General Service Officer			
Position Number:	57, 67, 70	**Department**	Infrastructure Services
Level:	Level 3a	**Award:**	may be covered under Municipal Employees' Award
Remuneration:	$68,289.41 Base Salary	inclusive of salary, superannuation, housing and district allowances (if eligible) is available to the successful candidate, depending on experience, skills and qualifications.	
Reports to:	Urban Operations Manager or Facilities & Services Manager	**Direct Reports:**	Nil
Last Reviewed:	People & Safety Culture Coordinator	**Date:**	6/08/2024
Approved:	Manager Community & Cultural Development	**Date:**	15/12/2023

OUR ORGANISATION

The Shire of Carnarvon provides excellent customer service across a wide range of programs, facilities and services that contribute to maintaining and enhancing our community. At the heart of our organisation are our values which underpin how our employees perform their duties and engage with the community and stakeholders.

Our CARECHIP is what gives us the drive to serve our community.

We take pride in knowing that our employees and new recruits share our values, and we like to think that everyone who chooses to collaborate with us brings this CARECHIP with them.

C	A	R	E	C	H	I	P
Courage	**Authenticity**	**Respect**	**Excellence**	**Cohesion**	**Humility**	**Inclusion**	**Passion**

POSITION OVERVIEW

As a valued General Service Officer, you will use your versatile expertise in safety, machine and plant operations and civil labour skills to deliver a wide range of general services to our community and its infrastructure. Our General Service Officers assist in waste management activities at our Browns Range Waste Facility, provide road maintenance and construction services to our road network and provide horticultural maintenance and improvements to our parks, gardens and public spaces.

COMMUNITY STRATEGIC OBJECTIVES

In 2040 Carnarvon is a place where:

- ★ Our equitable community is actively involved in and are responsible for developing innovative, local solutions that transcend our region for a safe and unified 6701.
- ★ Our economy fosters investment and productivity in industries befitting Carnarvon's physical and natural environment and that grow our horizons.
- ★ Our sustainable livelihoods create a community that can flourish into the future.
- ★ Our holistic health care facilities provide services from the womb to the grave.
- ★ Our educational opportunities from early childhood to adulthood are tailored and relevant to the individual.
- ★ Our infrastructure, housing and amenities are high quality and accessible.
- ★ Our community acknowledges our history and celebrates our diverse cultures.

- ★ Our community is engaged, inclusive and supportive.

KEY ROLE OUTCOMES

- ★ Demonstrate successful leadership through the application of the Shire's core values by promoting a work culture of sustainability, quality improvement, efficiency, and excellent customer service that corresponds to our Code of Conduct and Customer Service Charter.
- ★ Ensure compliance with the Local Government Act (WA) 1995 and any relevant legislation.
- ★ A commitment to a safe work environment and WHS legislation, policy and processes.
- ★ Provide Customer Service duties including payment transactions at the Browns Range Waste facility ensuring accurate, transparent transaction recording of financial, waste type and weight data.
- ★ Conduct waste handling, disposal and recycling operations using machinery and equipment.
- ★ Provide skilled labour services and plant operations on Civil works projects, primarily in the areas of road construction, road maintenance, stormwater drainage, concreting and other public infrastructure.
- ★ Safely operate heavy plant including rollers, trucks, water carts and loaders as well as light machinery, light trucks, tractors, mowers, hand tools and other tools and equipment as required.
- ★ Assist in garden construction and maintenance works that beautify and service Shire parks, public spaces, reserves and gardens.
- ★ Work across various locations within the Shire of Carnarvon region which may involve overnight stays as required.
- ★ May work overtime and/or weekends especially during critical incidents as required.
- ★ Assist other General Service Officer teams as required.

