



**Shire of Derby /
West Kimberley**

POSITION DESCRIPTION

Position Title:	Works Labourer
Establishment Number:	PG 06
Classification:	Level 1-4A
Agreement:	SDWK Enterprise Agreement Works Employees 2016
Unit:	Derby Maintenance Crew
Department:	Technical Services
Responsible to:	Works Supervisor Derby
Incumbent:	<i>VACANT</i>
Prepared By:	Manager Operations
PD Reviewed and/or Updated:	March 2020

Vision: A friendly and diverse place with awesome opportunities

Mission: To provide leadership, infrastructure and services that meet the needs of the local and wider communities

Our Values are:

Respectful by being helpful, friendly and supportive.

Integrity through honesty, accountability and ethical behaviour.

Leadership by the Shire at the local and regional levels and through encouragement of community leaders.

Knowledgeable by being well informed and accurate in what we do.

Building Good Relationships by being communicative, responsive and inclusive.

1. POSITION OBJECTIVES

To maintain Derby roads, footpaths, drainage systems, parks and gardens, open spaces, cemeteries, street scape and reserves; including Derby Wharf facilities, Derby and Curtin Airports and undertake airport and wharf duties as required.

2. KEY RESPONSIBILITIES

OUTCOME: OPERATIONS

-) Work as part of the Derby Works Depot team.
-) Undertake general gardening and labouring services.
-) Maintain fitness level and agility to operate the following plant and equipment: Whipper snipers, push mowers, brush cutters, ride on mower, leaf blower, tractor and slasher, hand tools (includes shovel, fork, mattock, rake and similar).
-) Undertake litter control - routine park and street clean up.
-) Maintain good presentation of open spaces, gardens, grassed areas, street trees, verges, drains, parks, ovals and surrounds etc.
-) Identification and reporting of reticulation problems, undertaking minor repairs.
-) Undertake weed and pest control.
-) Undertake road, footpath and drainage repairs and maintenance.
-) Undertake various duties associated at the wharf and airport; including but not limited to security, security screening; baggage handling; loading and passenger check in.
-) Responsible for quality and standard of work performed and materials, tools, equipment, vehicles and plant in the employee's use.
-) Work under limited supervision either individually or in a team environment and may be on a range of projects.

OUTCOME: SAFETY & HEALTH

-) Ensure that all hazards and incidents are properly and promptly reported.
-) Operate plant, equipment, appropriate devices and protective equipment in accordance with demonstrated safety procedures and proper instruction.
-) Comply, as far as is reasonable, with safety and health instructions.
-) Ensure work area is appropriately signed for employee and public safety, when working in traffic and public areas.

OUTCOME: CUSTOMER SERVICE

-) Maintain a professional and courteous relationship with the general public and Council staff.
-) Maintain a customer focus and awareness, presenting the Shire in a positive way.
-) Provide positive and professional customer service to external and internal customers giving accurate information and effective assistance in a timely manner.
-) Ensure your work standards reflect favourably on the Shire, aiming to promote the Shire in a positive light.

Undertake other duties as required by the Works Supervisor Derby in accordance with the broad banding principles of the Shire of Derby/West Kimberley Works Enterprise Agreement 2016.

3. ORGANISATIONAL and BEHAVIOURAL CAPABILITIES

-) **Team Work:** Value other team member's contributions and work effectively as a member of a high performance work team. Demonstrate flexibility in work practices. Works in a collaborative, cooperative and positive manner that is considerate of others. Leads, supports and helps others in line with job level.
-) **Customer Service:** Works at all times to provide customer service excellence in line with customer service standards, obligations and protocols; includes external and internal customers.
-) **Workplace Health & Safety:** Comply with all statutory obligations, including the Local Government, Equal Employment Opportunity (EEO), Organisational Risk Management and current OSH Acts, regulations and Code of Practice. Not wilfully place at risk the health or safety of any person in the workplace. Ensure the safe, effective and efficient use of plant, vehicles and equipment.
-) **Compliance:** Ensure compliance with relevant legislation, policies and procedures.
-) **Workflow/Task Management:** Progression of tasks, events, interactions that comprise sequential work processes that add value to the Shire's activities.
-) **Communication:** Value and encourage communication between individuals, teams and work groups. Communicates clearly, thoughtfully and appropriately, both verbally and in writing. Is regarded as appropriate when dealing with others.
-) **Conflict Management:** Recognising and dealing with disagreement in a rational, balanced and effective way.
-) **Planning & Organisation:** Effectively plans, priorities and organises own work, plus that of others as appropriate to job level, resulting in best outcomes.
-) **Professionalism & Integrity:** Adherence to a moral code, reflected in transparent honesty, in thoughts, words and actions. Demonstrates behaviours consistent with the shires values. Upholds the highest standards and maintains the required skill and knowledge levels.
-) **Problem Solving:** Identifies and investigates in an appropriate and thorough manner. Working to reach solutions.

