



Position Description

Position Title:	General Hand
Department:	Infrastructure and Operations
Classification:	Local Government Employees Award – Grade 7
Tenure:	Full time permanent
Key Network Relationships:	Team Leader Community Facilities Team Leader Construction & Maintenance
Organisational Values	Employees of the Kingston District Council are working together to build the community through leadership, community involvement, commitment to service and continuous improvement. In performing their roles, Council employees will be committed to our organizational values: COMMUNITY: As a community, with our community, for our community. COURAGE: Empower leadership through creative innovation and informed, bold & confident decision making. RESPECT: Encourage an inclusive and supportive culture, acting with empathy, integrity & honesty in everything we do.



POSITION OVERVIEW

Key responsibilities of the General Hand include:

1. To work with council's community facilities team under the direction of the Team Leader Community Facilities to ensure that council's parks, gardens, open space reserves and recreational facilities are maintained and portray a high standard of presentation.
2. To work with Council's construction and maintenance team under the direction of the Team Leader Construction & Maintenance to ensure that Council's road construction and maintenance program is completed in an efficient manner.
3. Responsible for the operation and maintenance of council's small plant and equipment in an efficient and effective manner.
4. To comply with council's Work Health and Safety Systems.
5. Provide a high standard of customer service to the community and visitors to the district
6. To undertake other duties and tasks as directed by a Team Leader, that is commensurate with the classification of this position and the incumbent's abilities and skills.

OBJECTIVES AND RESPONSIBILITIES

Parks, Gardens and Open Space Reserves

Objective: To work with council's community facilities team under the direction of the Team Leader Community Facilities to ensure that council's parks, gardens, open space reserves and recreational facilities are maintained and portray a high standard of presentation.

Key Responsibilities:

1. To participate in the presentation of council's parks, gardens and reserves including general maintenance, irrigation and mowing.
2. Undertake general maintenance tasks as directed.

Road Construction and Maintenance

Objective: To work with Council's construction and maintenance team under the direction of the Team Leader Construction & Maintenance to ensure that Council's road construction and maintenance program is completed in an efficient manner.

Key Responsibilities:

1. Assist the road construction team through operation of Council's road construction equipment including trucks, loaders, rollers, etc.
 2. To undertake general maintenance activities on all council township roads and rural road reserves, including, but not limited to: roadside vegetation, roadside delineators, signage, kerbing, footpaths, storm water systems, roadside slashing and weed control.
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Plant and Equipment

Objective: Operation of small plant and equipment in an efficient and effective manner.

Key Responsibilities:

1. Ensure the effective operation of all maintenance equipment ie, chainsaws, brush cutters, mowers, etc
2. Ensure daily pre-start checks are completed in accordance with manufacturers instructions and WHS requirements.
3. Ensure all maintenance requirements are reported.
4. Maintain and clean plant and equipment to an acceptable standard.

Work Health and Safety

Objective: To comply with Council's Work Health & Safety Systems

Key Responsibilities:

1. Ensure your own personal health and safety and that of others in the workplace.
2. Participate in the identification, documentation and control of risks/hazards.
3. Ensure adherence to WHS policies and procedures.
4. Participate in the development and review of WHS documentation including WHS procedures, Risk Assessments, SWMS, JSA's and SOP's as required.
5. Active participation in toolbox meetings and team meetings
6. Ensure that all relevant WHS documentation is completed with required timeframes, with attention to accuracy and detail.
7. Ensure the securing of all tools, adequate load restraint and maximum towing capacity provisions of light/heavy vehicles are met.
8. To comply with any reasonable directions given in respect to work health and safety.
9. Participate in training as required.

Customer Service

Objective: Provide a high standard of customer service to the community and visitors to the district.

Key Responsibilities:

1. Provide quality customer service when dealing with the public.
 2. Provide quality internal customer service that supports internal teams.
 3. Lead by example to help create a professional, friendly and performance based culture.
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General Duties

Objective: To participate in the development of a multi-skilled and adaptable workforce through the undertaking of duties and tasks across the Infrastructure and Operations Department, commensurate with the classification of this position and the incumbent's abilities and skills.

Key Responsibilities:

1. To assist council team members as and when required in other areas of council operations including, but not limited to, coastal infrastructure, community facilities, community events and CWMS operations.

ORGANISATIONAL COMMITMENTS

1. Demonstrate and uphold the principles of good conduct and standards of behavior as defined within Councils Employee Behavioural Standards.
 2. Follow all defined organisational systems, policies and procedures.
 3. To take responsibility for one's own health and safety while in the workplace, ensure your actions do not adversely affect the health and safety of others and comply with WHS Policies, Procedures and any reasonable instruction given.
 4. Respect the principles of confidentiality and ensure that no confidential information acquired as a result of your position with the Council is divulged to any other person.
 5. Effectively contribute to change processes and improvements to work practices in a constructive and productive way.
 6. Undertake duties in a manner that promotes cooperation and good relationships within Council.
 7. Participation with own work group and other employees is supportive, efficient and effective with the primary goal being to help Council achieve its strategic objectives.
 8. Take pride in your role with Council and respect Council's position in the community.
 9. Actively participate in employee Performance & Development Review.
 10. Commitment to ongoing personal and professional development training.
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CORE COMPETENCIES

Essential

- Current drivers licence (HR class) or willingness to obtain licence
- Demonstrated experience in the operation of small plant and equipment
- White card
- Good problem-solving skills
- Good communication skills with the ability to liaise with other staff members and the general public
- Ability to prioritise work and carry out duties in an effective manner
- A high degree of self-motivation and the ability to work with limited direction.

Desirable

- Load shifting ticket
- Workzone Traffic Management

ACKNOWLEDGEMENT OF POSITION REQUIREMENTS

Signed:.....
Employee

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Date

Approved:.....
Operations Manager

...../...../.....
Date

Approved:.....
Director Infrastructure & Operations

...../...../.....
Date

