

# Position Description

Position Title	<b>Works Assistant</b>		
Department	Parks & Urban Services	Position Number	PUS05
Grade	Grade 1	Location	Coonamble Depot Complex
Status	Permanent Full Time	Hours	38hrs week / 76hrs per fortnight
Reports To	Senior Technical Officer	Industrial Instrument	Local Government (State) Award 2023
Date Revised	24/01/2024	Version Number	1
Direct Responsibilities	Parks, Recreation, Open Spaces, Street Furniture, Facilities Maintenance		

## *Council's Vision*

Coonamble Shire is a connected, respectful, and diverse community, working together in a healthy natural environment that supports our vibrant local economy.

## *Council's Mission*

Through its undertakings, maintain and improve the services to ratepayers by the efficient and effective management of assets and the environment in response to community needs.

## Position Summary

This position performs operational activities using materials, plant, machinery and other resources to ensure efficient completion of all works associated urban services including open spaces, gardens, cemeteries, streetscapes, and recreational facilities under Council control to achieve a high standard of presentation and function.

## Position Benefits

- Adverse Working Conditions Allowance (Level 2).
- 9 day fortnight.
- Four (4) weeks annual leave per year.
- Superannuation paid by Council in accordance with legislative requirements.
- Employee Assistance Program (EAP).
- Council provided hi-vis and safety work wear and Personal Protective Equipment (PPE).
- Reasonable access to education and training, consistent with the individual's Employee Training Plan and Council's Annual Training Plan, Professional Development Policy and Budget.

# Position Description

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## Key Responsibilities

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### *Parks & Urban Service Operations*

- Assist with the day-to-day operations in a variety of work situations mainly urban services, parks/gardens maintenance and establishment, turf and ground maintenance, street sweeping, and garbage collection including other areas if required.
- Undertake repairs and maintenance to street furniture and fittings, including vegetation control.
- Complete general concreting works, forming up and other labouring duties as required.
- Undertake traffic control duties and erecting of signage.
- Operate vehicles and other small to light equipment to complete works.
- Small plant, equipment and vehicles are well maintained, minor servicing completed, with faults, damage or servicing requirements reported immediately.
- Regular and systematic general cleaning duties, including plant and equipment, public toilets and rest areas.

### *Records and Finance*

- Completion of accurate timesheets with job numbers, daily plant checklists, daily running sheets and other work related documentation.
- Seeks approval from Supervisor for expenses / claims, as required by Council's policies and guidelines.

### *IP&R and Strategic Planning*

- Contribution towards the goals outlined in Council's Delivery and Operational Plan and any other appropriate planning / reporting frameworks that are applicable to the scope of the position.

### *WHS and Environment*

- Completing and adhering to workplace procedures for risk identification, risk assessment and risk control.
- Participation in activities associated with the management of Workplace Health and Safety.
- Identification and reporting of health and safety risks, accidents, incidents, injuries, property damage and hazards in the workplace.
- Participate in environmental incident investigation and nominated corrective measures including the observation and reporting of any new environmental aspects and impacts.

### *General*

- Provide excellent customer service to both internal and external customers.
- Promote the image of Council in a positive manner and actively promote good public relations.
- Behaviour complies with the Council's Code of Conduct, EEO and Anti-discrimination principles.
- Any other duties consistent with the responsibilities of the position as directed.

# Position Description

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## Key Internal Relationships

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Parks and Urban Services Section	Work collaboratively with the team to ensure service continuity and contribution towards efficient operations to support Councils plans, strategies and priorities.
Council Departments	Collaborate with all Council Departments to ensure service continuity and a high standard of customer service.
Direct Reports	Nil

## Key External Relationships

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External Stakeholders and Committees	Represent Council and provide a high standard of excellence and professionalism to all stakeholders.
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## Delegations

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- Nil

# Position Description

## Essential Requirements

### *Technical Requirements*

- Demonstrated literacy and numeracy levels associated with completion of Year 10 schooling or higher.
- Demonstrated experience in a similar role.
- Knowledge of parks and urban services operations and maintenance, with the ability to learn and develop knowledge on the job.
- Able to operate various types of small plant and equipment safely, confidently and ability to maintain plant/vehicle records.
- Ability to perform manual tasks with dexterity, including general construction, machine operation and fit to undertake the duties outlined in this position description, safely.
- Demonstrated understanding of and commitment to the principles and legislative requirements of Work Health and Safety (WH&S).
- Australian resident or equivalent or holding a Visa allowing employment in Australia.
- Class P, P2 or C Drivers Licence (unrestricted).
- WH&S Construction Induction (White) Card.

### *Desirable Requirements*

- Traffic Control Tickets.
- Plant Licenses or Verification of Competency (VOC) for any of the following: Front end loader (LL), Backhoe (LB), Excavator (LE) and Skid Steer (LS).
- Completion of relevant training courses and certificates.
- Local Government experience.

## Selection Criteria

- Demonstrated literacy and numeracy levels associated with completion of Year 10 schooling or higher.
- Demonstrated experience in a similar role.
- Knowledge of parks and urban services, with the ability to learn and develop knowledge on the job.
- Class P, P2 or C Drivers Licence and WH&S Construction Induction (White) Card.
- Able to operate various types of small plant and equipment safely, confidently and ability to maintain plant/vehicle records.
- Responsibility for own work for quality and completeness of tasks, under guidance, on time and to the required standard.
- Shows willingness to learn, apply new skills and adapts to changing work tasks.
- Commitment to safety and consistently act in line with legislation and policy.
- Keep team and supervisor informed of what he/she is working on and share knowledge and information with team members and other staff.

I acknowledge and understand the requirements of the role as contained within this position description.

<b>Signed:</b>	
<b>Name:</b>	
<b>Date:</b>	