

Heart of the Stirlings



SHIRE OF GNOWANGERUP
BORDEN GNOWANGERUP ONGERUP

CIVIL WORKS OPERATOR

POSITION DESCRIPTION



Organisational context

The Shire of Gnowangerup is situated in the Great Southern region of Western Australia, approximately three and half hours south of Perth. It has a land area of 5,000 square kilometres and approximately 1,000 kilometres of roads. There are three towns in the Shire: Borden, Ongerup and Gnowangerup.

The Shire contains around 100,000 hectares of farmland and supports a highly efficient livestock and cropping industry of wheat, lupins barley, canola, clover seeds, peas, oats and fava beans. The area is renowned Australia-wide for its merino sheep.

The Shire has a range of facilities including a GP practice, District Hospital and Pharmacy, kindergartens, pre-schools and primary schools, the Gnowangerup District High School. Sporting complexes are located in Gnowangerup, Ongerup and Borden.

Vision

A progressive, inclusive and prosperous community built on opportunity

Mission

To demonstrate leadership in the provision of facilities, infrastructure and services that meets the needs of the community.

Core values

Honesty, Responsibility, Respect, Excellence, Fairness and Teamwork.

POSITION DESCRIPTION

1. POSITION DETAILS	
Position: Civil Works Operator	Position classification: LGIA Level 4
Directorate: N/A	Employment type: Permanent
Department: Infrastructure	Location: Gnowangerup Depot
2. ORGANISATIONAL RELATIONSHIPS	
Responsible to:	Works Coordinator
Supervision of:	Nil
Internal and External Liaison:	
Internal	Executive Manager Infrastructure and Assets Depot Administrator Leading Hands Works staff
External	Nil
3. POSITION OBJECTIVES	
<ul style="list-style-type: none"> • Reporting to the Works Coordinator, carry out a variety of civil maintenance and construction duties associated with the safe delivery of the Shire of Gnowangerup’s annual works program and any other operational requirements. 	
4. KEY DUTIES / RESPONSIBILITIES	
<ul style="list-style-type: none"> • Demonstrate a commitment to work safely, effectively and efficiently by ensuring all duties are carried out in a professional manner consistent with the Code of Conduct and Shire of Gnowangerup policies and procedures. • Operate all associated plant safely and ensure its kept in a tidy and roadworthy condition. • Undertake high quality road maintenance grading to ensure the delivery of the Shires annual schedule. • Assist with the delivery of all road construction and maintenance programmes, including transporting materials, bitumen spraying and sealing, patching, drainage construction, footpaths and kerbing, verge mowing and other duties involving manual labour. • Perform labouring duties where necessary to achieve team objectives. • Maintain daily time sheets and other records as required. • Perform daily prestart checks, Take 5 risk assessments and regular maintenance tasks. • Work without direct supervision as required. • Provide a high standard of service with customers, contractors, other staff, and members of the public. • All other duties as directed by the Works Coordinator or Executive Manager Infrastructure and Assets 	

5. SKILLS and EXPERIENCE

Qualifications:

Essential

- Current HR class Motor Driver's Licence
- Current White Card

Desirable

- HC truck licence or ability to obtain.

Experience:

Essential

- Previous experience in the provision of municipal works, including construction, maintenance and plant operation.

Desirable

- Operation of various large mobile plant – construction/maintenance
- Certificate 3 Civil Construction
- Current certificate in Basic Worksite Traffic Management

Skills:

- Competent in the operation of plant and machinery.
- Ability to assess possible hazards, make recommendations and initiate agreed actions
- Ability to complete timecards, daily service check sheets and internal documents.
- Ability to present information verbally one on one and in small groups
- Preparedness and ability to undertake labouring duties

Knowledge

- Working knowledge of daily maintenance requirements for various machinery
- Good knowledge of road construction and maintenance
- Good knowledge of safety in the workplace and Work Health and Safety regulations
- Working knowledge of road construction and maintenance

6. EXTENT OF AUTHORITY

Perform duties as directed, under the general direction of the Works Coordinator and Leading Hands within the guidelines of policies, procedures and legislative requirements.

7. OHS REQUIREMENTS

- Take every reasonable care to ensure your safety at work, and that of others, by complying with safety and health instructions, policies and procedures, including the Work Safety and Health Act 2020 and their subsidiary legislation.
- Ensure compliance with Safe Work Method Statements (SWMSs) and Job Safety Analysis sheets (JSAs).

Approved by the Chief Executive Officer

Date: ____ / ____ / _____