



HUMAN RESOURCES

POSITION DESCRIPTION

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GDS

1
October 2022
July 2023
July 2024
12.62.3.3

JOB AND PERSON SPECIFICATION

Position:	Works Team Member
Department:	Works – Parks, Gardens and Facilities
Location:	Quorn or Hawker Works Depot (TBC)
Reports to:	Leading Hand – Parks, Gardens & Facilities Team Leader – Operations Director of Works Chief Executive Officer
Agreement:	The Flinders Ranges Council Enterprise Agreement No. 11 – 2022
Award:	Local Government Employees Award
Classification:	Municipal Employee Grade 5
Service Increment:	Year 1
Employment Category:	Permanent (Full Time)
Incumbent:	Presently Vacant
Date Appointed:	## Month 2024

Position Objectives	Key Result Areas
<p>To undertake general maintenance and construction duties as a member of Councils Works Team including the following:</p> <ul style="list-style-type: none">• Construction and / or maintenance of infrastructure assets, plant and equipment• Operation of plant and equipment• Inspection and reporting• Maintain safe working environment• Customer service and other duties as directed	<ul style="list-style-type: none">• Construction and / or Maintenance• Operate Plant and Equipment• Administration• Work Health and Safety (WHS)• General operational duties to support municipal operations

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Key Result Areas	Key Tasks	Performance Indicators
Construction and or Maintenance	<p>Undertake duties associated with the maintenance and or construction of assets including:</p> <ul style="list-style-type: none"> • parks, gardens and reserves • rural roads and town streets • aerodromes • stormwater infrastructure • fences and gates • reserve and street furniture, • cemeteries • buildings • plant and equipment • waste management infrastructure • undertake various work to complete customer requests as approved by team leader 	<p>Council infrastructure and buildings well maintained and serviceable allowing for suitable and safe access to public areas</p>
Operate Plant and Equipment	<p>Undertake duties associated with the operation of plant and equipment including:</p> <ul style="list-style-type: none"> • construction and maintenance activities • assist with grave preparation and closure • emergency response activities • regular maintenance and minor lubrication • fault finding and reporting 	<p>Plant and equipment operated under licence or direct supervision in line with Grade 5 plant/machinery</p> <p>Equipment maintained in a serviceable condition with all paperwork completed</p> <p>Incidents and hazards reported</p>
Administration	<p>Undertake duties associated with administration support activities including:</p> <ul style="list-style-type: none"> • work zone traffic management • grave preparation and closure, • asset serviceability reporting • aerodrome operations • plant and time sheets • risk assessments and safe work instructions • asset safety inspections 	<p>Maintain accurate and timely documentation</p> <p>Manage corporate records, created and received, according to legislation and Councils policies and procedures</p>
WHS	<p>Undertake and participate in duties associated with WHS activities including:</p> <ul style="list-style-type: none"> • maintain a safe working environment • manage risk • all Training as instructed • conduct risk assessments • draft safe work instructions 	<p>Comply with WHS legislation and Council policies and procedures</p> <p>Arrive home safe and healthy</p> <p>Protect yourself and others</p>

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Key Result Areas	Key Tasks	Performance Indicators
WHS (cont.)	<ul style="list-style-type: none"> work zone traffic management safe operation of plant and equipment abide by Councils return to work policy incident, hazard and near miss reporting High Risk construction work – SWMS safe handling and management of hazardous chemicals abide by remote and isolated worker policy/instructions assist with contractor management support activities 	<p>Record incidents and participate in investigations</p> <p>Training Undertaken</p> <p>Evidence and records of required WHS documentation</p>
Personal Safety	<p>To take reasonable care of their own safety and that of others at work.</p> <p>To obey all instructions from their supervisors issued to protect their own personal health and safety and that of others and not to perform any procedure or task unless they have received appropriate training and instruction.</p> <p>To take such action as is within their competence and responsibility to report or make such recommendation to a higher level as they deem necessary to avoid, eliminate or minimise hazards of which they are aware of in regard to working conditions or methods.</p> <p>To report any accident, injury or near miss which arises in the course of their work and also to provide input into solutions for resolving them.</p> <p>Actively participate, when required, in a rehabilitation or amended work program and support any member of your workgroup that may be under this type of program.</p> <p>To keep work areas in a safe condition.</p> <p>To ensure that they are not, by the consumption of alcohol or a drug, in such a state to endanger their own safety or that of others.</p> <p>Report any prescribed medication that may adversely affect your performance</p> <p>Follow approved policy, procedure and practices, including use of safety devices and protective equipment where required.</p>	<p>Participation in the development of policies, procedure and safe work procedures and abiding by them.</p> <p>Comply with One System and any other applicable legislation.</p> <p>Participation in training as per training program.</p> <p>Not operating plant or equipment without appropriate competency having been attained.</p> <p>Active participation in the identification and control of hazards in the workplace. This could be via participation in work site inspections or risk assessment.</p> <p>Completion of hazard reports or incident reports for all incidents.</p> <p>Raising items for action or implementing corrective action within their jurisdiction.</p> <p>Maintaining housekeeping standards.</p> <p>Work performance not being impaired due to the consumption of drugs or alcohol.</p> <p>The reporting of any prescription drug that may affect working safely.</p>

