



Position Description

Position Title:	Works Assistant (PN 4408)		
Position Type:	Permanent Full-time		
Department:	Infrastructure Services		
Date Approved:	April 2021	Version Number:	3
Hours per week:	38	Award Classification:	Band 1 Level 3
FTE	1	Salary Classification	Grade 2

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required. The Position Description links to the overall organisational Delivery/Operational Plan which ties into an employee's key performance indicators as part of their annual performance review. Position Descriptions may be amended from time to time in accordance with the business needs and in consultation with the incumbent of the position. Employees are expected to perform the duties and responsibilities of their position as outlined in their Position Description and as reasonably directed by their supervisor or manager.

1. Primary Objective (Role Purpose)

The Works Assistant is an integral member of Council's Operations team. This position has the responsibility of undertaking a range of labouring tasks and small to medium plant operation associated with the construction, repair, and maintenance of Council's infrastructure.

The Works Assistant is required to undertake duties in a safe, effective, and efficient manner to meet Council's requirements and specifications.

This position will primarily work within the Parks and Gardens team, undertaking maintenance of Council's parks, reserves, public amenities and other public space. From time to time, the position may be required to undertake duties within other Operations teams to meet operational requirements.

2. Key Accountabilities

- Undertake general duties as required for operational activities in accordance with Safe Work Method Statements.
- Work in a team environment effectively and efficiently.
- Ensure the work is undertaken in accordance with relevant Workplace Health and Safety and environmental legislation.
- Ensure work sites are always maintained in a clean and safe state.
- Undertake traffic control at work sites.
- Undertake the safe and efficient operation of various items of medium plant and associated activities in a safe and effective manner and in accordance with legislative requirements and safe work method statements.
- Direct enquires from the public to the supervisor and report issues for further action.
- Maintain, clean, and refuel any assigned item of plant to ensure it is operating in a safe and efficient manner.
- Check all safety features of any assigned item of plant are operational prior to the commencement of work each day.
- Identify and report defects or hazards identified.
- Complete relevant documentation required for the job e.g. reports, logbooks, timesheets, running sheets etc.
- Complete relevant electronic documentation required for the job, e.g. defects and accomplishments within Council Reflect system.
- Undertake such other duties as directed.

3. Core Competencies (Knowledge Skills and Experience)

Qualifications

- Certificate III Civil Construction and Maintenance (Roads and Related Infrastructure) or equivalent (desirable).
- Current Class MR Driver Licence.
- WHS Construction Induction Card (White Card).
- Current SafeWork NSW Traffic Control Work Card – Traffic Controller (desirable).
- Current certificates in First Aid, Safe Work Near Powerlines, Chainsaw Operation (desirable).

Note: All licenses/tickets stated in the position description must be current/valid during the duration of your employment. Should there be a change in status it is the employee's responsibility to notify Council as soon as practicable.

Experience

- Demonstrated experience in construction and maintenance activities of infrastructure relevant to Council.
- Demonstrated ability to inspect and maintain plant and equipment to maximise operations.
- Demonstrated experience in the reading, interpretation and execution of design plans (desirable).
- Demonstrated experience in the use of asset management software at the worksite level (desirable).
- Previous experience in the operation of medium plant (Skid Steer Roller, Watercart, Wheel Loader, Tractor / Slasher combination) (desirable).
- Experience with small plant and equipment, power tools and hand tools (desirable).

Skills

- Literacy and numeracy skills to complete relevant documentation required for the job.
- Ability to adapt procedures to suit situations.

4. Supervision Received

This role reports to the Works Supervisor – Urban.

5. Supervision Exercised

Nil

6. Delegations

The Works Assistant will exercise the functions of the Council as delegated to the position.

7. Council Overview

Bellinghen Shire Council Local Government Area covers approximately 1,600 square kilometres and has an estimated population of 13,219. Bellinghen Shire Council is the gateway to the world heritage listed Dorrig National Park and has an abundance of natural assets. The Local Government Area is home to significant local and state infrastructure and Waterfall Way is a key east, west commuter corridors between the Pacific Highway and the New England Highway. Council is committed to being connected, sustainable and creative.

8. Our Values



Service Ethic /
Commitment



Professionalism



Respect



Teamwork



Integrity



Communication

The guiding principles of respect, professionalism, integrity, teamwork, communication, and service commitment define how Bellinghen Shire Council strengthens its working environment to deliver on the aspirations of our community.

9. Expected Behaviours

All employees must adhere to Council's Code of Conduct and undertake their role in accordance with the policies and procedures of Council.

Council is committed to the following important principles and practices:

Workplace health and safety (WHS)

All employees have responsibility for implementation of our WHS systems and procedures and to ensure they work in a manner that maintains the safety, health and welfare of themselves and others at the workplace.

A professional working environment free from discrimination, harassment, and victimisation

It is the responsibility of all employees to ensure that proper standards of the conduct are upheld in the workplace. Behaviour which contravenes these standards will not be tolerated.

Economic, environmental, and social sustainability

Employees are required to consider these three strands of sustainability in all work-related decisions. In addition, employees are expected to adopt work practices consistent with this commitment and take action to reduce waste, prevent pollution and minimise the use of natural resources and energy.

10. Acknowledgement

This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements.

I have signed below in acknowledgement of reading, understanding, and accepting the contents of this document. I accept that, with consultation, my duties and delegations may be modified by Council from time to time as necessary.

«CandidateSignature_tag»