

Position Objectives	To be a valued resource in the successful delivery construction and maintenance projects.			
Key Responsibilities	The Works Hand completes manual handling tasks and applies skills associated with civil maintenance and construction projects, participation in team "toolbox" discussions, undertake all duties to a documented safe system of work, participation in continuous improvement processes, training other staff in areas of expertise and demonstrate conduct that promotes Council as a professional organisation			
Key Accountabilities	The jobholder may initiate incidental changes to the way the work is undertaken			
Extent of Authority	The jobholder is accountable for following the instructions given by the delegated supervisor for completion of tasks and works within Council's Policies and Procedures, as defined in the Local Government Act and other relevant legislation.			
Judgement & Decision Making	Whilst the tasks are generally not repetitive, requirements are strongly dictated by physical workflow and problems are generally readily solved by applying the appropriate established practice.			
Qualifications and Experience	<ul style="list-style-type: none"> • Appropriate literacy and numeracy skills to allow comprehension of worksite documentation such as work method statements and quantity calculations. • Sound civil labouring skills using safe manual handling techniques. • Demonstrated ability to erect simple formwork and place and finish concrete.* • Sound asphalt labouring skills with regard to hand and heavy road patching.* • Demonstrated safe operation of small plant items such as whipper snippers, whacker packers, mowers • Workcover General Construction Induction accreditation or the ability to obtain prior to commencement. <p>Ability to attain Roads & Traffic Authority Traffic Controllers Certificate and LR Driver's licence after commencement if not already possessed.</p> <p>* This criteria to be assessed against specific Assessment & Training Guide</p>			
Capabilities (Foundational)	Capability Group	Capability	Capability Group	Capability
	Personal Attributes	Manage Self	Results	Plan and Prioritise
		Displays Resilience and Adaptability		Think and Solve Problems
		Act with Integrity		Create and Innovate
		Demonstrate Accountability		Deliver Results
	Relationships	Communicate and Engage	Resources	Finance
		Community and Customer Focus		Assets and Tools
		Work Collaboratively		Technology and Information
		Influence and Negotiate		Procurement and Contracts
	Workforce Leadership	Manage and Develop People		
		Inspire Direction and Purpose		
		Optimise Workforce Contribution		
		Lead and Manage Change		

POSITION DESCRIPTION APPROVED

Employee _____

Date _____