



# General Hand (Entry Level)

POSITION DESCRIPTION

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## POSITION DESCRIPTION

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

## 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

