

POSITION DESCRIPTION

Position Title:	Works Officer
Reporting to:	Team Leader
Status:	Permanent, Full Time
Salary:	Level 2 - 3
Award Conditions:	Local Government Industry Award 2020
Location:	Various

POSITION STATEMENT

The Works Officer will deliver safe, efficient and effective hands-on core Community Works Services within the local West Arnhem Regional Council communities.

ACCOUNTABILITIES & RESPONSIBILITIES

Primary Tasks	<ul style="list-style-type: none"> • Provide high quality service delivery to the community in the following areas: <ul style="list-style-type: none"> ○ Waste Management: This includes using plant and machinery such as (but not limited to) trucks, grader, quad bike and loader to conduct inspections and assist with recycling at the landfill, complete pre-start checks, collect and dispose of household waste, hard rubbish, “black bag pick-ups”, pre and post cyclone clean up, animal waste, carcasses and hazardous waste. ○ Parks and Gardens: This includes maintaining the parks, gardens, oval and open spaces in the community using plant and equipment such as (but not limited to) the slasher, chain saw, bobcat and the quad bike to remove weeds, rubbish and trim branches, plant trees, clean and maintain public amenities like the toilets, playgrounds, cemeteries, take care of reticulation, fences and environmental projects as directed, complete pre-start checks and conduct inspections. ○ Roads: This includes using plant and equipment to maintain sealed and unsealed roads, build and maintain roads, pathways, causeways and culverts as required, maintain street lighting and signage, complete pre-start checks, conduct inspections and provide traffic management. ○ Building, Repairs and Maintenance: This includes general maintenance and repairs of Council buildings by using plant, tools and equipment to do straightforward building and plumbing repairs as directed and complete pre-start checks. ○ Workshop Mechanical: This includes pre-start checks, cleaning the workshop, maintaining and repairing Council vehicles and heavy machinery using pneumatic equipment and tools, identifying faulty tools and equipment, welding and grinding as required.
----------------------	---



	6. Current Northern Territory C Class Driver's Licence with Light/Medium/Heavy Rigid endorsement. 7. National Criminal History Check clearance. 8. Current Working with Vulnerable Persons (children)/Ochre Card.
Desirable	1. Basic computer skills (e.g. Microsoft Outlook, Excel and Word)

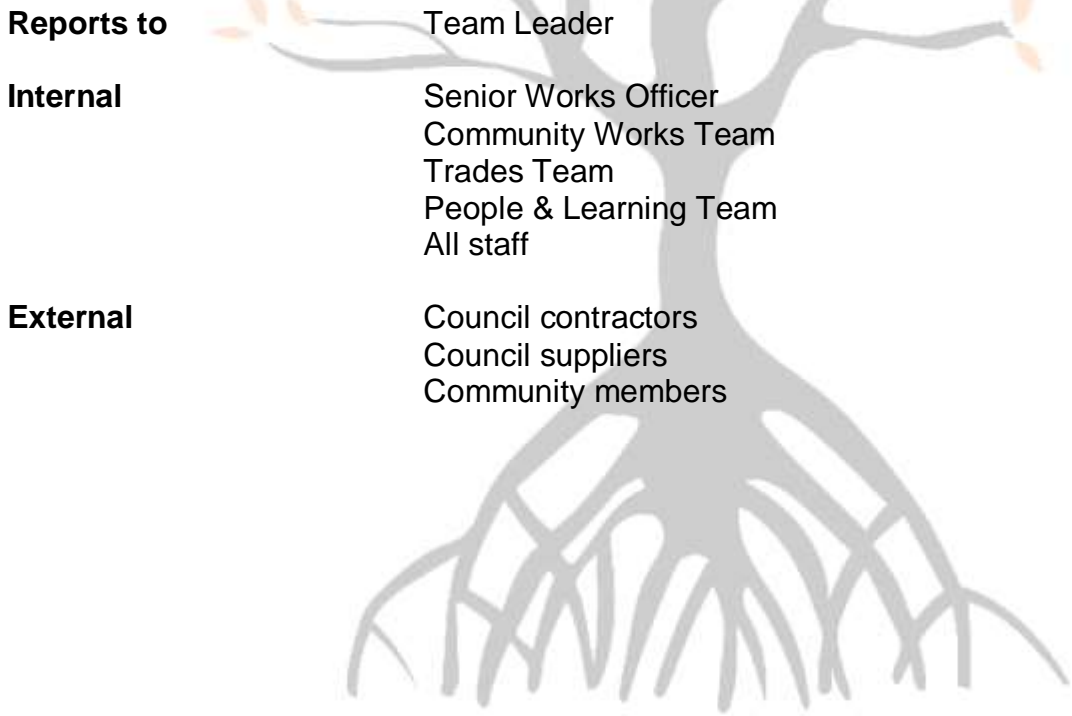
YOUR SPHERE OF INFLUENCE AND KEY RELATIONSHIPS

Freedom to act is governed by broad goals, policies, legislation and budgets with periodical reviews to ensure achievement of goals.

Decisions and actions have an effect on the operational unit and the wider organisation.

When developing policy options and strategic plans, freedom to act is determined by the Chief Operating Officer.

The advice provided is relied upon for guidance and justification for adopting particular policies and procedures, where the impact may be substantial.



CEO : Date: *P Findley* December 2020

