



MAJU PULU KITA | ADVANCE OUR ISLANDS

## Position Description

Position	Infrastructure Maintenance Labourer – Casual Pool
Section	Infrastructure
Award / Agreement	Local Government Industry Award 2020
Classification (Level)	2-4
Term of Employment	Casual
Location	Varies – Home Island/West Island
Reports to	Leading Hands
Number of Direct Reports	Nil

### 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

- To assist with the day-to-day operations of Council's Infrastructure Department in accordance with Council Policies, the requirements of the community and industry standards.
- 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

- Carry out general labouring duties which could include but is not limited to mowing, weeding, spraying, pruning, paving, concreting, pothole patching, pipe laying, manual excavation, building maintenance, cleaning, waste management etc.
- Perform construction and road maintenance tasks, including constructing roads and repairing paved and bitumen sealed roads.
- Ensure road users experience clear visibility and accessibility on roads and paths, and work to remove obstructions or obstacles.
- Assist with maintenance and construction projects.
- Maintain a high standard and consistent approach with regards to the usage of all Council plant.
- Operate, maintain, service and complete daily prestart for plant and vehicles on a daily basis, in accordance with operating procedures.
- Operate other items of plant as required consistent with skills, competence and training.
- Comply with Council's operating procedures and site-specific work plans.
- Read and interpret basic plans and instructions.
- Complete and maintain administrative records e.g. Timesheets, take 5's, hazard inspections etc.
- Participate in toolbox and team meetings.
- Liaise with other Council staff, the public, consultants, utility and government authorities in the performance of duties including providing and obtaining information as required.
- Contribute to the improvement of work processes and practices as required.
- Participate in training, exercises and response to disaster management and recovery as required.
- Undertake other relevant duties as directed by the Supervisor/Leading Hand, consistent with skills, competence and training.



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## Required Knowledge & Skills

- Demonstrated experience performing general labouring duties, including but not limited to, concrete works, mowing, paving, horticultural maintenance, building maintenance etc and the ability to maintain small plant.
- Previous experience in operating construction plant and equipment (desirable).
- Sound level of literacy, numeracy and oral communication skills.
- Demonstrated ability to work effectively in a team environment under minimal supervision.
- Sound understanding of and commitment to Equal Employment Opportunity (EEO) and Work Health and Safety (WHS) principles and practices.
- Demonstrate reliability and commitment.
- Demonstrate confidence and safety using equipment and machinery.
- Be self-motivated and ability to maintain basic record keeping.
- Ability to undertake projects for seawall maintenance and construction.

## Required Qualifications & Experience

- White Card – General Safety Induction.
- Current C class drivers' licence (essential) / HR Licence (desirable).
- Plant Licences or Certificates highly (desirable).
- Trade qualifications (desirable).
- Previous experience in building and construction works.
- Previous civil maintenance and road construction experience.
- Previous horticultural experience.

## Organisational Relationships

Reports to	Leading Hands
Supervises	Nil
Internal stakeholders / relationships	All Shire Officers/Staff
External stakeholders / relationships	Contractors, community, private works

## Accountability and Extent of Authority

- *Minimal degree of supervision*
- *Low degree of authority (autonomy)*
- Work activities are governed by The *Local Government Act 1995 (WA)(CKI)*, 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



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**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 \_\_\_\_\_