



## ■ Position Description

<b>Job Title:</b>	<b>Leading Hand Town Crew</b>
<b>Reporting To: -</b>	<b>Works Supervisor</b>
<b>Remuneration level:</b>	<b>Negotiable depending on experience and qualifications</b>

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### Purpose of the position

To assist in the supervision and service of labour needs throughout the township of Halls Creek

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### Responsibilities

#### ■ Responsibility 1 – Assist the Works Supervisor as required in maintenance of parks, gardens and other facilities around the town of Halls Creek

Authority Level – Able to work semi-autonomously within guidelines established by the Town Supervisor.

Measurement - Able to carry out and supervise routine tasks, referring only exceptional matters to the IAM.

#### ■ Responsibility 2 - Provides leadership within the town crew whenever the Works Supervisor is not providing immediate and direct supervision.

Authority Level – Able to work semi-autonomously within established guidelines.

Measurement -

1. Displays positive attitudes and sets a good example within the team.
2. Helps keep other team members “on track” and focussed on the jobs at hand.

#### ■ Responsibility 3 - Supervises Town Crew and allocates appropriate duties to town crew employees.

Authority Level – Works within established guidelines maintained by the Director Infrastructure Assets, and administrative procedures approved by the Chief Executive Officer.

Measurement -

1. Keeps the Town Crew working efficiently and effectively.
2. Complies with all documentary requirements – i.e. Timesheets, Accident Reports, Private Works Orders etc.

3. Ensures town crew staff completes required Occupational Health and Safety documents when appropriate

**Responsibility 4 – To comply with Occupational Health and Safety legislation and promote safe work practices including ensuring all staff complete OSH documents such as risk assessments, incident reports, hazard registers etc. as soon as practical and delivered to supervisor and/or HR coordinator immediately.**

Authority Level – Able to work semi-autonomously within established procedures, with guidance from the OSH, Training and Administration Officer.

Measurement - Ongoing vigilance to ensure risks are minimised/negated

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## Relationships

**Responsible to: Infrastructure and assets Manager**

**Supervision of: Town Crew staff**

**Internal/external liaison:**

### Internal

**With:**

**Purpose**

- |                                       |  |
|---------------------------------------|--|
| 1. Director Infrastructure and Assets | 1. Technical direction in respect of works                                 |
| 2. Manager of Finance                 | 2. Submission of records (eg. Timesheets, work orders etc).                |
| 3. Director Executive Services        | 3. HR Matters pertaining to town crew including identifying training needs |

### External

Various users of the oval, parks, gardens and other facilities.

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## Extent of Authority

- Works semi autonomously with direction from the Works Supervisor
- High level of initiative and flexibility.

## Specific Duties

### Maintenance of Ovals, Parks and Gardens and Roads

- Assist in the upkeep and well being of the Shire of Halls Creek parks and gardens, including watering, cutting and general grass maintenance
- Assist in bore maintenance and repairs
- Cleaning of Shire ablutions and amenities as required
- Plant operation
- Truck driving
- Road repairs and maintenance
- Ensures town crew staff completes required Occupational Health and Safety documents when appropriate

### Community Participation

- Encourage community groups to participate in the usage of Shire grounds through carefully maintained and cultivated parklands.

### General

- Concrete formation and building construction
- General labouring and maintenance as required
- Perform other duties as instructed by the Town Supervisor

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## Person Specification

### **Skills**

#### Essential:

- Ability to control and lead staff
- strong sense of initiative and enthusiasm
- ability to work as part of a team
- ability to adhere to safety principles and adapt to current work practice
- Ability to communicate information with supervisory staff in areas related to municipal work

### **Knowledge**

#### Essential:

- Basic knowledge of general horticultural procedures related to sustaining native and introduced flora.
- Broad knowledge of repair and maintenance requirements in the town.
- Ability to operate and service plant
- Vehicle driving, plant operation, horticultural work

### **Experience**

#### Essential:

- Demonstrated experience working in a local government town maintenance crew or similar role.

**Qualifications and/or Training**

Essential:

- Class “C” Driving Licence
- Construction Industry safety Induction Card

Desirable:

- Roadworks Traffic Management Accreditation
- Construction Safety Awareness Training Card
- Rigid Truck Licence
- Backhoe ticket
- Skidsteer ticket
- PVC Pipelaying Accreditation
- Articulated Truck Licence
- Senior First Aid Certificate.
- Horticultural Certificate

**Selection Criteria**

**Essential:**

- Strong sense of initiative.
- An ability to work as part of a team.
- An understanding of the principles involved in routine maintenance of the town environment.
- An understanding of the principles involved in routine maintenance of plant and equipment

**Desirable:**

- Experience in working with Aboriginal people in their own cultural community.
- An understanding of the maintenance requirements of general mechanical equipment.
- Current HR class drivers licence.
- Plant Operation qualifications; Backhoe, Skidsteer in the supervision and service of labour needs throughout the township of Halls Creek

Signed.....  
Employee

Date.....

Signed .....  
Noel Mason  
Chief Executive Officer

Date.....26 March 2019.....  
Reviewed and Revised 26 March 2019  
Infrastructure Assets Manager