

Position description

Your role at PSC



Works Hand

Section: Public Domain & Services

Salary point: 5

Position number: PSC319, PSC353, PSC913, PSC914, PSC388, PSC496, PSC396, PSC366, PSC398, PSC346, PSC363, PSC493, PSC

Last updated: May 2019

Position objectives

To be a valued resource in the successful delivery construction and maintenance projects.

PSC values



Respect: Creating a unique, open and trusting environment

Integrity: Being honest and taking responsibility for our actions

Teamwork: Working together as one Council to support each other

Excellence: Improving the way we work, to meet future challenges

Safety: Providing a safety focused workplace culture

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 may initiate incidental changes to the way the work is undertaken.

Judgement and decision making

The jobholder may initiate incidental changes to the way the work is undertaken.

Skills, knowledge and capacity

Organisational

- Demonstrated commitment to a customer service culture and delivery of quality service.
- Understanding of the Australian Business Excellence philosophy.
- Conduct that demonstrates to others Council's commitment to Respect, Integrity, Teamwork, Excellence and Safety.

Interpersonal

- Actively participate in Risk assessments and other OHS initiatives.

Qualifications and experience

- 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.
- Ability to attain Roads & Traffic Authority Traffic Controllers Certificate and LR Driver's licence after commencement if not already possessed.
- * This criteria to be assessed against specific Assessment & Training Guide

Capability Framework level: Foundational

Personal attributes	Relationships	Results	Resources
• Manage self • Displays resilience and adaptability • Act with integrity • Demonstrate accountability	• Communicate and engage • Community and customer focus • Work collaboratively • Influence and negotiate	• Plan and prioritise • Think and solve problems • Create and innovate • Deliver results	• Finance • Assets and tools • Technology and information • Procurement and contracts

Position description approval

Employee

Date