



General Hand (Entry Level)

POSITION DESCRIPTION

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1. POSITION DETAILS			
Position:	General Hand (Entry Level)	Position classification:	Shire of Gnowangerup (Operational Works Crew) Industrial Agreement 2024 Level 1
Directorate:	N/A	Employment type:	Contract 3 months with extension option
Department:	Infrastructure and Assets	Location:	Shire Depot
2. ORGANISATIONAL RELATIONSHIPS			
Responsible to:	Works Coordinator		
Supervision of:	Nil		
Internal and External Liaison:			
Internal	All Staff and Assigned Work Buddy/s		
External	Ratepayers General Public Other Stakeholders		
3. POSITION OBJECTIVES			
<ul style="list-style-type: none">The General Hand supports day-to-day outdoor operations by assisting with basic labouring, parks/roads/cemeteries/waste facilities maintenance, cleaning, and general manual tasks. The role is designed for individuals with limited experience and focuses on developing practical skills, safe work habits, and reliability through on-the-job training and supervision. The position contributes to maintaining clean, safe, outdoor environments for the shire and community.A strong desire to make a difference and contribute to the success of our community.			
4. KEY DUTIES/RESPONSIBILITIES			
General Outdoor Labour			
<ul style="list-style-type: none">Assist with routine maintenance for operational and construction tasks such as sweeping, raking, weeding, mulching, litter collection, manual labour and digging.Support basic roads/landscaping/ waste facility tasks under supervision.Carry out simple cleaning duties in outdoor areas, facilities, and work sites.Assist with rubbish collection, litter control and site clean-ups.			
Equipment & Tools			
<ul style="list-style-type: none">Use basic hand tools and small equipment safely after training.Report damaged or faulty tools and equipment promptly.Maintain tools in clean and serviceable condition.			

Worksite Support

- Work alongside an assigned buddy to learn safe work practices and procedures.
- Assist experienced staff with manual handling tasks.
- Follow instructions to complete tasks efficiently and safely.
- Support general maintenance activities such as painting, minor repairs, or tidying work areas.
- A mentor, independent of the shire will be assigned to provide non-supervisory support as needed to build confidence and adjust to working in a local government workplace.

Safety & Compliance

- Follow all workplace health and safety procedures.
- Wear required PPE at all times.
- Report hazards, incidents, or near misses to supervisors.
- Participate in safety briefings and training sessions.

Teamwork & Communication

- Work cooperatively with team members and supervisors.
- Ask questions when unsure and seek guidance appropriately.
- Maintain a positive and respectful attitude toward colleagues and the public.

5. SKILLS and EXPERIENCE

Because this is an entry-level role, the focus is on attitude and willingness to learn rather than experience.

- Reliable, punctual, and committed to completing assigned tasks.
- Willing to learn new skills and follow instructions.
- Ability to perform physical work in outdoor environments.
- Basic communication skills (verbal, reading and writing).
- Positive attitude and strong work ethic.
- Ability to work safely and follow procedures and instructions

6. SELECTION CRITERIA

1. Ability to follow instructions and work under supervision

- Demonstrates willingness to learn from experienced staff.
- Can follow verbal and written directions to complete tasks safely and correctly.
- Shows initiative to ask questions when unsure.

2. Basic communication and teamwork skills

- Able to communicate respectfully with supervisors, co-workers, and the public.
- Works cooperatively as part of a team to complete shared tasks.
- Maintains a positive and reliable presence in the workplace.
- Demonstrate basic literacy skills (verbal, reading and writing)

3. Capacity to perform manual outdoor work

- Physically capable of undertaking tasks such as lifting, bending, carrying, digging, sweeping, and standing for extended periods.
- Comfortable working outdoors in varying weather conditions.

4. Commitment to workplace health and safety

- Willing to follow all safety procedures and use personal protective equipment (PPE).
- Shows awareness of hazards and reports risks, incidents, or near misses promptly.
- Demonstrates a responsible attitude toward safe work practices.

5. Willingness to learn and develop new skills

- Open to training in tools, equipment, machinery, and outdoor maintenance tasks.
- Shows motivation to build practical skills and grow within the role.
- Displays adaptability and a positive attitude toward new tasks.

6. Reliability, punctuality, and strong work ethic

- Consistently attends work on time and completes assigned tasks.
- Demonstrates honesty, responsibility, and respect for workplace expectations.
- Maintains focus and effort throughout the workday.

7. Drivers License/Certificates

- Hold a current WA 'C' Class Drivers License
- Construction White card or willingness to obtain before commencement

8. PERFORMANCE REVIEW AND EXTENSION OPPORTUNITY

This position is offered as a 12-week fixed term appointment. Subject to satisfactory performance and achievement of identified Key Performance Indicators (KPIs), there may be an opportunity to extend the appointment for up to a further twelve (12) months.

KPIs may include, but are not limited to:

- Attendance and punctuality.
- Compliance with workplace health and safety requirements.
- Willingness to learn and apply new skills.
- Engagement with buddy support and feedback.
- Quality and completion of allocated tasks.
- Positive attitude and teamwork.

9. EXTENT OF AUTHORITY

Operates under the direction of the Works Coordinator within established guidelines, policies, and procedures of Council as well as the statutory provisions of the Local Government Act and other legislation.

10. WHS REQUIREMENTS

- Follow all Work Health and Safety guidelines, policies and procedures.
- Ensure own safety and avoid adversely affecting the safety and health of any other person through any act or omission at work.
- Maintain Fitness for Work Standards.



Approved by the Chief Executive Officer

Date: 9 / 1 / 2026

