



Town Maintenance - General Hand Position Description

1 Incumbent

Name:

Date Commenced:

2 Industrial Instrument and Level

Local Government Industry Award 2020, level 4

3 Position Summary

Objectives of the position:

To maintain the town's community spaces including, but not limited to: town streetscapes, parks, gardens, sporting grounds and drainage for the overall benefit of Wyalkatchem.

Within Section:

Assist the town maintenance crew in delivering operational maintenance programs.

4 Requirements of the position

4.1 Skills

Intermediate plant operator skills, including the safe operation and maintenance.

Specialised hand tools skills pertaining to the parks and gardens area.

Intermediate skills in horticulture, landscaping, reticulation and nursery skills.

Intermediate skills in chemical and herbicide handling and application.

Work autonomously with limited supervision.

Sound verbal and written literacy and numeracy skills.

Developed problem solving skills, analytical thinking and attention to detail.

4.2 Knowledge and experience

Knowledge and experience in the maintenance of parks, reserves, verge and lawns.

Experience in operation plant and equipment including ride on mower, push mower, whipper snipper, leaf blower, edger and heading equipment.

Demonstrated understanding of relevant plant and equipment maintenance requirements.

Demonstrated ability to work effectively as part of a team.

Demonstrated ability to follow directions and carry out work in a timely manner.

Good physical fitness to be able to carry out manual tasks in a safe manner.

Working knowledge of Occupational Safety and Health requirements for the workplace.

5 Key Roles and Responsibilities

Parks, Gardens, Street & Verges
Maintenance of all gardens, reticulation systems
Maintenance of town facilities including ovals parks, cemetery, playgrounds and other infrastructure
Maintain and repair all infrastructure including playgrounds, footpaths, fencing and park benches
Assist in the installation and maintenance of lawns and gardens within the town site and surrounding areas
Assisting in the reticulation and watering of Council's parks, gardens and cemeteries
Control of weeds and other unwanted plant species by hand or spray application of chemicals and herbicide treatments
Carry out tree pruning, reticulation and watering and other activities associated with clearing and maintaining of street verge vegetation
Litter or rubbish collection, graffiti removal and sanitation operations
Assist with drainage maintenance
Assist with refuse site management
Assist with road works (e.g. bitumen work, footpaths, crossovers and concreting)
Other duties, as directed and consistent with the level of this position
Plant and equipment
Competently operate shire plant and equipment in a safe manner and within the machine's capacity and limitations
Ensure that any plant operated is maintained in an appropriate manner according to the manufacturer's specifications
Maintain plant and machinery to a high standard, complete pre-start checks and reporting, carry out daily maintenance and cleaning
Customer Service
Maintain good relations with the general public and promote Council's operations in a professional manner at all times
Records Management
Ensure compliance with the State Records Act 2000 by ensuring corporate documents are recorded in the Shire's Record Management Systems.
Behaviour and conduct
Perform duties efficiently, responsibly and ethically and in accordance with the Shire's Code of Conduct, and contribute positively to the team and support team efforts.
Occupational Safety and Health
Promote, foster and enforce safe work practices and Council's Occupational Safety and Health Policies, Principals and Procedures throughout the organisation.
Correct or report unsafe situations, workplace incidents, accidents or damage and use safety equipment and devices as specified.
Participate in activities associated with the Management of Workplace Safety.
Use appropriate personal protective equipment as directed.

6 Key Selection Criteria

The following selection criteria are identified as being required to achieve the outcomes in the context of this position. Applicants will need to provide evidence of their capability to transfer their knowledge and skills to achieving the outcomes of this position.

Essential

Knowledge and experience in the maintenance of parks, gardens, reserves, verges and lawns.

Experience in operating small plant equipment related to horticulture, irrigation and turf management.

Demonstrated understanding of relevant plant and equipment maintenance requirements.

Demonstrated ability to work effectively as part of a team.

Demonstrated ability to follow instructions and carry out work in a timely manner.

Developed problem solving skills, analytical thinking and attention to detail.

Developed time management and organisational skills.

Developed interpersonal, verbal and written communication skills.

Knowledge of Occupational Health and Safety Regulations.

Desirable

Previous experience working in Local Government.

Experience in horticulture including water reticulation and turf maintenance.

Understanding of bore water pumping equipment, water pumps and pressure feed systems.

Western Australian HR, HC or higher class Driver's Licence.

Hold a St John Ambulance First Aid Certificate

Other Requirements

Police Clearance:

To be valid within last three months – It is a requirement of this position for an applicant to provide a National Police Certificate. This certificate remains the property of the applicant; however, a notation of sighting the original certificate will be kept on the employee's personal file.

Western Australian Applicants are to provide a National Police Certificate via WA Police. Interstate applicants are required to provide a Federal Police Certificate via the Australian Federal Police.

Hold a current "C" class driver's license

7 Organisational Relationships:

7.1 Position is responsible to:

Town Maintenance Leading Hand

7.2 Position supervises:

Nil

7.3 Key Relationships:

Internal: President and Councillors
Chief Executive Officer
Manager of Works
Other Staff and Employees

External: General Public (including Ratepayers and Residents as appropriate)
Suppliers of goods and services, contractors

8 Extent of Authority

Works within confines of policy and procedures, under the general supervision of the Town Maintenance Leading Hand and Manager of Works.

9 Public Responsibilities

To promote a favourable public image of Council's personnel, operations and the Shire in general.

10 Performance Review

Probation period first three months of employment.

Performance Appraisals conducted annually.

Signed:

Signature:

Date

Employee

Supervisor

CEO

Position Description Review History

Created – new format	May 2020	Taryn Dayman (CEO)
Revised	May 2022	Stephanie Elvidge (GEO)