

SHIRE OF KENT

Position Description

Role title:	General Hand / All Rounder
Department:	Public Works and Services
Level:	Level Four <i>Shire of Kent Outside Workforce Enterprise Agreement 2021</i> Currently \$37.06 per hour
Position Objective:	<ul style="list-style-type: none"> • To perform basic maintenance and construction related tasks including, but not restricted to, those listed under Key Responsibilities. • Contribute to a positive, safe, team-oriented working environment.
Stakeholder Engagement:	The position works collaboratively with all team members across the Shire. Externally it liaises with the general public, including (but not limited to) ratepayers, customers, contractors and suppliers.
Direct Supervisor:	Team Leader – Maintenance
Direct Reports:	Nil
Total Number of Reports:	Nil

Acknowledgement	
<i>Employee Signature</i>	<i>Date</i>
<i>Manager Signature</i>	<i>Date</i>
<i>HR Signature</i>	<i>Date</i>

Date position registered	

KEY RESPONSIBILITIES

Plant Maintenance & Repairs

- Support the Manager Infrastructure and plant operators with basic tasks such as moving equipment, collecting parts, taking vehicles to service/tyre businesses, or preparing workspaces.
- Maintain orderly tool storage, ensuring items are returned and logged out appropriately.
- Assist with plant maintenance on work site i.e. grader tyre changing
- Advise Manager Infrastructure of any issues with equipment needing repair or replacement.

Workshop & Yard Maintenance

- Maintain orderly storage of equipment, tools, materials and consumables.
- Keep depot grounds clean and tidy, including sweeping, rubbish control and vegetation management.
- Maintain chemical sheds, stores, workshops and waste areas in accordance with safety requirements.
- Monitor and report any depot damage, hazards or maintenance needs.
- Maintain fencing, gates, signage and general depot infrastructure.

Waste, Recycling & Environmental Compliance

- Assist with correct disposal of waste, scrap metal, used oils and other materials.
- Maintain wash-down bay, bunded areas and drainage points to environmental standards.
- Comply with chemical handling, decanting, and storage requirements.

General Labouring & Support

- Provide relief for any other team member operating other plant and equipment, as per skills, competence and licence held.
- Assist with town maintenance duties as required.
- Deliver or pick up supplies, tools or parts as directed.
- Assist with set-up and pack-down for Shire works and community events where required.
- Conduct traffic control when directed.
- Any other duties consistent with the responsibilities of the position as directed.

Work Health & Safety

- Work safely and comply with the Shire's WHS policies and procedures.
- Identify and report hazards, near misses, and incidents.
- Ensure depot activities follow appropriate PPE, housekeeping and traffic management practices.
- Participate in training and toolbox meetings.
- Take reasonable care for their own safety and the safety of others.
- Ensure all first aid kits, chains and lifting implements are maintained and tagged.

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SELECTION CRITERIA

Essential

1. Current National Police Clearance (NPC), dated within 6 months of commencement.
2. Good understanding of safe manual handling and outdoor work practices.
3. Ability to work independently and as part of a team.
4. Current MR (minimum) Class Driver's Licence.
5. Good communication skills and a positive, cooperative attitude.
6. Reliable, punctual and motivated.
7. Willingness to undertake training and upskilling.
8. Positive attitude with commitment to teamwork and community service.

Desirable

1. Chemical Handling Course
2. Load Restraint certificate.
3. Construction Industry White Card
4. Current HR higher class Drivers Licence.
5. Basic plant operation skills (forklift, loader, skid steer, telehandler etc.).
6. Ticket to operate Forklift or a High Risk Work Licence (HRWL).