

POSITION DESCRIPTION



Casual Works Assistant

Position Details

Position Number	-----			
Directorate	N/a			
Department	As required			
Section	As required			
Location	As required			
Reports To	As assigned			
Award Classification	Band	Operational	Level	1
	Status	Casual	Grade	3
Prepared By	Helen Stapleton, Human Resources Officer (Payroll) Anthony Kamphorst, Manager of Infrastructure Delivery			
Date	25 July 2023			
Other Conditions and Benefits	<ul style="list-style-type: none">Adverse Working Conditions Allowance			
Approved By		Date		

Our Vision

Glen Innes Severn Local Government Area will be recognised as: A Prosperous Connected Community that Nurtures its People and Places.

Our Mission Statement

Together we focus on our customers and partners to deliver the best possible local government services and projects at the best possible value now and into our shared future.

Our Values

Respect – Integrity – Courage – Honesty – Transparency

Our Council

Working for Council means you'll be joining a dedicated team where your individual effort is part of something much bigger – delivering great things for our community.

The Council covers an area of 5,487km², and is located in the beautiful New England area of NSW. This area encompasses the town of Glen Innes and villages of Deepwater, Emmaville, Glencoe, Wellingrove and Red Range. We're proud of the contribution our community makes to this vibrant, dynamic and attractive area in which to live and work.

The Role

This position will perform labouring work to assist with the maintenance and construction of Council's assets and related infrastructure.

Selection Criteria

Applicants should carefully address all criteria in their applications. To be recommended for appointment, applicants must demonstrate that they meet the essential criteria.

Essential

- ✧ Demonstrated ability to competently perform labouring work and operate a variety of power tools and minor plant items
- ✧ Basic road maintenance and construction skills
- ✧ Ability to comprehend and follow verbal and written instructions and procedures
- ✧ Class C Driver's Licence (manual Car Licence)
- ✧ WorkCover Certificate General WHS Induction for Construction (White Card)

Desirable

- ✧ Class HR Driver's Licence (Heavy Rigid)
- ✧ Previous experience and / or appropriate accreditations in:
 - ✧ Work Safely Near Powerlines UETTDREL14
 - ✧ traffic control
 - ✧ chainsaw operations
 - ✧ carpentry
 - ✧ concreting

Essential Duties and Responsibilities

The duties and responsibilities listed here are considered essential to achieving the primary objectives of this job. Other duties consistent with the functions and role of the position may be assigned.

- ✧ Promotes the image of the Council in a positive manner and actively works to promote good public relations.
- ✧ Installs, maintains, removes and/or replaces new or damaged signs, guardrails, guide posts, fences, barriers and other temporary or permanent structures on roads, bridges, footpaths and other areas under Council's control.
- ✧ Installs, cleans and repairs minor drainage systems and structures such as pipes, channels, pits, culverts, surface and subsurface drains, by removing silt and debris, excavating and preparing sites, and positioning, aligning, joining and sealing pipe or culvert sections, or using other means to construct and maintain drainage devices.
- ✧ Controls or removes roadside vegetation by performing activities such as mowing, slashing and trimming grass, maintaining firebreaks, lopping tree limbs, removing trees and shrubs, and spraying herbicides to control noxious / environmental weeds and minimise vegetation growth.
- ✧ Directs the flow of traffic at work sites, including the use of stop / go signs to regulate traffic flow and maintain safety.
- ✧ Performs routine maintenance and repairs to plant and equipment and assists Council's workshop staff with major services and repairs as required.
- ✧ Assists with construction works when required, including control of traffic at worksites, performing routine labouring duties, and operating small to medium size plant items.

Position Description – Casual Works Assistant

- ✧ Performs any other assigned duty consistent with the responsibilities of the position and within the limits of the skills, competence and training of the employee, including manual labour.

Supervisory Responsibilities

This position does not have any supervisory responsibilities.

Financial Authority

This position has no authority to approve or control expenditure.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and walk to operate minor plant items and perform labouring duties; talk and hear in a work environment that is often noisy; and use hands and arms to carry out maintenance tasks and operate equipment. He or she is frequently required to reach overhead with hands and arms, and climb or balance.

