

POSITION DESCRIPTION

| | |
|--------------------------|--------------------------------|
| Position Title: | Works Officer |
| Reporting to: | Team Leader |
| Status: | Permanent, Full Time |
| Salary: | Level 2 - 3 |
| Award Conditions: | WARC Enterprise Agreement 2024 |
| 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

- 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 and tools, identifying faulty tools and equipment, welding and grinding as required.



| | |
|---------------------------------|---|
| | <ul style="list-style-type: none"> • Ensure that public and personal safety is considered in all works carried out. This includes but is not limited to: <ul style="list-style-type: none"> ○ Recognising, identifying and reporting hazards in and around the workplace. ○ Wearing Council issued hi-visibility clothing at all times. ○ Wearing appropriate PPE at all times. ○ Understanding and applying safe operating processes of all plant, machinery and tools used. • Accurately complete Council documentation as required. This includes (but is not limited to) timesheets, adverse conditions and leave forms and pre-start documentation. • 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. |
| Teamwork | <ul style="list-style-type: none"> • Promote a team approach to problem solving. • Communicate effectively to foster positive working relationships at all levels across the community, external stakeholders and West Arnhem Regional Council personnel. • Support a collaborative culture with internal and external stakeholders, and motivate team members by inculcating a dynamic working environment that nurtures innovation. |
| Policies and Procedures | <ul style="list-style-type: none"> • Adhere to WARC policies and procedures, budgets and funding guidelines and best practices. • Comply with all relevant legislation and regulations. |
| Work Health and Safety | <ul style="list-style-type: none"> • 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. • Take reasonable care to protect the health and safety of staff and others. • Actively participate in safety improvement activities. |
| General Responsibilities | <ul style="list-style-type: none"> • 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. • Other duties, consistent with skills and experience, as directed by the Essential Services Officer and/or Senior Essential Services Officer. |
| SELECTION CRITERIA | |
| Essential | <ol style="list-style-type: none"> 1. Ability to competently operate plant and equipment in a safe manner. 2. Willingness to complete additional training if require (e.g., traffic management, chainsaw operation etc.). 3. Commitment to attend work regularly. 4. Ability to work as a member of the Works team. 5. Basic numeracy literacy and communication skills. |



| | |
|------------------|---|
| | 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.

Reports to Team Leader

Internal

- Senior Works Officer
- Community Works Team
- Trades Team
- People & Learning Team
- All staff

External

- Council contractors
- Council suppliers
- Community members

