Position Information			
Position title	General Hand / Labourer	Classification	Indicative LGIA Level 3-4*
Section	Infrastructure and Assets - Works	Location	Coolgardie / Shire-wide
Status	Permanent Full-time	Contract Hours	As per letter of offer / Award
Reports to	Leading Hand / Works Supervisor	Award	Local Government Industry Award 2020

Key Focus of Section	Key Focus of this Position
Maintains and improves roads, drainage, streetscapes, reserves and public infrastructure through safe, practical and responsive field operations.	Undertakes general labouring, maintenance and construction duties across Shire infrastructure and community assets, supporting road and drainage works, public-space maintenance and plant operations as directed.

Shire Vision
A connected, progressive and welcoming community.

Shire Values
Honesty – fair and ethical conduct; Accountability – quality in everything we do; Respect – treating colleagues and customers with respect; Professionalism – pride and commitment to high-quality service delivery.

Shire Purpose Statement
To serve the communities of the Shire of Coolgardie through accountable governance, responsible resource management and quality local services

Position Outcomes	
Accountability Area	**Outcome**
Service delivery / operations	Assigned labouring, maintenance and construction tasks are completed safely, efficiently and to the required standard.
Customer and community service	The role represents the Shire professionally and helps maintain safe, clean and serviceable public areas.
Compliance, governance and records	Pre-starts, timesheets, job records and required operational information are completed accurately.
People, contractors and volunteers	Works cooperatively with crew members, supervisors and contractors and follows lawful directions and site controls.
Budget, assets and procurement	Tools, plant, materials, fuel and PPE are used responsibly and faults or damage are reported promptly.
Projects, events and improvement	Practical support is provided to construction, maintenance, events, emergency and special projects as directed.
Risk, WHS and incident response	Hazards and incidents are reported promptly, and safe work, PPE, traffic and plant controls are followed.

Position Requirements		
Skills	**Essential**	**Desirable**
• Undertake sustained outdoor and manual work safely in regional conditions. Follow instructions, work in a team and complete tasks reliably	☒	☐
• Use hand tools, power tools and minor plant safely	☒	☐
Knowledge		
• Basic WHS, manual handling and worksite safety requirements	☒	☐
• Safe interaction with vehicles and mobile plant	☒	☐
Experience		
• Labouring, civil works, construction, maintenance, parks or similar outdoor work	☒	☐
• Relevant plant operation (desirable)	☐	☒
Qualifications		
• Relevant civil construction or plant tickets (desirable)	☐	☒
	☒	☐

Position Requirements		
Licences and checks		
• Current WA C Class Driver's Licence; Construction Induction (White Card)	☒	☐
• HR licence and traffic/plant tickets (desirable)	☐	☒

General Physical Requirements

An occupational health provider assesses the applicant/employee fitness to successfully perform the essential functions of the position and considers the following:

Frequency (☒ as required)					Frequency (☒ as required)				
	Mainly	Frequently	Occasionally	N/A		Mainly	Frequently	Occasionally	N/A
Stand	☐	☒	☐	☐	Climb/Balance	☐	☐	☒	☐
Walk	☐	☒	☐	☐	Crouch/Kneel	☐	☒	☐	☐
Sit	☐	☒	☐	☐	Talk/Hear	☐	☒	☐	☐
Handle	☐	☒	☐	☐	Taste/Smell	☐	☒	☐	☐
Reach	☐	☒	☐	☐					

While performing the duties of this job, the incumbent may reasonably be expected to occasionally manually handle loads of a varying nature. Notwithstanding, the incumbent is still required under their general Duty of Care to adopt safe work practices by taking appropriate precautionary measures to identify, assess and control risks in accordance with statutory requirements and the Shire's Risk Management Framework.

Organisational Relationship

Works Supervisor
↓
Leading Hand
↓
GENERAL HAND / LABOURER

Works with: Other works crew members, plant operators, contractors and Shire teams.

Extent of Authority and Accountability

Working under direct to general supervision of the Leading Hand / Works Supervisor, the incumbent performs assigned tasks within documented procedures, competencies and lawful directions. The position may stop work and immediately raise concerns where an unsafe condition exists. The role has no statutory delegation or independent financial authority unless separately authorised.

Extent of Authority and Accountability
*Classification is indicative only and must be confirmed through formal classification assessment against the applicable industrial instrument before appointment.

General Corporate Accountabilities	
Accountability	**Required Standard**
Work Health and Safety	Take reasonable care for own health and safety and ensure acts or omissions do not adversely affect others. Follow reasonable WHS instructions, use required PPE, report hazards/incidents, participate in risk controls and meet supervisory/officer/contractor responsibilities where applicable.
Code of Conduct and ethical behaviour	Comply with the Shire Code of Conduct, values, conflicts of interest, gifts, secondary employment, confidentiality and professional conduct requirements.
Customer service and community focus	Provide respectful, timely and helpful service to residents, visitors, businesses, community groups, contractors, elected members and stakeholders within the scope of the role.
Records and information management	Create, capture and maintain complete and accurate records in approved Shire systems in accordance with the Shire Recordkeeping Plan and lawful retention requirements.
Equal opportunity and respectful workplace	Contribute to a workplace and service environment that is inclusive, lawful and free from discrimination, harassment, bullying and victimisation.
Child safety and vulnerable people	Where the role involves children, young people or vulnerable community members, comply with relevant screening, reporting, supervision, privacy and safeguarding requirements.
Financial stewardship and procurement	Use Shire resources responsibly and comply with procurement, purchasing, asset, fleet, receipting and financial controls relevant to the role.
Emergency management and business continuity	Support emergency management, service continuity, public information and facility response activities when allocated and trained to do so.

