



# POSITION DESCRIPTION

Position Title			
Location	Gunbalanya	Department	Community and Council Services
Classification	Level 5	Position Type	Permanent - Full time
Position Number	TBA	PD Number	TBA
Reports to	Senior Works Officer	Reports to	N/A
Reportees Roles	N/A		
Coverage	WARC Enterprise Agreement 2024		
Approved By	Chief Executive Officer	Date	28/01/2025

Position Objectives
<ol style="list-style-type: none"> <li>To ensure that the core community works services relating to parks, roads and/or waste are delivered to the Gunbalanya community in a timely manner,</li> <li>To provide Works advice and information to the Senior Works Officer and Council Services Manager, and</li> <li>To ensure the day-to-day supervision of Council's Works teams are carried out in Gunbalanya.</li> </ol>

Key Responsibilities
<ol style="list-style-type: none"> <li> <b>1. Planning</b> <ol style="list-style-type: none"> <li>Participate in planning, scheduling, coordinating and implementing daily or weekly activities and minor works programs as required.</li> <li>Review and co-ordinate labour, plant and material resources.</li> <li>Develop and prepare the works budget.</li> <li>Monitor and report on expenditure.</li> <li>Participate in daily Pre-Start Meetings and Toolbox Talks.</li> </ol> </li> <li> <b>2. Leadership and Supervision</b> <ol style="list-style-type: none"> <li>Ensure staff are thoroughly inducted, trained and informed in relation to performing allocated work tasks.</li> <li>Provide daily support, supervision and feedback to staff to ensure work is performed safely, on time and to quality standards.</li> <li>Ensure team attendance is recorded accurately, and timesheets are submitted on time.</li> <li>Liaise with the Senior Works Officer about any disciplinary matters or staff nonattendance.</li> </ol> </li> <li> <b>3. Delivery</b> <ol style="list-style-type: none"> <li>Ensure quality output in the delivery of any assigned work and/or activities and functions such as but not limited to:                             <ul style="list-style-type: none"> <li>basic maintenance and construction work of roads, laying and patching bitumen, drainage construction and maintenance.</li> <li>reporting on the state of roads safe and effective work practices is being followed.</li> <li>preparation work and laying of pavers, setting up simple formwork and steel fixing, forming and finishing for concreting.</li> <li>maintenance of parks, gardens and open spaces.</li> </ul> </li> </ol> </li> </ol>



## Key Responsibilities

- removal of recyclables from the waste stream collection and appropriate disposal of waste.
- operating Class C equipment, Class A and B machines (including changing and using all basic attachments) and associated tools.
- monitoring water infrastructure.
- assisting in the coordination of contractors and material resources.

3.2. If assigned, provide safe and well-maintained cemetery grounds and facilities and interment services as required.

3.3. Ensure plant and equipment are safely and securely stored; regularly cleaned; and serviced and maintained on a daily, weekly, monthly basis in accordance with the relevant operator's manual.

### 4. Customer Service

- 4.1. Provide effective communications that foster positive relationships at all levels across the community, external stakeholders and West Arnhem Regional Council personnel.
- 4.2. Ensure complaints from the public are addressed appropriately and in a timely manner.
- 4.3. Respond to office-based requests for assistance in a timely manner.
- 4.4. Ensure team interactions with the public are conducted in a respectful and courteous manner, and enquiries and complaints from the public are dealt with in a timely manner.

### 5. Continuous Improvement

- 5.1. Review practices and procedures and make recommendations for improvement.
- 5.2. Identify improvements that may facilitate a more efficient service Provide effective communications that foster positive relationships at all levels across the community, external stakeholders and West Arnhem Regional Council personnel.
- 5.3. Ensure complaints from the public are addressed appropriately and in a timely manner.
- 5.4. Respond to office-based requests for assistance in a timely manner.

### 6. Employee Responsibilities

- 6.1. Follow the requirements of your Contract of Employment.
- 6.2. Adhere to your position description, policies, procedures, processes and Code of Conduct when at work and when representing Council.
- 6.3. Follow all lawful instructions.
- 6.4. Seek help or support from the appropriate personnel when needed.

### 4. Work Health and Safety (WHS)

- 4.1 Follow all approved WHS practices and processes connected with your work.
- 4.2 Ensure you and your team work safely, and in a way that any work does not cause real or potential harm to yourself or others.
- 4.3 Within your area of responsibility, ensure compliance with Council's Work Health and Safety policies and procedures including wearing the correct PPE and reporting any WHS incidents or breaches.
- 4.4 Liaise with WHS Coordinator on WHS matters and processes.

**Mandatory Criteria – The requirements that must be met before an individual can begin working in this role.**

- Ochre Card or ability to meet the criteria for attaining one.
- Minimum of Certificate III in civil Construction or proven knowledge and experience in road maintenance, water, sewerage, waste, animal control and welfare, or parks and gardens activities.
- Proven experience in supervising and communicating with a team of diverse people (particularly indigenous people).
- Proven ability to work independently and in a team - environment requiring the completion of projects on time, within budget and to predetermined standards.
- The competent operation of C Class equipment and other types of Class A and B machines, including the safe operation of plant, equipment and tools.
- Organised approach to work and demonstrated ability to prioritise and meet deadlines.

**Essential Criteria – The requirements an employee must achieve during employment, because they are critical for the role.**

- Willingness to work to Council's required policy, procedure and process standards.
- Proficiency in using Council's systems.
- Current 'Class C' NT Driver's Licence