

# POSITION DESCRIPTION

<b>Position Title:</b>	<b>Works Assistant</b>
<b>Reporting to:</b>	Team Leader
<b>Status:</b>	Permanent, Full Time
<b>Salary:</b>	Level 1
<b>Award Conditions:</b>	WARC Enterprise Agreement 2024
<b>Location:</b>	Various

## POSITION STATEMENT

This position is an entry level position which will deliver hands-on Community Works Services to the community in a safe and effective manner under general supervision.

## ACCOUNTABILITIES & RESPONSIBILITIES

### Primary Tasks

- Work with the Works Team under general supervision and direction to provide high quality service delivery to the community in the following areas:
  - **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




	<p>and tools, identifying faulty tools and equipment, welding and grinding as required.</p> <ul style="list-style-type: none"> <li>• Other Works Team duties relevant to the needs of the community. This could include collection and delivery of freight, support for the Council office, assistance with community and cultural events and environmental projects.</li> <li>• Complete the Work Health and Safety module of the West Arnhem Regional Council Works Pathway Level One. This includes wearing appropriate PPE at all times, recognising and reporting hazards to the supervisor and have a basic understanding of Safe Operating Processes of small plant, equipment and tools.</li> <li>• Complete the Administration module of the West Arnhem Regional Council Works Pathway Level One. This includes accurately filling in forms like time sheets, adverse conditions and leave forms and pre-start documentation.</li> <li>• Other Works Team duties relevant to the needs of the community. This could include collection and delivery of freight, support for the Council office, assistance with community and cultural events.</li> <li>• Ensure that public safety is considered in all works carried out.</li> </ul>
<b>Teamwork</b>	<ul style="list-style-type: none"> <li>• Promote a team approach to problem solving.</li> <li>• Communicate effectively to foster positive working relationships at all levels across the community, external stakeholders and West Arnhem Regional Council personnel.</li> <li>• Support a collaborative culture with internal and external stakeholders, and motivate team members by inculcating a dynamic working environment that nurtures innovation.</li> </ul>
<b>Policies and Procedures</b>	<ul style="list-style-type: none"> <li>• Adhere to WARC policies and procedures, budgets and funding guidelines and best practices.</li> <li>• Comply with all relevant legislation and regulations.</li> </ul>
<b>Work Health and Safety</b>	<ul style="list-style-type: none"> <li>• In accordance with work health and safety legislation ensure you work safely, the way you work does not cause harm to others and you use measures within your control that prevent injuries or illnesses, and within your area of responsibility, ensure compliance with work health and safety legislation and Council's work health and safety policies and procedures.</li> <li>• Take reasonable care to protect the health and safety of staff and others.</li> <li>• Actively participate in safety improvement activities.</li> </ul>
<b>General Responsibilities</b>	<ul style="list-style-type: none"> <li>• Comply with the West Arnhem Regional Council 'Code of Conduct' and all other policies and procedures adopted by the West Arnhem Regional Council as varied from time to time.</li> <li>• Other duties, consistent with skills and experience, as directed by the Essential Services Officer and/or Senior Essential Services Officer.</li> </ul>




## SELECTION CRITERIA

Essential	<ol style="list-style-type: none"> <li>1. Willingness to learn how to operate small plant and equipment safely.</li> <li>2. Willingness to complete the West Arnhem Regional Council Level One Works Pathway.</li> <li>3. Commitment to attend work regularly.</li> <li>4. Ability to work as a member of the Community Works team.</li> <li>5. Basic numeracy, literacy and communication skills.</li> <li>6. Basic understanding of Work Health and Safety in the workplace.</li> <li>7. National Criminal History Check clearance.</li> <li>8. Current Northern Territory C Class Driver's Licence or ability to gain one.</li> <li>9. Current Working with Children/Ochre Card.</li> </ol>
Desirable	<ol style="list-style-type: none"> <li>1. Previous experience operating small plant and equipment.</li> </ol>

## 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.

<b>Reports to</b>	Team Leader
<b>Internal</b>	Senior Works Officer Community Works Team Trades Team People & Learning Team All staff
<b>External</b>	Council contractors Council suppliers Community members


