



SHIRE OF  
**HARVEY**

### Team work

We are a united team who works together towards a common goal.

### Integrity

We are empowered and accountable when making decisions.

### Excellence

We are committed to an exceptional customer experience.

### Leadership

We are adaptable and responsive in our leadership.

### Respect

We are respectful of our history and work together to build our future.

## General Hand - Maintenance

### Our Vision

Together, towards a better lifestyle.

### 1. Position details

Directorate:	Infrastructure Services	Level: 4
Reports to:	Supervisor Engineering Services	
Supervision of:	Nil	
Significant Working Relationships:	Supervisor Maintenance Manager Engineering Services Director Infrastructure Services	

### 2. Position summary

The position requires a suitably experienced and trained person to undertake projects and tasks in the development and maintenance of the Shire's roads, paths and drainage infrastructure in a safe and efficient manner to the high standards required by the Shire.

### 3. Community strategic objectives



## 4. Our values

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## 5. Key duties and responsibilities

Key functions	Specific duties
Maintenance	<ul style="list-style-type: none"><li>• Ensure plant/equipment and light vehicle/s are maintained in a clean and tidy condition daily and all required pre-start requirements are undertaken.</li><li>• Undertake duties relating to, and assist the Infrastructure Services operational team, where required, in maintenance and construction projects including, but not limited to, roads, drainage, traffic infrastructure, parks, sporting facilities, public open space, reserves, streets and ablutions.</li><li>• Provide accurate records for timesheet allocations, incident reports and any documentation in a timely and accurate manner.</li><li>• Assist in development, planning and scheduling of maintenance requirements, when required.</li><li>• Participate in the arrangements for plant replacement and vehicle changeovers.</li><li>• Ensure compliance with Main Roads Western Australia Traffic Management standards on construction and maintenance sites.</li><li>• Attend after hour call outs, as required.</li></ul>
Engineering Services Operations	<ul style="list-style-type: none"><li>• May be required to carry out a range of appropriate support duties as directed by the Supervisor Engineering Services or Supervisor Maintenance.</li><li>• May be required to operate other equipment and machinery as directed by the Supervisor Engineering Services or Supervisor Maintenance.</li><li>• Participate in job rotation and multiskilling, where required, to ensure the Engineering Services workloads are being achieved.</li></ul>
Other	<ul style="list-style-type: none"><li>• Reasonable duties commensurate with classification level.</li><li>• National Crime Check.</li></ul>

Work Health and Safety	<ul style="list-style-type: none"> <li>• Current “MR” Class Drivers Licence.</li> <li>• Maintain and monitor to ensure a safe and healthy work environment is maintained.</li> <li>• Ensure own safety and ensure employees have a safe area in which to work;</li> <li>• Ensure the active promotion of safety and health controls, mechanism and prevention programs in line with Shire policies and procedures and relevant legislative requirements to maintain a safe working environment;</li> <li>• Ensure all hazards and incidents are identified, risk assessed, reported and controlled;</li> <li>• Assist where required to participate in internal accident and incident investigations, working with Supervisor Engineering Services, Leading Hands, OSH representatives, involved staff and Manager Engineering Services to provide relevant information to assist in the development of preventative or improvement based control recommendations for consideration and implementation;</li> <li>• Ensure employees have safe method of performing the required tasks;</li> <li>• Ensure compliance with take 5’s or other safe working based procedures;</li> <li>• Ensure tasks are completed within current level of training or gained qualifications allow;</li> <li>• Ensure worksites are safe before leaving;</li> <li>• Ensure other employees are meeting Occupational Safety and Health requirements; and</li> <li>• Actively promote and participate in the Work Injury Management Program.</li> </ul>
Organisational	<ul style="list-style-type: none"> <li>• Work in accordance with the Shire’s defined Equal Employment Opportunity and Anti-discrimination legislation, procedures and principles.</li> <li>• Create and capture records of work activities in line with policies and procedures.</li> <li>• Contribute to ensuring a cohesive team approach where knowledge is shared and there is a demonstrated commitment to continuous</li> </ul>

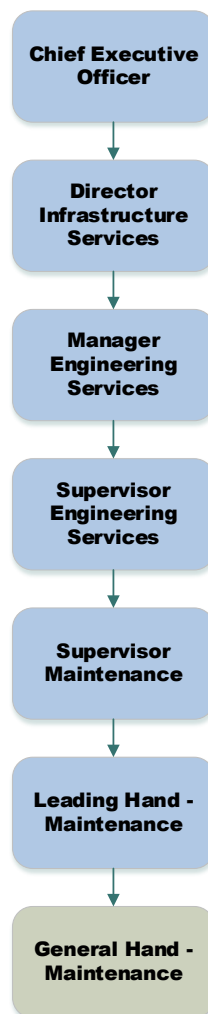
improvement and self-development, and participate in annual performance appraisal.

- Adhere to the Shire's Code of Conduct, policies and management practices as amended from time to time.
- Contribute to the attainment and development of strategic plan outcomes, strategies and actions.
- A GPS device may be required to be fitted to appropriate Shire vehicles/plant at the discretion of the Director Infrastructure Services to ensure that a detailed record of operations and for Work Health and Safety reasons.

## 6. Extent of authority

Operates under the general direction of the Supervisor Maintenance and Supervisor Engineering Services within guidelines and operational practices and procedures established by the Shire of Harvey and the policies of Council.

## 7. Your team



## 8. Position selection criteria

### Essential

1. Demonstrated ability to safely and competently operate and maintain plant and equipment.
2. Experience with relevant civil works construction and maintenance for drainage.
3. Demonstrated ability to work unsupervised following instructions and procedures, including keeping accurate work records and reporting issues to Supervisor.
4. Be physically fit with the ability to work safely in a manual environment.
5. Demonstrated ability to co-operate with the general public and work as part of an effective team.
6. Current "MR" Class Drivers Licence.
7. Construction Safety Awareness Certificate (White Card).

### Desirable

1. Local Government experience.
2. First Aid Certificate.
3. Basic Worksite Traffic Management Certificate.