WORK HEALTH SAFETY RESPONSIBILITIES

- ★ To take reasonable care for their own safety and health and to avoid harming the safety and health of other people through any act or omission at Shire workplaces. And as relevant:
- ★ Proactively comply with all Shire WHS Policies, Procedures, and Guidelines, Practice, duties and other relevant conditions. As well as with the WA WHS Act 2020, WHS (General) Regulations 2022, all other relevant Regulations, Codes of Practice and Australian Standards
- ★ As far as reasonably possible comply with instructions given by their employer or an authorised person in the interests of safety and health and in accordance with the WHS Act.
- ★ Must report to their manager, supervisor, WHS Representative, PC&S and/or other relevant contact person work related injuries, near misses and any hazards at the workplace that they cannot correct themselves.
- ★ Must use, store and maintain personal protective equipment as properly instructed, and not damage or misuse any equipment or facilities provided in the interests of safety and health.
- ★ Participate in and where possible provide leadership for a continuous improvement culture of safety where best practice initiatives are entrenched in daily business activities.

LICENCES, REGISTRATIONS, MEMBERSHIPS OR QUALIFICATIONS REQUIRED OF THE ROLE

- ★ Current Western Australia Driver's License.

ESSENTIAL CRITERIA

- ★ Highly developed ability to uphold a values-based approach in the workplace.
- ★ Demonstrated ability to follow safety requirements in the use of machinery and personal safety and to actively ensure operations meet Work Health & Safety requirements.
- ★ MR/HR Licence or ability and willingness to obtain.
- ★ Demonstrated ability to safely operate heavy and light machinery, equipment and tools.
- ★ Plant Operator's Certificate.
- ★ Basic Management and Traffic Controller Certificate.
- ★ Ability to work effectively and productively within a team or independently.

DESIRABLE CRITERIA

- ★ Previous experience in waste facility operations.

★ Experience in chemical handling and application practice.
★ Experience in horticultural techniques.

PHYSICAL REQUIREMENTS OF THE POSITION

Task Analysis

During the course of employment, the successful candidate may be expected to work in or be exposed to the following conditions or activities as marked.

Activity	Daily	Weekly	Sometimes	N/A
Manual handling of equipment above 10kgs	✓			
Manual handling of equipment below 10kgs	✓			
Manual handling frequency	✓			
Repetitive bending/twisting	✓			
Working with arms above head	✓			
Lifting above shoulder height		✓		
Using hand tools - vibration/powered	✓			
Operating precision machinery and tools			✓	
Close inspection work			✓	
Wearing hearing protection	✓			
Wearing eye protection	✓			
Working in dusty conditions	✓			
Working in wet/slippery conditions			✓	
Outdoor work in hot & or humid conditions	✓			
Wearing gumboots			✓	
Wearing safety shoes/boots (steel cap)	✓			
Working with chemicals/solvents/detergents			✓	
Washing hands with soap (hygiene)	✓			
Working at heights			✓	
Working in confined spaces			✓	
Performing clerical duties			✓	
Working on a keyboard			✓	
Driving cars and/or trucks	✓			
Driving light/heavy machinery	✓			
Operating smart device (mobile phone or tablet)	✓			

PREEMPLOYMENT SCREENING REQUIRED FOR THIS ROLE

★ National Police Clearance - Less than 6 months old
★ Pre-employment Medical Screening
★ Alcohol and Other Drug screening
★ Audiometric Testing
★ Commitment to Shire's Code of Conduct and Organisational Values

REMUNERATION AND BENEFITS

The successful applicant will join the Infrastructure Services Team with a starting salary from $ 68,289.41 per annum, plus allowances (if eligible) and superannuation.

Other cash benefits include but not limited to

$ 1,243.15 p/a District Allowance*
$ 3,168.81 p/a Housing Allowance*
$ 1,149.10 p/a Annual Leave Loading 17.5%
$ 8,724.16 p/a Superannuation (Statutory)
$ 1,454.03 p/a Superannuation additional 2% (Optional, subject to employee salary sacrifice)*
$ 3,500.00 Retention bonus upon completion of 3 years of service*
$ 440.00 p/a Annual Leave Travel Assistance

Leave Entitlements*
5 Weeks Annual Leave
2 Local Government Public Holidays
10 Days of Paid Personal Leave
10 Days of Paid Pandemic Leave
38 Hours of Paid Volunteer Emergency Services Leave

Additional Allowances and Subsidies as per Attraction and Retention Policy*
Salary Sacrificing for a range of benefits
Annual Leave Travel Assistance Payment
Local Club Membership Subsidies
Gym Membership Subsidy
Annual Pass for Aquatic Centre

**Subject to Corporate Policy*

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.