



MAJU PULU KITA | ADVANCE OUR ISLANDS

## Position Description

Position	Infrastructure Maintenance Labourer
Section	Infrastructure
Award / Agreement	Local Government Industry Award
Classification (Level)	2-4
Term of Employment	Permanent / Full time
Location	Varies – Home Island/West Island
Reports to	Leading Hand
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.

### 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, 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.
- 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 concrete works, mowing, paving, 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 EEO and WHS principles and practices.
- Ability to maintain basic record keeping.

## Required Qualifications & Experience

- White Card – General Safety Induction
- Current C class drivers' licence (essential) HR Licence (desirable)
- Plant Licences or Certificates highly desirable (Crane, Coxswain, Confined Space and other high-risk Licences)

## Organisational Relationships

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

## Accountability and Extent of Authority

- *High degree of supervision*
- *Low 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.



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### 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 \_\_\_\_\_