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Personal Safety (cont.)	<p>To not interfere with, remove or displace any safety guards, safety devices or protective equipment unless it is as part of an approved maintenance or repair procedure.</p> <p>To take part in the election of Health and Safety Representatives for your workgroup and be supportive of their role.</p> <p>Support and take active part in consultative activities, including (but not limited to) meetings, training, risk assessments, workplace inspections, safe work procedure reviews, policy & procedure reviews and job safety analysis.</p> <p>Ensure that record keeping requirements are met including (but not limited to), completion and return of medical, induction, incident, hazard and training documentations, documentation of start-up checks, equipment maintenance, job safety analysis and road work records.</p>	<p>Equipment used in accordance with safety instructions, kept clean and in sound working condition.</p> <p>All safety guards in place unless appropriate tag out procedure applied for maintenance.</p> <p>Active participation in the election process and abiding by legislated election processes.</p> <p>Awareness of the consultative policy and procedures.</p>
General	<p>Undertake duties associated with general employment including;</p> <ul style="list-style-type: none"> • foster and facilitate continuous improvement and best practice • provide a high level of discretion and diplomacy in responding to inquiries • maintain service standards • be professional and client focused • participate in the annual performance review process • adhere to Councils code of conduct • Undertake all Other Duties as directed by the Team Leader • this position may be required to work on a roster inclusive of weekends. • actively participate in Lean Management process improvement and service standards delivery • assist with lower classified tasks as required • waste facility operations (relief) 	<p>Other duties completed to the best of employee's ability</p> <p>Supportive customer service communication to ensure polite, courteous and friendly dealings with residents and co-workers always</p> <p>Feedback given</p> <p>Professional, friendly and appropriate conduct</p>



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Works Team Member Person Specification

Qualifications, Licences and Certificates	<p>Essential:</p> <ul style="list-style-type: none">• Current SA Drivers Licence with class HR minimum (or prepared to obtain at own cost within 6 months of commencement)• Construction Industry Common Safety Induction (White) Card• Skid Steer Competency <p>Desirable:</p> <ul style="list-style-type: none">• Certificate III in Horticulture or Building Maintenance or Construction• Current SA Drivers Licence with class HC• Articulated Loader Competency• Chainsaw Competency• Work Zone Traffic Management Competency• Playground Inspection Competency• Swimming Pool Operator
Knowledge	<p>Working knowledge of:</p> <ul style="list-style-type: none">• reserves / garden maintenance• building maintenance and/or handyman services• road construction and maintenance• small plant and equipment• mechanical workings of machinery• Work Health and Safety (WHS) requirements
Skills	<p>Ability to:</p> <ul style="list-style-type: none">• follow direction & work as a team member• safely operate Council plant and machinery• undertake building, plant and equipment maintenance• work without supervision & Self-motivated• time management skills in order to meet required deadlines• use initiative to pro-actively solve problems, improve outcomes• good conflict resolution skills
Experience	<p>Experience in:</p> <ul style="list-style-type: none">• maintenance of plant and equipment• maintenance of buildings, and infrastructure• maintaining reserves, parks and gardens• experience in road construction and maintenance (desirable)• safely operating plant and equipment• experience in operation of waste management facilities
Professional Development	<p>Willingness to learn and participate in professional development or training opportunities as approved or directed by the Director of Works.</p>

By signing this Position Description, I agree that I have read, understood and will comply with all aspects of this Position Description.

Employee: _____
Signed Name Date

Approved: _____
Director of Works (Signed) Name Date