



SHIRE OF
MERREDIN
INNOVATING THE WHEATBELT

POSITION DESCRIPTION

Leading Hand - Town Maintenance

1. **TITLE:** Leading Hand - Town Maintenance (056)
2. **AWARD and LEVEL:** Level 5 – as per the [Shire of Merredin EA 2022](#) registered with the WA State Industrial Commission (01/01/2023).
3. **TERM:** Permanent
4. **DEPARTMENT/SECTION:** Engineering Services/ Town Maintenance

5. **POSITION OBJECTIVES**

Assists with the Town Maintenance Supervisor to provide effective guidance and leadership of the Shire’s Town Maintenance team and contractors, in the development and maintenance of public parks, ovals, reserves, facilities and other assets within the Shire to a high standard.

To undertake duties that ensure the upkeep and maintenance of all parks, gardens street spaces, sports grounds, and reserves to a high standard in a safe and efficient manner that contributes to a positive image for the Shire.

Acts as the Town Maintenance Supervisor when required.

6. **KEY DUTIES/RESPONSIBILITIES**

6.1 **Operational Responsibilities**

- Liaises with the Supervisor to set the daily work schedules and priorities for the Town Maintenance team.
- Responsible for the upkeep and maintenance of all parks, gardens, street scapes, sports grounds, and reserves to a high standard in a safe and efficient manner that contributes to a positive image for the Shire.
- Under direction of the Supervisor implement mowing, reticulation, horticulture and general maintenance programs and projects.
- Liaise with other sections, public and contractors on Town Maintenance matters ensuring outcomes meet the expectations of Community and Council.
- Ensure all plant and equipment utilised by the Town Maintenance crew is properly maintained and in a safe working condition, ensuring daily pre-start inspections are undertaken and documented appropriately.
- Ensure daily traffic management requirements are set up/ taken down at the start and end of each day in accordance with the relevant Traffic Management Plan.
- Attend call outs and organise labour and equipment for work after hours.
- Undertake regular audits of parks, gardens, street scapes and reserves ensuring works requests are generated and assigned for completion within the required timeframes.
- Undertake on the job and off the job training as required to develop the necessary knowledge for the position.
- Operate plant machinery and tools to undertake Town Maintenance activities.
- Arrange training, inductions, and completion of relevant paperwork with employees in the safe use of all equipment.
- Assist with supervision of contractors and community groups and liaise with other stakeholders as required.
- All other duties within your skillset as directed by the Supervisor.

6.2 Financial Responsibilities

- Assist in the preparation and management of the Town Maintenance annual budget and have input into asset management plans.
- In conjunction with the Supervisor, monitor the progress of Town Maintenance expenditure against budget allocations and report anticipated discrepancies.

6.3 Safety Responsibilities

- Ensure all team members actively comply with statutory and legal requirements in the areas of risk management and Work Health & Safety.
- Ensure all injury management processes and legislation are followed correctly, including the direct report of injuries, accidents and near misses.
- Ensure that safe work practices are adhered to.
- Ensure that all accidents, workers compensation issues, and other incidents are reported and documented.
- Attend Work Health & Safety meetings when required and provide information on safety issues that affect the Town Maintenance team to the Supervisor and/or the Executive Manager Engineering Services.
- Investigate and report on accident and hazard near miss reports, taking corrective measures including the implementation of new work procedures where necessary.
- In conjunction with the Supervisor, run regular and ongoing toolbox meetings for the department.

7. REQUIREMENTS OF THE POSITION

- Experience and appropriate verification of competency for the use of small plant and equipment.
- Experience leading and managing teams, including development of staff and processes.
- Traffic Management, Chemical Handling, Chainsaw Operator, White Card and First Aid qualifications.

8. ORGANISATIONAL RELATIONSHIPS

Responsible to: Town Maintenance Supervisor

Supervision of: Town Maintenance Officers

Internal and External Liaison

Internal: Town Maintenance Supervisor
Works and Services Manager
Executive Manager Engineering Services
Chief Executive Officer
Other Shire Employees
Councillors

External: General Public including Ratepayers and Customers
Contractors and Suppliers of Goods and Services

9. EXTENT OF AUTHORITY

Operates under the direction of the Executive Manager Engineering Services and Works and Services Manager within established guidelines, procedures and policies of Council as well as statutory provisions of the Local Government Act and all other relevant legislation.

Operates in accordance with delegated authority as assigned by the Chief Executive Officer.

10. SELECTION CRITERIA

Essential

- Certificate III Horticulture or equivalent trade certificate in Amenity Horticulture and/or substantial relevant experience (minimum 3 years industry experience).
- Proven Team Leader with the necessary organisational experience to oversee and motivate staff to achieve effective outcomes and to work safely.
- Demonstrated ability to develop project costings and maintain budgets.
- Demonstrated knowledge and ability in the use of landscaping equipment (tractors, mowers, trucks, chainsaws, whipper snippers etc).
- Knowledge of applicable Work Health & Safety legislation and relevant risk management practices relating to the role.
- Well-developed written and verbal communication skills, with experience in customer service.
- Sound computer skills, with the ability to use Microsoft Office.
- Current MR Class Driver's licence (WA) or equivalent.

Desirable

- Hold (or be willing to obtain) all relevant certification required for the position, for example, and not limited to:
 - Traffic management control certificate
 - Chainsaw operator certificate
 - AusChem chemical handling certificate
 - White Card
 - First Aid certificate
- Project management experience.
- Previous local government experience in a similar role.
- Sound knowledge of the Shire of Merredin district.

10. CONDITIONS OF EMPLOYMENT INFORMATION

- The Officer will be required to provide a satisfactory National Police Clearance, Pre-employment Medical Examination and Drug Test as a condition of employment, prior to commencing duties.
- Annual Leave will apply in accordance with the indicated Award of this position.
- Uniforms will be provided in accordance with Shire Policies.
- Superannuation will be paid to your nominated super fund as per the Superannuation Guarantee Legislation and relevant Shire Policies.

- All staff must understand and comply with the Shire of Merredin Staff Induction, Code of Conduct, Policies, Procedures and Protocols.
- All other conditions in accordance with the indicated Award/Agreement of the position and must comply with the [Industrial Relations Act 1979 \(WA\)](#) and the [Minimum Conditions of Employment Act 1993 \(WA\)](#).

NOTE: All parties are to sign and date the areas provided to indicate their mutual agreement of the requirement of this position.

<i>New Employee</i>	New Employee Signature:	Date:
<i>Current Manager</i>	Managers Signature:	Date:
<i>Chief Executive Officer</i>	CEO's Signature:	Date: