



Position Description

Job Title:	Municipal Worker – Town Crew
Reporting To: -	Town Supervisor
Remuneration level:	Negotiable depending on experience and qualifications

Purpose of the position

To assist the Town Supervisor with the carrying out of works performed by the Town Crew

Responsibilities

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

Authority Level – Works under instructions from the Town Supervisor or the leading hand.

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

■ **Responsibility 2 – Carry out work as instructed**

Authority Level – Able to carry out routine tasks without constant direct supervision.

Measurement - Work is carried out according to instructions

■ **Responsibility 3 – Responsible for security of plant and tools used on site**

Authority Level – Keeps plant and tools secure without the need of direction or supervision.

Measurement - Plant and tools used on site are kept secure

■ **Responsibility 4 – Responsible for personal safety**

Authority Level – Works safely in and in accordance with procedures even when not being directly supervised.

Measurement - Ensure work is carried out in a safe manner

Relationships

Responsible to: Town Supervisor

Supervision of: Not applicable

Internal/external liaison:

Internal

With:

Purpose

- | | |
|-----------------------------|--|
| 1. Town Supervisor | 1. Quality and scope of work |
| 2. Foreman Minor Works Crew | 2. Assist with work duties as required |
| 3. Works Manager | 3. Direction for works |
| 4. Mechanics | 4. Repairs to plant |

External

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

Extent of Authority

- Carry out works as instructed.
- Works in accordance with direct supervision from the Town Supervisor

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
- Pruning, trimming and/or removal of shrubs and trees as required
- Assist in bore maintenance and repairs
- Assist Town Supervisor with the reticulation system
- Cleaning of Shire ablutions and amenities as required
- Plant operation
- Truck driving
- Road repairs and maintenance

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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- Carry out concreting operations in a competent, safe and efficient manner.
 - Carry out tasks as directed, safely and efficiently.
 - Carry out scheduled maintenance and minor repairs of assigned plant.
 - Ensure security of plant when unattended.
 - Report as required to immediate supervisor.
 - Adherence to OS&H requirements.
 - Supervision of labour when required.
 - Willingness and ability to use hand tools.
 - All work to be performed and completed to agreed standards and practices.
 - Work to be completed within adopted timetables.
 - Timely submission of time sheets and paperwork.
 - Cooperative and positive attitude to other employees and contractors.
 - Courteous and helpful with public and outside organisations.
 - Availability for overtime as required.
 - Camping out as required
 - Other duties as required

Person Specification

Skills

Essential:

- Basic literacy and numeracy skills
- 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 skills

Experience

Essential:

- General experience in municipal works

Desirable:

- General experience in Local Government

Qualifications and/or Training

Essential

- Class C License.
- Construction Industry Safety Induction Card

Desirable:

- Roadworks Traffic Management Accreditation
 - Construction Safety Awareness Training Card
 - MR Truck License
 - HR Truck Licence
 - Backhoe ticket
 - Forklift ticket
 - Skidsteer ticket
 - PVC Pipe laying Accreditation
 - HC Truck Licence
 - Senior First Aid Certificate.
 - Experience in mixing, placing and finishing concrete including formwork and steel fixing..
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Selection Criteria

Essential:

- Demonstrated ability to follow oral and written instructions and procedures with minimal supervision
- Current drivers licence and demonstrated competence in driving
- Willingness and ability to use hand tools, power tools and perform physical labour
- Demonstrated knowledge of obligations under Occupational Health and Safety Act
- Demonstrated ability to undertake a range of manual work
- Demonstrate knowledge of care, maintenance and safe and effective use of tools
- Ability to work, safely and effectively, as part of a team and/or unsupervised
- Ability to direct assisting staff
- Accreditation and demonstrated competence in operation of relevant plant
- Ability to carry out scheduled maintenance of assigned plant checking fuel, water, air, oil, etc
- Demonstrates ability to handle and use materials in accordance with safe and proper procedures
- Ability to work to line and level
- Proper use of approved protective equipment and clothing
- Ability to report to immediate supervisor as required
- Operate appropriate plant items such as backhoe, skidsteer, forklift safely and effectively, including performing routine maintenance
- Demonstrate adequate knowledge of truck capabilities and operate truck correctly, safely and efficiently in various site conditions
- Demonstrate knowledge of truck loading and unloading requirements and techniques within scope of routine tasks
- Ensure attitude to other employees and contractors is cooperative and positive
- Ensure contact with the public and outside organisations is courteous and helpful

Desirable:

- Accreditation and competence in Traffic Control; to operate measures set by others
- Able to carry out tasks as directed, safely and efficiently, without supervision
- Ensure quality of work done
- Ensure all work is performed and completed to agreed standards and practices in an efficient manner
- Demonstrate ability to operate truck correctly, safely and efficiently in various site conditions
- Demonstrate solid working knowledge in the following; Concrete Finishing, Formwork, Pipe Laying and Repair, Bitumen Patching, Shoulder Stabilizing Line Marking, Welding, Fencing, Stone Work
- Demonstrated ability to direct staff and plan workload
- Demonstrate ability to give clear instructions
- Ability to measure up and calculate quantities
- Ability to order materials through correct procedure

Signed.....
Employee

Date.....

Signed
Noel Mason
Chief Executive Officer

Date.....