



Glen Innes Severn Council Position Description

Position Title: Casual Works Assistant			
Position Number	N/a		
Directorate	As required		
Department	As required		
Section	As required		
Location	As required		
Reports To	As assigned		
Award Classification	Band	Operational	Level 1
Salary System Grade	3		
Status	Casual		
Salary (ph)	\$23.82 (plus casual loading)		
Prepared By	Helen Stapleton, Human Resources Officer (Payroll) Sam Price, Acting Director of Infrastructure Services		
Date	15 February 2021		
Approved By	Sam Price, Acting Director of Infrastructure Services		
Date	15 February 2021		
Other Conditions and Benefits	<ul style="list-style-type: none">Adverse Working Conditions Allowance		
Child-Related Employment	This position does not involve child-relation employment as defined in the <i>Commission for Children and Young People Act 1998</i> .		
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.		
Work Health and Safety	The employee who occupies this job must be knowledgeable about Council's safety policy and procedures as described in the organisation's Work Health and Safety (WHS) Management Plan. He or she must comply with relevant WHS policies and procedures and act in a manner that ensures the health and safety of all persons in the workplace.		



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 Criteria

- ✧ 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 Criteria

- ✧ Class MR Driver's Licence (Medium Rigid)
- ✧ Traffic Controller Certificate of Competence (Blue Card)
- ✧ Previous experience and / or appropriate accreditations in:
 - ✧ traffic control
 - ✧ chainsaw operations
 - ✧ road maintenance
 - ✧ carpentry
 - ✧ plumbing
 - ✧ concreting

JOB SUMMARY

Performs labouring work to assist with the maintenance and construction of Council's assets and related infrastructure, by performing the following duties.

DUTIES AND RESPONSIBILITIES

Essential Duties and Responsibilities include the following:

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.

- ✧ Receives and acts on written work orders or verbal instructions from the assigned supervisor.
- ✧ Promotes the image of the Council in a positive manner and actively works to promote good public relations.
- ✧ Ensures the provision of a high level of customer service, including providing timely feedback to customers, ensuring that the "loop is closed" and that excellence in customer service is achieved.
- ✧ Performs basic labouring duties as required, including manual lifting and moving of objects and materials, and manual excavation of earthworks.
- ✧ Assists with the maintenance of road surfaces by performing activities such as patching potholes and edge defects, filling / sealing pavement cracks; sweeping surfaces; painting line-markings and replacing pavement markers.
- ✧ Assists with the installation and maintenance of signs, guardrails, guide posts, fences, barriers and other structures on roads, bridges, footpaths and other areas under Council's control.
- ✧ Maintains drainage systems and structures such as pipes, channels, pits, culverts, surface and subsurface drains, by removing silt and debris, excavating and preparing sites, and assisting with the installation of pipe or culvert sections.
- ✧ Maintains concrete, steel, stonework, masonry and composite structures, including cleaning structures, removing graffiti, preparing and painting surfaces, and patching defects.
- ✧ Assists with the maintenance and repair of timber structures to prevent timber decay, including waterproofing, application of preservatives, painting, destruction of white ant nests and replacing damaged sections of timber.
- ✧ Performs other routine asset maintenance activities including collection and disposal of litter and detritus, removal of graffiti and posters, and erection and removal of erosion and sediment control devices.
- ✧ Plants, controls or removes roadside vegetation by performing activities such as mowing, slashing and trimming grass, lopping tree limbs, removing trees and shrubs, and spraying herbicides.
- ✧ Assists with the setting out of levels and string lines in preparation for construction works.
- ✧ Obtains materials, tools and equipment for maintenance and construction works by collecting materials from the Store or local suppliers as required.
- ✧ Operates a variety of basic plant items, including pumps, concrete mixers, line-trimmers and jack hammers, and carries out appropriate maintenance and safety checks before, during and after operation.
- ✧ Directs the flow of traffic at work sites, including the use of stop / go signs to regulate traffic flow and maintain safety.
- ✧ Ensures that all work conforms to environmental protection regulations / guidelines and brings potential breaches of regulations to the attention of the assigned supervisor.
- ✧ Maintains records relevant to the duties of the position, including timesheets, work schedules, running sheets, traffic plan records, plant maintenance logs and site specific WHS records.
- ✧ Participates in training as required.
- ✧ Any other assigned duty consistent with the responsibilities of the position and within the limits of the skills, competence and training of the employee.

SUPERVISORY RESPONSIBILITIES

This position directly and/or indirectly supervises the following positions:

This position has no supervisory responsibility

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.

EDUCATION, SKILLS AND EXPERIENCE

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience

Completion of High School at Year Ten level, with one to two years related experience and / or training; or the equivalent combination of education, experience and / or training.

Language Skills

Ability to read and comprehend simple instructions, short correspondence and memos. Ability to complete basic forms. Ability to effectively present information in one-on-one and small group situations to customers and other employees of the organisation.

Mathematical Skills

Ability to add and subtract two digit numbers and multiply and divide with tens and hundreds. Ability to perform these operations using weight measurement, volume and distance.

Reasoning Ability

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardised situations.

Computer Skills

✧ Not required for this position

Certificates, Licences and Registrations

- ✧ Class C driver's licence (car licence)
- ✧ Safe Work NSW Certificates in General WHS Induction / Work Activity WHS Induction (white card)
- ✧ Traffic Controller Certificate of Competence
- ✧ Chainsaw Operations Certificate (Cross-Cutting)

Other Skills and Abilities

- ✧ Ability/willingness to attend callouts and participate in overtime work when required

SIGNATURES

Employee

Signature

Date

Supervisor

Signature

Date