4. ORGANISATIONAL RELATIONSHIPS:

Responsible to: Works Supervisor Derby

Supervision of: Nil – Trainees if required

Internal / External liaison:

Internal

Derby Depot Staff
Stores Officer
Manager Operations

External

General public, community members, ratepayers

5. PHYSICAL REQUIREMENTS OF THE POSITION

TASK ANALYSIS

In the course of his/her duties, a person in this position may be expected to work in or be exposed to the following conditions or activities as marked.

Condition/Activity	Constant	Frequent	Occasional	N/A
Manual handling weights -above 10kgs	()	(x)	()	()
-below 10kgs	()	(x)	()	()
Manual handling frequency	()	(x)	()	()
Repetitive manual work	()	(x)	()	()
Repetitive bending/twisting	()	(x)	()	()
Working with arms above head	()	(x)	()	()
Lifting above shoulder height	()	(x)	()	()
Using hand tools – vibration/powered	()	(x)	()	()
Operating precision machinery	()	()	(x)	()
Close inspection work	()	(x)	()	()
Wearing hearing protection	()	(x)	()	()
Wearing eye protection	()	(x)	()	()
Working in dusty conditions	()	(x)	()	()
Working in wet/slippery conditions	()	()	(x)	()
Outdoor work in hot & or humid conditions	()	(x)	()	()
Wearing Gumboots	()	()	(x)	()
Wearing safety shoes/boots (steel cap)	(x)	()	()	()
Working with chemicals/solvents/detergents	()	(x)	()	()
Washing hands with soap (hygiene)	()	(x)	()	()
Working at heights	()	()	(x)	()
Working in confined spaces	()	()	(x)	()
Performing clerical duties	()	()	(x)	()
Working on a keyboard	()	()	()	(x)
Driving cars and/or trucks	()	(x)	()	()

6. SELECTION CRITERIA

Knowledge, Skills or Experience

-) Demonstrated reliability.
-) Maintenance of parks, gardens, reserves, sporting grounds and council facilities.
-) Maintenance of roads, streets, footpaths, verges and drains.
-) Plant operation including hand tools, minor plant and major plant.
-) Basic plant and machinery maintenance.
-) Occupational Safety and Health in relation to the work area.
-) Effective oral and interpersonal, sound literacy and numeracy skills.
-) Team work and ability to work unsupervised.
-) Basic organisational and time management.
-) Willingness and ability to work weekends and after hours when required.

Qualifications and / or Training

ESSENTIAL

-) White Card, Construction Induction.
-) Current WA 'C' class drivers licence.
-) Willingness to undertake appropriate training.
-) Current police clearance; certificate to be maintained throughout employment.

DESIRABLE

-) Traffic management qualifications.
-) Senior first aid certificate.
-) Certificate in Horticultural Studies.
-) Current WA 'HR' class drivers licence.

6. POSITION DESCRIPTION ADMINISTRATION

The successful application will be required to submit the following documentation prior to appointment.

-) National Police Clearance
-) Drivers Licence
-) Pre-employment medical

The Shire of Derby/West Kimberley will reimburse the costs of National Police Clearance and Pre-employment Medical to the successful applicant.

I acknowledge the information contained in this position description is intended to describe the nature and level of work to be performed, that is it not an exhaustive list of all the responsibilities, duties or skills required in the role. Signing this position description indicates agreement and acceptance of the contents and conditions.

I also understand that this position description may be further reviewed at a future date.

