



Shire of Derby / West Kimberley

POSITION DESCRIPTION

Works Labourer – Derby

August 2025

Position Title:	Works Labourer - Derby
Classification:	Level 1 - 4
Unit:	Derby Works Crew
Department:	Technical Services
Responsible to: (Immediate Supervisor)	Works Supervisor Derby
Incumbent:	Existing position
Prepared By:	People and Culture
PD Reviewed and/or Updated:	August 2025

SDWK Vision: A place where people want to live, invest, visit and return to

SDWK Values:

We are **PROUD** of who we are and where we live.

We will create a **POSITIVE LEGACY** for our children and children's children.

We will go about our business with **INTEGRITY, TRANSPARENCY and AUTHENTICITY**.

We value and **RESPECT** what our community has to say and will strive to make things happen.

We are **PROUD** of and value the **KNOWLEDGE** of our diverse and strong people and cultures.

We value our **RELATIONSHIPS** and will work with others to achieve common goals and gain maximum impact.

We are **PROUD** of and **COMMITTED** to the responsible preservation of our unique natural environment and making sure our built environment reflects our current and future needs.

We are open for and encourage business, industry and all aspects of **COMMUNITY DEVELOPMENT**, particularly our thriving arts and cultural scene.

Derby

 (08) 9191 0999
 sdwk@sdwk.wa.gov.au

30 Loch Street
 PO Box 94, Derby WA 6728

Fitzroy Crossing

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 sdwk@sdwk.wa.gov.au

Flynn Drive
 PO Box 101, Fitzroy Crossing

1. POSITION OBJECTIVES

To maintain Derby roads, footpaths, drainage systems, parks and gardens, open spaces, cemeteries, street scape and reserves; including Derby Wharf facilities, Derby and Curtin Airports and undertake airport and wharf duties as required.

2. KEY RESPONSIBILITIES

OUTCOME: Operations

- Work as part of the Derby Works Depot team.
- Undertake general gardening and labouring services.
- Maintain fitness level and agility to operate the following plant and equipment: Whipper snipers, push mowers, brush cutters, ride on mower, leaf blower, tractor and slasher, hand tools (includes shovel, fork, mattock, rake and similar).
- Undertake litter control - routine park and street clean up.
- Maintain good presentation of open spaces, gardens, grassed areas, street trees, verges, drains, parks, ovals and surrounds etc.
- Identification and reporting of reticulation problems, undertaking minor repairs.
- Undertake weed and pest control.
- Undertake road, footpath and drainage repairs and maintenance.
- Undertake various duties associated at the wharf and airport; including but not limited to security, security screening; baggage handling; loading and passenger check in.
- Responsible for quality and standard of work performed and materials, tools, equipment, vehicles and plant in the employee's use.
- Work under limited supervision either individually or in a team environment and may be on a range of projects.

OUTCOME: Safety & Health

- Ensure that all hazards and incidents are properly and promptly reported.
- Operate plant, equipment, appropriate devices and protective equipment in accordance with demonstrated safety procedures and proper instruction.
- Comply, as far as is reasonable, with safety and health instructions.
- Ensure work area is appropriately signed for employee and public safety, when working in traffic and public areas.

OUTCOME: Customer Service

- Maintain a professional and courteous relationship with the general public and Council staff.
- Maintain a customer focus and awareness, presenting the Shire in a positive way.
- Provide positive and professional customer service to external and internal customers giving accurate information and effective assistance in a timely manner.
- Ensure your work standards reflect favourably on the Shire, aiming to promote the Shire in a positive light.

This position description is not an exhaustive list of duties of the position. The Employee will be required to undertake other duties as directed by the Works Supervisor Derby having regard to the incumbents' skills and experience and in accordance with varying levels of position level responsibilities within the Enterprise Agreement.

