



MAJU PULU KITA | ADVANCE OUR ISLANDS

## Position Description

Position	Leading Hand
Section	Infrastructure
Award / Agreement	Local Government Industry Award
Classification (Level)	5
Term of Employment	Full time
Location	Varies
Reports to	Works Supervisor
Number of Direct Reports	5-15

## The Shire of Cocos (Keeling) Islands

The Cocos (Keeling) Islands incorporate 27 low lying islands forming 2 coral atolls located in the Indian Ocean 2,768km north-west of Perth. The Shire delivers a wide range of services and facilities to the community, including:

Governance

General Purpose Funding

Law, Order and Public Safety

Health

Education & Welfare

Housing

Community Amenities

Recreation & Culture

Transport

Economic Services

Other Property & Services

## Vision & Values

### MAJU PULU KITA | ADVANCE OUR ISLANDS

**SERVICE.** Provide the best service we can. We serve the community and each other.

**ACCOUNTABILITY.** We take responsibility for our own actions. We do what we say we will do. Mistakes are an opportunity to learn.

**SUPPORT.** We support our team and our community. Look for opportunities to help each other.

**RESPECT.** We respect and value others. Our interactions are always respectful towards others.

**INTEGRITY.** We will be honest and transparent with all our dealings. Maintain confidentiality. Trust each other.

**ACHIEVEMENT.** Being Proactive and enabling the outcomes. Be creative and think outside the square.



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### Position Objective

- Oversee all activities in parks and gardens, road and infrastructure construction, repair and maintenance so that best quality results to the appropriate standard are achieved and the work is sequenced in a time and cost effective manner
- To work with other crew members in a safe and secure manner that complies with the Work Health Safety Act 2020 and Regulations

### Primary Responsibilities

- Demonstrate a commitment to and advancement of the Shire's Purpose and Values
- Liaise closely with the Works Supervisor, to ensure that appropriate scheduling, equipment, and standards of construction are met at all times
- Operate the grader and related construction equipment to ensure effective and efficient operations
- Use and maintenance of plant and equipment to ensure best performance and safe operations
- Undertake and supervise private works where required
- Ensure job safety analysis are developed, followed and recorded for all works
- Ensure completion of machinery pre-starts are accurately undertaken
- Ability to direct contractors and suppliers to maximise on the job efficiency
- Liaise with WHS representative and lead all WHS practises to ensure that standards are met at all times
- Undertake other relevant duties as directed, consistent with skills, competence and training.
- Be an active and engaged member of the Works Depot team who adds value by completing high quality work and who is a positive team member

### Required Knowledge & Skills

- Experienced team leader who is able to set and maintain the standard of work that meets safety, operational and design requirements
- Leadership, mentoring and coaching skills that improves team accountability levels
- Experienced machinery operator who is able to produce high quality work to agreed specifications
- Developed time management and organisational skills to support effective use of resources
- Developed interpersonal communications skills that supports positive team spirit and strong liaison with external contractors and suppliers



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- Developed troubleshooting and problem-solving skills that can be applied appropriately to civil construction and maintenance
- Basic mechanical, vehicle maintenance skills
- Workplace Health and Safety experience
- Computer and smart phone literacy (text, email, Microsoft suite)
- Ability to maintain basic record keeping

### Required Qualifications & Experience

- Previous experience in operating construction plant and equipment (desirable)
- Knowledge of construction and maintenance techniques for roads, streets, drainage and related works (desirable)
- Working knowledge of estimating time for completion of jobs
- Laser level experience
- Current HR class drivers' licence (essential)
- Certificate 3 Civil Construction or similar qualifications
- Appropriate High Risk Licences and Certificates

### Organisational Relationships

Reports to	Works Supervisor
Supervises	Waste Management, Parks and Gardens, Infrastructure Maintenance
Internal stakeholders / relationships	Infrastructure Manager, Mechanic, Infrastructure Coordinator
External stakeholders / relationships	Contractors, community, private works

### Accountability and Extent of Authority

- *Low degree of supervision*
- *Moderate degree of authority (autonomy)*
- Work activities are governed by The Local Government Act (WA)(CKI)1995, local laws and council policies and procedures, including but not limited to:
  - *Equal Opportunity Act 1984*
  - Delegation Register

- Code of Conduct (including Confidentiality & Privacy)
- Customer Service Charter
- Drug & Alcohol Policy
- Occupational Safety & Health Policy

### Occupational Health & Safety

- Follow safe work practices, procedures, instructions and rules at all times.



- Perform all duties in a manner that ensures personal health and safety, and that of others in the workplace and the general public.
- Regularly inspect own immediate work environment and report all hazards or incidents that can cause harm or that represent a threat to public safety.
- Ensure compliance with the provisions of the *Work Health Safety Act 2020* and the *associated regulations* at all times.

**Risk Management**

- Ensure Council’s Risk Management policy, program and the application of sound risk management practices within the workplace

and community are observed and complied with at all times

- Minimise damage or loss of property in your control and report any damage, loss or exposures observed.

**Variations to Conditions of Employment**

- The conditions of employment, your duties and your location may be varied by Shire during the term of your employment.
- The Terms and Conditions of this Position Description are to be read in conjunction with the addendum attached to this document.

**Acknowledgement**

I have read and understood the contents of this position description and understand:

1. This position description is designed to describe the core functions and outputs of the role and not intended as an exhaustive list of responsibilities.
2. I may be required to perform other duties, which could be reasonably asked of a person in this position, as designated by my Supervisor and / or Manager.
3. The position is subject to change based on adjustments to the Shire’s processes, practices, policies and / or organisational structure.
4. I am expected to embrace skill & knowledge development and adopt a positive and progressive approach to my position and work.

Employee Name \_\_\_\_\_  
 Employee Signature \_\_\_\_\_  
 Date \_\_\_\_\_

*Authorised By*  
 Name \_\_\_\_\_  
 Signature \_\_\_\_\_  
 Position \_\_\_\_\_  
 Date \_\_\_\_\_