Sufficient personal mobility is required to enable the employee to move over surfaces that are often very rough, uneven or slippery. The employee is frequently required to climb, stoop, kneel, crouch or crawl to enter restricted or awkward spaces such as excavation pits, trenches and access chambers.

The employee must regularly lift and move objects up to 20 kilograms in weight, and is occasionally required to lift or otherwise manoeuvre objects up to 40 kilograms in weight, using safe lifting techniques. He or she must be capable of performing heavy manual work on a regular basis, including the use of manual excavation tools such as mattocks, crowbars and shovels.

Specific vision requirements for this job include close vision for reading and writing, plus distance vision, peripheral vision and depth perception adequate for the safe operation of motor vehicles and other plant and equipment.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions and ultra-violet (UV) radiation. He or she is regularly exposed to vibration and moving mechanical parts associated with the operation of minor plant and construction machinery, and is frequently exposed to fumes or airborne particles of a non-toxic nature, wet or humid conditions (non-weather), and high or precarious places. The employee is occasionally exposed to toxic or caustic chemicals.

The noise level in the work environment is usually moderate to loud, but may be very loud on occasions when the employee is using equipment such as jackhammers and impact drills.

Computer Skills

- ✧ Basic skills in data entry, internet and email

Key Accountabilities / Behaviours

Communication	Comprehends oral and written information, and clearly and effectively expresses self in the presentation of ideas; develops written work in a logical and comprehensive manner where appropriate
Safety	Follows safety policies and procedures using proper techniques to ensure the protection of people and property
Interpersonal Relations	Establishes effective working relationships with co-workers, supervisors & managers, clients and/or the public; gets along well with others
Acceptance of Supervision	Willingly accepts and follows instructions given by supervisor in the performance of duties; responds to training and coaching in a constructive manner
Motivation / Initiative	Displays an interest in performance of tasks, including those over and above regular assignments; willingly accepts increasing responsibility and accountability; makes recommendations and suggestions to improve operations
Adaptability / Flexibility	Adapts readily to new situations and changes in the workplace; works well under pressure; learns and functions well under widely different situations and circumstances
Customer Service	Demonstrates knowledge of internal and external customers; is sensitive to customer needs and expectations; anticipates needs and responds promptly and willingly to provide information, services and/or products as needed
Confidentiality	Can be trusted to use discretion in dealing with customers and fellow employees; maintains confidentiality of information or materials appropriate to position
Judgment / Discretion	Exercises logical thinking and foresees consequences of actions; has adequate knowledge of all applicable policies or rules and selects appropriate guidelines or procedures to follow in a variety of situations
Physical Effort	Puts forth the physical exertion required to perform assigned tasks; Can be counted on to do one's share of the work

Council Codes and Rules

The employee who occupies this job must be knowledgeable about Council's Code of Conduct and other policies and organisation rules that affect his or her employment. It is a requirement of the job that these codes, policies and rules are followed.

WHS and Risk Management Responsibilities

- ✧ Comply with all Work Health and Safety legislation and risk management requirements and abide by all relevant policies and procedures.
- ✧ Undertake appropriate training and inductions, and comply with instructions
- ✧ Appropriately use all PPE and resources provided to undertake the work safely.
- ✧ Ensure hazards are identified in the workplace and appropriate control measures are in place.
- ✧ Comply with statutory, Council and legal requirements in the areas of risk management including Work Health and Safety.
- ✧ Comply with all injury management processes and legislation including the direct reporting and investigation of injuries, accidents and near misses.

EEO Management Responsibilities

- ✧ Demonstrate a positive commitment to and compliance with all relevant Equal Employment Opportunity legislation, covering all forms of workplace discrimination, harassment and bullying.
- ✧ Comply with Council' EEO policies and report breaches.

Acknowledgement and Acceptance

This position description has been designed to indicate the general nature and level of work performed by employees within this classification. This is not a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Employee Name

Signature

Date

Supervisor Name

Signature

Date