

Shire of

GNOWANGERUP

BORDEN ♦ GNOWANGERUP ♦ ONGERUP

Heart of the Stirlings



GENERAL HAND / PLANT OPERATOR

Position Description

www.gnowangerup.wa.gov.au

POSITION DESCRIPTION

1. POSITION DETAILS			
Position:	General Hand / Plant Operator	Position classification:	<i>Shire of Gnowangerup (Operational Works Crew) Industrial Agreement 2024</i> Level 1 – Level 4 (dependent on skills, experience, and qualifications)
Directorate:	N/A	Employment type:	Permanent
Department:	Infrastructure and Assets	Location:	Shire Depot
Responsible to:	Works Coordinator / Leading Hands		
Oversight of:	Nil		
Internal and External Liaison:			
Internal	All Staff and Elected Members		
External	Ratepayers General Public Other Stakeholders		
2. POSITION SUMMARY			
<p>The General Hand position is responsible for supporting the delivery of operational, maintenance, and construction activities across the Shire’s infrastructure and community assets.</p> <p>The role undertakes a broad range of labouring and operational duties associated with roads, drainage, parks and gardens, waste facilities, signage, and community infrastructure maintenance. The position works as part of the Infrastructure and Assets team to assist in delivering safe, efficient, and high-quality services to the community.</p> <p>The position is classified between Level 1 and Level 4 dependent on the employee’s skills, experience, qualifications, and demonstrated competency, with responsibilities and operational capability increasing accordingly.</p>			
3. KEY DUTIES/RESPONSIBILITIES			
<ul style="list-style-type: none"> • Undertake labouring, maintenance, and operational tasks across the Shire’s road network, drainage systems, parks and gardens, waste facilities, and community infrastructure • Assist with road maintenance and construction activities including patching, grading support, gravel works, drainage installation, signage, and vegetation control • Operate hand tools, small plant, machinery, and equipment in a safe and competent manner, where trained and authorised • Assist with traffic management and worksite setup in accordance with relevant requirements and procedures (if holding relevant qualifications) • Carry out general maintenance, cleaning, rubbish collection, and depot duties as required • Assist with maintenance and upkeep of Shire buildings, facilities, reserves, and public open spaces • Conduct routine inspections and basic servicing of plant, tools, and equipment • Maintain work areas, plant, and equipment in a clean, safe, and serviceable condition 			

- Participate in daily pre-start meetings, toolbox meetings, safety initiatives, and training activities
- Follow all workplace health and safety policies, procedures, and legislative requirements
- Report hazards, incidents, defects, and maintenance issues promptly
- Work collaboratively as part of a team and undertake duties across multiple operational areas as directed
- Provide support during emergency response, after-hours works, or adverse weather events when required
- Undertake other duties within the employee's skill, competence, and training as directed by the Works Coordinator or Leading Hands

4. POSITION REQUIREMENTS

Essential Requirements

- Current C class driver's licence
- Ability and willingness to obtain HR (Open) class driver's licence upon successful completion of 3-month probation period
- Ability to undertake physically demanding outdoor work in varying weather conditions
- Ability to work effectively within a team environment and follow instructions
- Commitment to safe work practices and compliance with workplace health and safety requirements
- Reliable, punctual, and self-motivated
- Ability to communicate effectively with supervisors, co-workers, and members of the public
- Willingness to undertake training and develop new skills relevant to the role

Desirable Requirements

- Experience in civil construction, road maintenance, parks and gardens, or general maintenance activities
- Experience operating hand tools, small plant, and machinery
- Experience operating plant and equipment such as rollers, skid steers, loaders, mowers, or trucks
- Basic understanding of traffic management and safe work practices
- Current HR driver's licence
- Relevant tickets, licences, or certifications associated with local government operational works
- Previous experience working within local government or a similar operational environment

5. EXTENT OF AUTHORITY

The General Hand position operates under the direction of the Works Coordinator and Leading Hands and is responsible for carrying out allocated tasks in accordance with established procedures, policies, and relevant legislation.

The position is expected to exercise initiative and judgement appropriate to the employee's level of skill, experience, training, and classification level.

The employee is authorised to:

- Operate plant, tools, and equipment for which they are trained, competent, and authorised
- Undertake allocated maintenance and operational duties with limited supervision where appropriate
- Identify and report hazards, defects, maintenance issues, and safety concerns
- Contribute to safe and efficient work practices within the Infrastructure and Assets team


The position does not have financial delegation or supervisory responsibility unless specifically authorised.

6. WORK HEALTH AND SAFETY

- Comply with all Shire WHS policies, procedures, and legislative requirements
- Correct use and maintenance of PPE
- Identify and report hazards, incidents, and near misses
- Participate in safety and continuous improvement initiatives

7. DRUG & ALCOHOL TESTING

The Shire requires all employees to be drug and alcohol free as part of its safe working practices. Drug and alcohol testing may occur at any time.



Approved by the Chief Executive Officer

Date: 12 / 15 / 2026