3. ORGANISATIONAL & BEHAVIOURAL CAPABILITIES

- **Teamwork** – To value other team member's contributions and work effectively as a member of a high performance work team. To demonstrate flexibility in work practices. Works in a collaborative, cooperative and positive manner that is considerate of others. Leads, supports and helps others in line with job level.
- **Customer Service** – Works at all times to provide customer service excellence, and in line with customer service standards, obligations and protocols; includes external and internal customers.
- **Workplace Health and Safety** – Comply with all statutory obligations, including the Local Government, Equal Employment Opportunity (EEO), Organisational Risk Management and current WHS Acts, regulations and Code of Practice. Not wilfully place at risk the health or safety of any person in the workplace.
- **Compliance** – Ensure compliance with relevant legislation, policies and procedures.
- **Workflow and Task Management** – Progression of tasks, events, interactions that comprise sequential work processes that add value to the Shire's activities.
- **Communication** – Value and encourage communication between individuals, teams and work groups. Communicates clearly, thoughtfully and appropriately, both verbally and in writing. Is regarded as appropriate when dealing with others.
- **Conflict Management** – Recognising and dealing with disagreement in a rational, balanced and effective way.
- **Planning and Organising** – Effectively plans, priorities and organises own work, plus that of others as appropriate to job level, resulting in best outcomes.
- **Integrity** – Adherence to a moral code, reflected in transparent honesty, in thoughts, words and actions.
- **Professionalism** – Demonstrates behaviours consistent with the shires values. Upholds the highest standards and maintains the required skill and knowledge levels.
- **Problem Solving** – Identifies and investigates in an appropriate and thorough manner. Working to reach solutions.
- **Leadership and Management** – Effective use of influencing skills to achieve job and project outcomes where you do not have direct accountability for people or resources.

4. PHYSICAL REQUIREMENTS OF THE POSITION - TASK ANALYSIS

In the course of his/her duties, a person in this position may be expected to work in or be exposed to the following conditions or activities as marked.

Condition/Activity	Constant	Frequent	Occasional	N/A
Manual handling weights -above 10kgs		X		
Manual handling weights -below 10kgs		X		
Manual handling frequency		X		
Repetitive manual work		X		
Repetitive bending/twisting		X		
Working with arms above head		X		
Lifting above shoulder height		X		
Using hand tools – vibration/powered		X		
Operating precision machinery			X	
Close inspection work		X		
Wearing hearing protection		X		
Wearing eye protection		X		
Working in dusty conditions		X		
Working in wet/slippery conditions		X		
Wearing Gumboots			X	
Wearing safety shoes/boots (steel cap)	X			
Working with chemicals/solvents/detergents		X		
Washing hands with soap (hygiene)		X		
Working at heights			X	
Working in confined spaces			X	
Performing clerical duties			X	
Working on a keyboard			X	
Driving cars and/or trucks		X		

5. ORGANISATIONAL RELATIONSHIPS

Responsible to: Works Supervisor Derby

Supervision of: NIL

Internal/external liaison:

Internal

- Executive Leadership Team
- Senior Management Group
- Shire Councillors
- All Employees of the Shire Organisation

External

- Local Contractors and Business
- Procurement Organisations
- WA Local Government Association
- Government Agencies
- General Public and Residents

6. SELECTION CRITERIA

Knowledge, Skills and Experience:

- Demonstrated reliability.
- Maintenance of parks, gardens, reserves, sporting grounds and council facilities.
- Maintenance of roads, streets, footpaths, verges and drains.
- Plant operation including hand tools, minor plant and major plant.
- Basic plant and machinery maintenance.
- Occupational Safety and Health in relation to the work area.
- Effective oral and interpersonal, sound literacy and numeracy skills.
- Team work and ability to work unsupervised.
- Basic organisational and time management.
- Willingness and ability to work weekends and after hours when required

Qualifications and / or Training

Essential

- White Card, Construction Induction.
- Current WA 'C' class drivers' licence.
- Willingness to undertake structured and/or on-the-job training to develop foundational skills in municipal operations, including (but not limited to) basic construction and maintenance techniques (e.g., basic concreting, bitumen handling), safe operation and user maintenance of minor plant and light vehicles, and parks maintenance
- Current police clearance; certificate to be maintained throughout employment.

Desirable

- Traffic management qualifications.
- Senior first aid certificate.
- Certificate in Horticultural Studies.
- Current WA 'HR' class drivers' licence.

7. POSITION DESCRIPTION ADMINISTRATION

The successful applicant will be required to submit the following documentation prior to commencement:

- Copies of Certified Qualifications
- National Police Clearance
- Pre-employment Medical
- Drivers licence (C Class)

The Shire of Derby/West Kimberley will reimburse the cost of the Police Clearance and pre-employment medical.

I acknowledge the information contained in this position description is intended to describe the nature and level of work to be performed, that is it not an exhaustive list of all the responsibilities, duties or skills required in the role.

Signing this position description indicates agreement and acceptance of the contents and conditions.

I also understand that this position description may be further reviewed at a future date.

Works Supervisor Derby

Date

Tamara Clarkson
Chief Executive Officer

Date