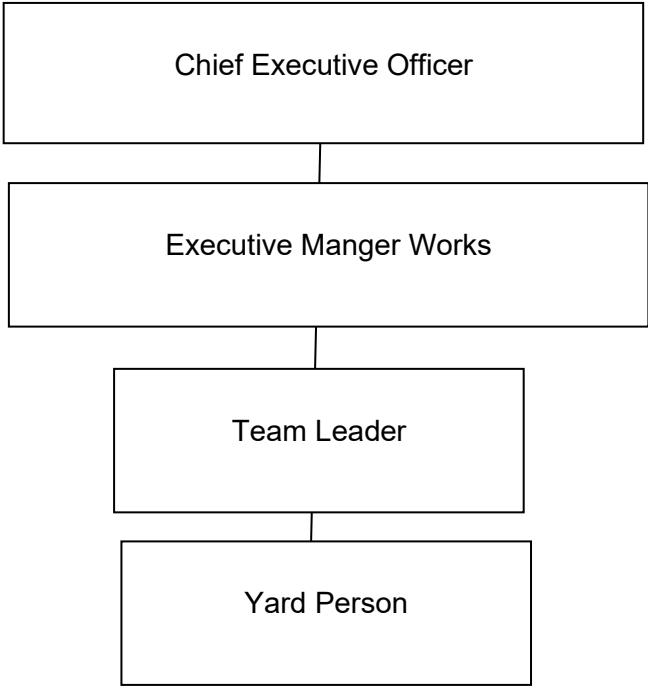


Position Description – Yard Person – Part Time

Directorate: Works

Level: 3 - 4

Reports to: Executive Manager Works



POSITION OBJECTIVES

To maintain the PRACC building and surrounds to a high standard so as to be visually appealing to tourists, visitors and residents and extend the useful life of the building.

KEY ACCOUNTABILITIES

- Under the direction of the Executive Manager Works and in consultation with the PRACC Manager, develop a maintenance program and carry out external building maintenance tasks as required.
- Complete internal maintenance and repairs of the PRACC Building, where this is the Shire's responsibility under the PRACC Lease agreement.
- Maintain the gardens around the PRACC facility including weeding, watering and planting as required.

- Alongside other Shire staff, ensure the oval is in excellent condition, including maintenance of the reticulation system, applying fertilisers, pesticides and herbicides as required, mowing and line marking.
- Provide general maintenance for the external courts.
- Clean change room toilets and BBQ facilities at least twice weekly and as required.
- Assist with Shire events at the PRACC, including set up and packing up.
- Provide a weekly or fortnightly report of work undertaken, fortnightly timesheets and other records as required.
- Treat all Councillors, stakeholders and customers with professionalism and dignity by ensuring all points of contact are dealt in a friendly timely efficient manner.
- Be accountable and employ ethical decision making and good governance in line with Shire's Employee Code of Conduct, values, policies and procedures.
- Comply with the Shire of Pingelly's Work Health and Safety policies and procedures and report any hazards or incidents that are observed.
- Other duties as required by the Chief Executive Officer or the Executive Manager Works.

(Note: The above key duties and responsibilities are in accordance with the broad banding principles of the Code of Conduct and Contract of Employment. This is not an exhaustive list of duties and responsibilities of the position as you may be required to undertake additional duties from time to time as directed by the Chief Executive Officer).

ORGANISATIONAL RELATIONSHIPS

Reports directly to:

- Works Team Leader

Arrangements:

- Works in close collaboration with the PRACC Manager and other PRACC staff

Internal Stakeholders:

- Chief Executive Officer
- Senior Management
- Senior Officers
- Works Supervisor and employees
- Other relevant internal stakeholders

External Stakeholders:

- Council
- Relevant external stakeholders, government authorities and departments

Workplace Location:

- This position commences in the Pingelly Recreational and Cultural Centre, or where required.

EXTENT OF AUTHORITY

This position will be required to exercise a degree of autonomy but works under limited direction of the Works Supervisor, and within established guidelines and policies of Council and relevant statutory Act requirements. This position has the authority for the Coordination of Operation employees and contractors as required.

This position may give direction (either directly or indirectly) to:

- Business Unit employees and other Shire employees when requested
- Contractor's services as required

Delegation

- Nil

This position is required to undertake problem solving by:

Exercising initiative/judgement within documented techniques, precedents and guidelines
Assistance is available when required

This position may make recommendations on:

- Employee issues and operational concerns
- Suggested Capital and/or operational items for inclusion into budget submissions
- Operation in the Unit's structure and its effectiveness
- Recruitment and development of Unit staff
- Systems and procedures that impact on the provisions of quality service to internal/external customers

SELECTION CRITERIA OF QUALIFICATIONS, SKILLS & EXPERIENCE

Essential

- Demonstrated experience and skills in building maintenance or related works.
- Well-developed communication skills, and the ability to deal with the public in a professional manner.
- Demonstrated commitment to organisational values and associated behaviours
- High work ethic, with the commitment to maintaining set standards
- Be physically capable of carrying out labouring work
- Hold a current White Card
- Presentation of a current National Police Clearance and medical certificate is essential for this role.

Desirable

- Qualifications in a relevant field.
- Demonstrated experience and skills in gardening or related works.

This Position Description is indicative of the position at this point in time. This Position Description will be reviewed annually as part of the performance review cycle and it is envisaged that the will occur every twelve months.

POSITION DESCRIPTION ADMINISTRATION

Prepared By:	Chief Executive Officer
Manager:	Executive Manger Works
Supervisor:	Team Leader
Reviewed Date:	July 2025