Employment Conditions and Roster Notes	
Condition	**Details**
Ordinary hours and roster	Permanent full-time. Ordinary hours and roster as specified in the letter of offer and applicable industrial instrument.
Overtime / penalties / on call / call-back	May be required where operationally necessary; authorisation and payment/TOIL arrangements are in accordance with the applicable industrial instrument and Shire procedure.

Employment Conditions and Roster Notes	
Condition	**Details**
Part-time agreed additional hours	Not applicable to this full-time position.
Leave restrictions / peak periods	Operational requirements may affect leave timing during programmed works, emergencies or critical service periods, subject to lawful leave arrangements.
Uniform / PPE / equipment	Shire-provided PPE and equipment must be worn/used and maintained as directed.
Travel / accommodation / vehicle	Travel between Coolgardie, Kambalda and Shire worksites may be required. Shire vehicle use is subject to authorisation and policy.
Remote work / flexibility	This is primarily an on-site/field-based role; remote work is generally not applicable.

Position Description Certification	
Prepared by: People, Culture & Safety	Effective Date: [insert]
I acknowledge that I have read and understood the key objectives, duties, responsibilities and other requirements as outlined in this position description. I understand that this position description provides general guidance regarding the purpose of the position and my responsibilities. Furthermore, I acknowledge that this position description may be amended from time to time to reflect changes to the position or Shire requirements.	
Staff Signature:	Date:

Approval	
Approved by	Chief Executive Officer / delegated approver
Position	[insert position]
Signature	
Date	

Attachment A - Task List / Activity Schedule

This attachment converts the Service-to-Role Responsibility Matrix into practical PD duties. A = Accountable, R = Responsible, S = Support, C = Consulted, I = Informed. Kambalda-only service lines are excluded unless cross-town support is assigned by the CEO or Executive Manager.

Matrix ID	Function	Service / Activity	Frequency / timing	Responsibility	Output / evidence	System / record	Risk / compliance note	Review notes
1	Roads and drainage	Assist with patching, gravel works, shoulders, drains, culverts and roadside infrastructure.	Daily / program	R	Completed assigned works	Works records	Traffic, plant and manual-task risks	Daily
2	General maintenance	Undertake cleaning, painting, minor repairs, vegetation/litter removal and public-space upkeep.	Daily / as required	R	Completed maintenance	Works / maintenance records	Public interface and task hazards	Daily
3	Plant and tools	Operate only authorised vehicles/plant; complete pre-starts; report defects; care for tools/PPE.	Daily	R	Pre-starts; fault reports	Fleet / works records	Competency and plant safety	Daily
4	Worksite controls	Follow SWMS/JHA, PPE, exclusion-zone, traffic and manual-handling controls.	Every task	R	Safe task completion	WHS records	WHS Act 2020	Every task
5	Signs / roadside	Install or maintain signs, guideposts and roadside furniture as directed.	As required	R	Completed task	Works records	Traffic and lifting risks	As required

Matrix ID	Function	Service / Activity	Frequency / timing	Responsibility	Output / evidence	System / record	Risk / compliance note	Review notes
6	Events / facilities	Assist with setup, pack-down and practical maintenance support when directed.	As required	S	Task completion	Works / event records	Public and manual-task risks	Post-task
7	Records	Complete timesheets, job records and required plant/material information accurately.	Daily / weekly	R	Accurate records	Payroll / works system	Records accuracy	Weekly
8	Emergency support	Assist with storm damage, urgent works and emergency response when authorised/trained.	As required	S	Response records	Incident / works records	Emergency and fatigue controls	Post-event

Attachment B - Key Duties, Accountabilities and Expected Outputs

Key Duties, Accountabilities and Expected Outputs		
Accountability Area	**Key Duties / Responsibilities**	**Expected Outputs / Evidence**
Service delivery / operations	Undertake road, drainage, general maintenance and construction labouring; operate authorised tools/plant; support crew tasks.	Completed assigned works; daily job records.
Customer and community service	Maintain professional conduct around residents and road users; keep work areas safe and refer enquiries outside role scope.	Safe public areas; appropriate referrals.
Compliance, governance and records	Complete pre-starts, timesheets and operational records and follow approved work instructions.	Accurate pre-start, payroll and job records.
People, contractors and volunteers	Work cooperatively with supervisors, crew members and contractors; follow task allocation and site controls.	Reliable team contribution; lawful directions followed.
Budget, assets and procurement	Care for tools, plant, materials, fuel and PPE; report faults/damage and minimise waste.	Equipment cared for; defects reported; responsible material use.
Projects, events and improvement	Provide practical support to works projects, facilities, events and emergency activities as directed.	Task completion and support records.
Risk, WHS and incident response	Follow SWMS/JHA, PPE, traffic, plant and manual-handling controls; report hazards/incidents immediately.	Safe work practices; hazard/incident records.