements	Personal Attributes
<p>Certificate II in Civil Construction, Landscaping, Horticulture or other relevant qualification.</p> <p>Chainsaw Certificate Level 1</p> <p>Use simple levelling devices.</p> <p>Carry out concreting to simple forms.</p> <p>Experience in planting, maintaining gardens and watering systems.</p> <p>Completion of relevant training courses and Certificates.</p> <p>Class LR/MR Driver's Licence.</p>	

Organisational Relationships and Delegations
<p>Infrastructure, and Parks and Urban Services Teams</p> <p>All Council Departments</p> <p>Specialist Contractors</p> <p>General Public/Facility Users</p> <p>Delegations: Nil</p>

I acknowledge and understand the requirements of the role as contained within this Position Description.

**Signed:** .....

**Name:** .....

**Date:** .....