VACANT
Works Labourer

Date

Ron Delvin
Works Supervisor Derby

Date

Paul Glennon
Manager Operations

Date

Wayne Neate
Director of Technical & Development Services

Date

Amanda O'Halloran
Chief Executive Officer

Date



Works Labourer - Derby

What's on Offer:

-) Up to 16.5% Superannuation
-) 5 Weeks Annual Leave
-) Employee Wellbeing Program
-) Utility, Location and Travel Subsidies and Allowances as negotiated
-) Training and Development Opportunities

About the role:

The Shire of Derby/West Kimberley is looking for a hard-working, enthusiastic, motivated team player to join our busy maintenance crew team here in Derby on a permanent full time basis.

You will be responsible for:

-) Maintaining Derby's footpaths, parks, open spaces, streets scapes and roads
-) Wharf security

What you need to succeed:

-) Be prepared to work outdoors and have good fitness and health
-) Be reliable, motivated and enthusiastic
-) Operate plant and equipment safely
-) Willingness and ability to work weekends and after hours

The Shire of Derby/West Kimberley provides competitive remuneration packages including attractive salary, employee benefits and training and development opportunities. In return for your valued contribution you will be rewarded with:

Salary Package:

Salary Level 2	\$54,641
Location Allowance	\$11,411
Utility Allowance (if applicable)	\$2,000
Annual Travel Allowance	\$2,000
Cash Component	\$70,051
Super 9.5%	\$6,275
Council Super Contribution 7%	\$4,624
Total Package Value:	\$80,950

About You:

-) Excitement and passion about living in Derby and working with the West Kimberley community
-) Current Manual (C/HR) Drivers Licence
-) Construction induction – White Card
-) Manual Handling
-) Suitable National Police Clearance and Employment Medical

Derby

(08) 9191 0999 | 50 Loch Street
 ✉ sdwk@sdwk.wa.gov.au | PO Box 94, Derby WA 6728

Fitzroy Crossing

(08) 9191 5355 | Flynn Drive
 ✉ sdwk@sdwk.wa.gov.au | PO Box 101, Fitzroy Crossing



Shire of Derby / West Kimberley

About Us:

The Shire of Derby/West Kimberley services the towns of Derby, Fitzroy Crossing and Camballin and 54 Aboriginal Communities throughout the Shire. This provides for an exciting and challenging workday.

We are fortunate to have some truly stunning and untouched wilderness areas like the famed Buccaneer Archipelago, Gibb River Road, Fitzroy River and Geikie George on our door step. If you're keen to experience the wonders of the wet season and grow your knowledge of our indigenous culture then apply now.

How to Apply:

Please visit www.sdwk.wa.gov.au. Please complete the application form, provide a covering letter (max 2 pages) indicating your ability to meet the role requirements and provide a current resume.

For further information view our website www.sdwk.wa.gov.au. For more direct information about this position please contact Paul Glennon, Manager Operations on 0429 911 437 paul.glennon@sdwk.wa.gov.au.

Applications close: 4pm Friday 13 November 2020

Derby

 (08) 9191 0999 | 30 Loch Street
 sdwk@sdwk.wa.gov.au | PO Box 94, Derby WA 6728

Fitzroy Crossing

 (08) 9191 5355 | Flynn Drive
 sdwk@sdwk.wa.gov.au | PO Box 101, Fitzroy Crossing



APPLICATION FORM

Complete this form ON-SCREEN (or by hand). It must be signed, and attached to your application before submitting. Thank you.

POSITION DETAILS:

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PERSONAL DETAILS:

Title:			
Surname:			
Other Names:			
Phone #:		Mobile #:	
Email:			

RIGHT TO WORK:

Are you and Australian Citizen/Permanent Resident?	
If no, do you have a working visa?	

Note: to be eligible for employment applicants must have the appropriate work visa or have permanent residency status.

REFEREE DETAILS:

Note: two referees are required and should have been your immediate supervisor in your past or existing role.

Referee Name:		
Relationship with Referee:		
Organisation:		
Referee Position:		
Referee Telephone #:		
Position Status		

I understand that providing false information or withholding relevant information may result in the withdrawal of an offer of employment or dismissal.

Signature:	Date:
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How did this vacancy come to my attention?