

# Position Description

|                             |  |
|-----------------------------|--|
| <b>POSITION TITLE</b>       | Senior Officer, Works  |
| <b>POSITION NUMBER</b>      | 103122   |
| <b>AWARD</b>                | Local Government Industry Award  |
| <b>CLASSIFICATION</b>       | CDRC Enterprise Agreement – Level 4  |
| <b>POSITION TYPE</b>        | Permanent Full Time (38 hours per week)  |
| <b>DIRECTORATE/PROGRAM</b>  | Council Services / Council Services Delivery   |
| <b>LOCATION/S</b>           | Atitjere / Engawala / Nyirripi / Yuelamu / Laramba                                     |
| <b>SUPERVISOR</b>           | Senior Coordinator, Council Services Delivery / Coordinator, Council Services Delivery |
| <b>POSITIONS SUPERVISED</b> | This position has 0-4 direct reports plus casuals as required                          |

## PRIMARY OBJECTIVE

The Senior Officer, Works is responsible for providing quality field maintenance, contract and municipal services in accordance with Central Desert Regional Council strategic and regional plans, policies, procedures and relevant legislation.

## KEY DUTIES AND RESPONSIBILITIES

1. Safely operate and maintain a range of heavy machinery, tools, plant and equipment including tractors, backhoes, garbage truck and forklifts.
2. Lead small teams in the delivery of tasks and minor projects.
3. Assist with the preparation of work plans and maintain records of job costs and timesheets as required.
4. Coordinate materials and resources, as required, ensuring procurement guidelines are met.
5. Maintain and develop parks, gardens, roads, waste management facilities and Council infrastructure as per service level agreements and community plans.
6. Assist the Coordinator with project management activities for municipal works.
7. Ensure all tools, plant, equipment and vehicles are used appropriately and maintained in good working order.
8. Provide verbal and written reports and updates as requested.
9. Be engaged in an effective and proactive health, safety and wellbeing culture.
10. Any other reasonable duties delegated by the Supervisor which are within level.

## SELECTION CRITERIA

### Essential

1. Trade Certificate or Certificate IV in a related discipline and/or knowledge and skills gained through on-the-job training.
2. Demonstrated ability to supervise and direct employees.
3. Demonstrated experience in the use and maintenance of a range of heavy machinery, equipment and plant.
4. Demonstrated ability to plan works including accurately allocating time and resources.
5. Demonstrated ability to work safely with a range of heavy machinery, tools and equipment.
6. Demonstrated ability to work as part of a team.
7. Sound knowledge of and commitment to the principles of Work Health & Safety.
8. An awareness of the socio-economic factors affecting Aboriginal people in remote locations.
9. Open unrestricted manual Heavy Rigid Licence.
10. A minimum of one plant ticket e.g. backhoe, excavator, front end loader, skid steer load, tractor and attachment
11. Current White Card.
12. Ochre Card.

### Desirable

1. Plant tickets including backhoe, excavator, front end loader, skid steer load, tractor and attachment.