

## POSITION DESCRIPTION

<b>Position Title</b>	<b>General Hand</b>
<b>Directorate</b>	<b>Infrastructure</b>
<b>Award/Agreement</b>	<b>TOC Enterprise Agreement 2021 (and any subsequent agreement)</b>
<b>Classification of Position</b>	<b>Level 4</b>
<b>Directly reports to</b>	<b>Supervisor Infrastructure Maintenance</b>
<b>Positions under Direct Supervision</b>	<b>Nil</b>

### ORGANISATIONAL CONTEXT OF POSITION

The Town of Claremont employs over 100 staff and is responsible for the local government area of approximately 5km<sup>2</sup>. The Town has a population of approximately 9600 people and is located in the picturesque western suburbs of Perth, Western Australia. The Town has five key goals: Liveability, Prosperity, People, Environment and Governance & Leadership.

### ORGANISATIONAL MISSION

We exist to deliver quality services for Claremont today and to build the foundation for the future.

### ORGANISATIONAL VISION

Claremont will develop as a harmonious cosmopolitan Town, creating opportunities for community wellbeing and business prosperity: while respecting and celebrating the past.

### ORGANISATIONAL VALUES

Respect. We are responsible for how we behave in our workplace and will show respect and courtesy to all of our colleagues and customers.

Integrity. We are open, accountable and honest.

Quality Communication. We demonstrate our respect for our community and each other through timely, accurate and understandable communication.

Customer Service. Every contact with a customer is important and an opportunity to demonstrate our commitment.

Excellence. Our focus is quality outcomes achieved on time, on budget.

### OBJECTIVE OF THIS POSITION

As part of the Infrastructure team, this role is responsible for supporting the requirements of the Infrastructure Directorate by carrying out general maintenance duties, manual labour, and other general handiwork.

**Objective 1: General Duties**

- General site maintenance and repairs to footpaths and paving, drainage lids, and potholes.
- Physical labouring such as digging, paving, and site clean up.
- Installation of bollards and bike rails.
- Attend to urgent maintenance repairs work required for community safety.
- Report on work undertaken.
- Maintain work ute and other equipment in a clean, safe condition.
- Report maintenance concerns to the Supervisor Infrastructure Maintenance.
- Assist with Parks maintenance when requested.
- Carry out other duties as requested by management which may be reasonably expected within the scope of the classification level and skill base of the employee.
- Out of hours emergency call out as required for emergency works.
- Carry out other duties as requested by management which may be reasonably expected within the scope of the classification level and skill base of the employee.

**Objective 4: Occupational Health & Safety (For all Staff)**

- Comply with all workplace procedures for hazard identification, risk assessment and risk control.
- Actively participate in safety activities associated with the management of workplace health and safety.
- Follow policy and procedures as required.
- Take reasonable care to ensure his/her own safety and health at work.
- Avoid adversely affecting the safety of any other person.
- Identification and reporting of health and safety hazards, accidents, incidents, injuries, property damage at the workplace.
- Ensure the correct personal protective equipment is used for the task or activity.

**Objective 5: Corporate Responsibility (All Staff)**

- In all actions, be accountable and employ ethical decision making and good governance in line with Town's Code of Conduct, values, policies and procedures.
- Demonstrate ongoing commitment to the Town's Customer Experience Charter.
- Provide a high level of customer service.
- Promote and maintain harmonious relationships in the workplace.
- Ensure efficient and appropriate use of resources.
- Promote the development of efficient work practices.
- Maintain good relations with the general public and promote Council's operations in a professional manner at all times.
- Adhere and follow the Town of Claremont Record Keeping Plan.
- Carry out other duties as requested by management which may be reasonably expected within the scope of the classification level and skill base of the employee.

**Objective 6: Continuous Improvement (All Staff)**

- Employ the mind set of continuous improvement to all work tasks by reviewing processes using the Town's process improvement software.
- Support team members to review and analyse processes to identify possible improvements.
- Contribute to developing a culture of acknowledging and celebrating efforts to improve processes.

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## SELECTION CRITERIA

### Essential

- Experience working in a labouring position laying pavers and working with concrete.
- Experience using hand tools and power tools.
- Experience handling materials such as pavers and concrete.
- Possess a valid White Card.
- Current "C" class drivers licence.
- Have or willing to obtain Driver Enhancement Training.
- Demonstrated ability to carry / lift objects.
- Ability to complete allocated jobs with minimal day-to-day supervision.
- Good customer service ethics.

### Desirable

- Building/construction trade qualification
- Paving and landscaping experience
- Possession of current Basic Worksite Traffic Management accreditation.
- Apply First Aid qualification

## REQUIREMENTS

The Town requires all staff prior to commencing employment to:

- Provide an original qualification for sighting or a certified copy of qualification (where listed as Essential in Position Description).
- Provide for sighting 100 points of identification including at least one with a photograph (i.e. Driver's License and Passport or Birth Certificate).
- Complete a pre-employment medical (Town's GP to confirm fitness to work in position).
- Complete a Police Clearance (to be assessed by Human Resources).
- Provide evidence of the Right to Work in Australia.
- Sign a change of circumstances employee declaration.

Some positions may be required to undertake other checks and verifications such as Working With Children Check and these will be specifically indicated in the Selection Criteria.

## PROBATION

Unless otherwise stated in a Letter of Offer, this position is subject to a 6 month probation period, at which time work performance will be reviewed to determine whether permanent appointment will proceed.

## SIGNATURES

Approved	CEO		Date:	
Employee Name:		Signature:	Date:	