

POSITION DESCRIPTION

POSITION IDENTIFICATION

Title	General Hand	Level	A/B
Sub Unit	Engineering Maintenance	Establishment No.	IN22004 + (multiple positions)
Service Unit	Assets Maintenance	PD updated	June 2017
Directorate	Assets	Supervises	Nil
Reporting to	Engineering Maintenance Supervisor		

POSITION OBJECTIVE

To undertake General Hand duties in the area of engineering and infrastructure maintenance, to assist with the delivery of the City's engineering maintenance activities in a safe and efficient manner.

KEY ACCOUNTABILITIES

- Comply with all City policies and procedures and relevant legislation.
- Exercise duty of care in line with City Occupational Safety and Health policies.
- Liaise with colleagues, contractors and the public.
- Maintain tools, plant and equipment.
- Operate plant/equipment required to complete engineering maintenance activities.
- Process documentation including time sheets and work orders.
- Provide mentoring to small work group/new employees.
- Report plant/equipment damage, defects or loss.
- Undertake daily engineering maintenance of City's infrastructure assets.
- Undertake duties as directed by the Supervisor/Leading Hand.
- Undertake other activities including undergoing training and development as required for execution of the role.

WORK RELATED REQUIREMENTS/SELECTION CRITERIA

Essential

- A positive, proactive approach to change and a willingness to work in any service unit across the City should it be operationally required.
- Ability to operate multi-function plant and equipment.
- Ability to work as part of a team.
- Basic worksite traffic management certification.

- Capable of physical manual labour.
- Experience in the efficient utilisation of information systems and technology.
- HR class vehicle licence.
- Knowledge of engineering maintenance procedures.
- Knowledge of the practical application of Occupational Health and safety measures in the workplace including hazard identification in engineering maintenance activities.
- National Police Clearance < six months old.
- Safety awareness certification (Blue/White card).
- Year 10 level with passes in Mathematics and English.

Desirable

- Enter Confined Space certification
- First aid certification
- Gas Testing Atmospheres certification
- Relevant plant/equipment operation certification
- Traffic Controller certification

Special Requirements

- May be required to work in confined and/or congested areas.

EXTENT OF DELEGATED AUTHORITY

- Operates under general direction with elements of independence.
- Provides no supervision.
- Required to exercise decision making and problem solving with a degree of autonomy.
- Not able to authorise expenditure.

CERTIFICATION

The details contained in this document are an accurate statement of the position.


Print Name:

Cameron Healy

BRIAN GEE

Signature:


Leader


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