

WEST ARNHEM

REGIONAL COUNCIL

POSITION DESCRIPTION

Position Title	Works Assistant		
Location	Gunbalanya, Jabiru, Maningrida, Minjilang, Waruwi	Department	Community and Council Services
Position Level	Level 1	Work Group	Community Works
Position Type	Permanent / Full time and Part Time	Approval Date	20 February 2026
Coverage	WARC Enterprise Agreement 2024	Approved By	CEO

Position Objective

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.

Key Duties and Responsibilities

1. Work with the Works Team under general supervision and direction to provide high quality service delivery to the community in the following areas:
 - a. 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.
 - b. 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.
 - c. Roads: This includes using tooling 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.
 - d. Building, Repairs and Maintenance: This includes general maintenance and repairs of Council buildings by using tools and equipment to do straightforward building and plumbing repairs as directed and complete pre-start checks.
 - e. Workshop Mechanical: This includes pre-start checks, cleaning the workshop, inspect and reporting of fleet issues to relevant supervisors.
2. Ensure that public and personal safety is considered in all works carried out. This includes but is not limited to:
 - a. Recognising, identifying and reporting hazards in and around the workplace.
 - b. Wearing Council issued hi-visibility clothing at all times.
 - c. Wearing appropriate PPE at all times.
 - d. Understanding and applying safe operating processes of all plant, machinery and tools used.
3. Accurately complete Council documentation as required. This includes (but is not limited to) timesheets, adverse conditions and leave forms and pre-start documentation.
4. 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.
5. With regard to work health and safety in the workplace:
 - f. 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



Key Duties and Responsibilities

- g. within your area of responsibility, ensure compliance with work health and safety legislation and Council's work health and safety policies and procedures.

The employee is required to undertake any other reasonable duties or tasks as directed by the Senior Work Officer and /or Team Leader Works which are within the employee's skills, competence and training.

Essential Criteria

1. Willingness to learn how to operate small plant and equipment safely.
2. Willingness to complete the West Arnhem Regional Council Level One Works Pathway.
3. Commitment to attend work regularly.
4. Ability to work as a member of the Community Works team.
5. Basic numeracy, literacy and communication skills.
6. Basic understanding of Work Health and Safety in the workplace.

Desirable Criteria

1. Previous experience operating small plant and equipment.
2. Current C Class Drivers licence, at a minimum

Organisational Relationships & Further Information

Reports to	Senior Works Officer	Supervises	None
Internal liaising	Other managers All staff	External liaising	Community members and stakeholders
Span of hours	Days on which ordinary hours can be worked – Monday to Friday Span of ordinary hours – 6 am to 6 pm		
Employment Check / Permit	Criminal History Check is mandatory. Unless relevant to the position, criminal history will not affect employment. Eligibility to hold a Northern Land Council permit to work is an essential requirement of all employees who are not Aboriginal people living within the land trust.		
Travel	Travel to remote communities by light aircraft or 4wd will be required, and stays may be required.		

This position description should be read, and applied, in conjunction with other corporate documentation that guides decision-making, action and conduct, including but not limited to: the employment contract and conditions, Code of Conduct, delegation manual, legislation, regulation, policies, procedure, process, standards and plans.