



POSITION DESCRIPTION

Position Title:	General Hand
Directorate:	Engineering
Branch:	Engineering Services
Salary Grade:	TBA – Indicative Grade 2
Status of Position:	Fulltime
Hours of Work per week	38

POSITION REPORTS TO:

Overseer

PRIMARY PURPOSE OF THE POSITION:

- To work as part of a team to assist with the delivery of civil construction and routine maintenance activities in a safe and efficient manner.

KEY ACCOUNTABILITIES:

- Undertake general laboring duties efficiently and competently to support civil construction and maintenance operations across Council's Engineering Directorate.
- Use small plant items and tools safely and ensure they are kept securely and maintained in good condition.
- Operate other Council plant and equipment, within skills and abilities, when required to support the efficient operation of the team.
- Participation in an 'On-Call' Roster system.
- Participate in training and development opportunities to support ongoing skill development.
- Work in a safe manner and follow all Councils Work Health and Safety (WHS) guidelines and instructions.
- Undertake all duties in an efficient and professional manner in line with community expectations.
- Maintain accurate records, as appropriate to the position, in accordance with Council's guidelines.
- Provide a high level of customer service to internal and external customers in accordance with Council's Customer Service Standards.
- Compliance with Council's policies and procedures, as amended from time to time, as they relate to your employment. This includes but is not limited to record keeping and Work Health and Safety (WHS) policies and guidelines
- The employer may direct the employee to carry out such duties that are within the limits of the employee's skill, competence and training as per Clause 8 of Local Government (State) Award 2014

KEY CHALLENGES:

- Working in difficult conditions, such as trenches, heat, cold or dirty environments
- Managing competing priorities and responding to unexpected changes.



KEY RELATIONSHIPS:

Who	Why
Internal	
Supervisor	<ul style="list-style-type: none"> Provides direction and supervision for role
Engineering Services Manager	<ul style="list-style-type: none"> Provides indirect supervision for the role
Director	<ul style="list-style-type: none"> Provides overall management of the Directorate and its employees
Council Staff and Management	<ul style="list-style-type: none"> Manage expectations and provide services
External	
Customers/stakeholders	<ul style="list-style-type: none"> Monitor, direct and address enquiries Ensure stakeholders expectations are being met

RECRUITMENT SELECTION CRITERIA:

ESSENTIAL

1. WorkCover Construction Induction Card (Whitecard)
2. Class C drivers licence;
3. Basic skills in the use of hand tools and other minor tools and equipment.
4. Good oral communication skills and the ability to complete basic forms.
5. General awareness of the principles and practices of Equal Employment Opportunity and Workplace Health and Safety and an ability to apply them in the work place.

DESIRABLE

6. MR (Medium Rigid) Drivers Licence.
7. Previous experience in general construction and maintenance works.
8. Previous experience in the use of power or pneumatic tools.
9. Experience in the operation of plant and equipment associated with civil engineering works
10. Working knowledge of road construction/maintenance functions and activities.
11. Certificate III in Civil construction or equivalent.
12. Safe Work near Overhead Power Lines training accreditation.
13. RMS Traffic Control qualifications



KEY CAPABILITIES:

Capability Group	Capability Name	Level
 Personal Attributes	Display Resilience and Courage	Foundational
	Act with Integrity	Foundational
	Manage Self	Foundational
	Value Diversity	Foundational
 Relationships	Communicate Effectively	Foundational
	Commit to Customer Service	Foundational
	Work Collaboratively	Foundational
	Influence and Negotiate	Foundational
 Results	Deliver Results	Foundational
	Plan and Prioritise	Foundational
	Think and Solve Problems	Foundational
	Demonstrate Accountability	Foundational
 Business Enablers	Finance	Foundational
	Technology	Foundational
	Procurement and Contract Management	Foundational
	Project Management	Foundational

Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence.

Group and Capability	Level	Behavioural Indicators
Personal Attributes Display Resilience and Courage	Foundational	<ul style="list-style-type: none"> • Be open to new ideas and approaches • Offer own opinion, ask questions and make suggestions • Adapt well to new situations • Do not give up easily when problems arise • Stay calm in challenging situations
Relationships Work Collaboratively	Foundational	<ul style="list-style-type: none"> • Work as a supportive and co-operative team member, share information and acknowledge others' efforts • Respond to others who need clarification or guidance on the job • Step in to help others when workloads are high • Keep team and supervisor informed of work tasks



Group and Capability	Level	Behavioural Indicators
Results		
Deliver Results	Foundational	<ul style="list-style-type: none"> • Complete own work tasks under guidance, within set budgets, timeframes and standards • Take the initiative to progress own work • Identify resources needed to complete allocated work tasks • Seek clarification when unsure of work tasks
Business Enablers		
Project Management	Foundational	<ul style="list-style-type: none"> • Plan and deliver tasks in line with agreed schedules • Check progress against schedules, and seek help to overcome barriers • Participate in planning and provide feedback about improvements to schedules

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