

Information Package

Ganger Road Maintenance Vegetation Maintenance



APPLICATIONS CLOSE: Monday 1 April 2024

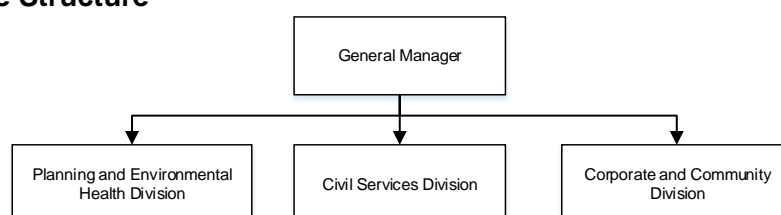
Position Overview

Reporting to the Supervisor Road Maintenance, this position will provide onsite guidance and assistance to a small team of employees to ensure delivery of quality road maintenance and vegetation management programs in line with Council's delivery program, operational plans and budget and Council's WHS, risk, environmental, quality and other requirements.

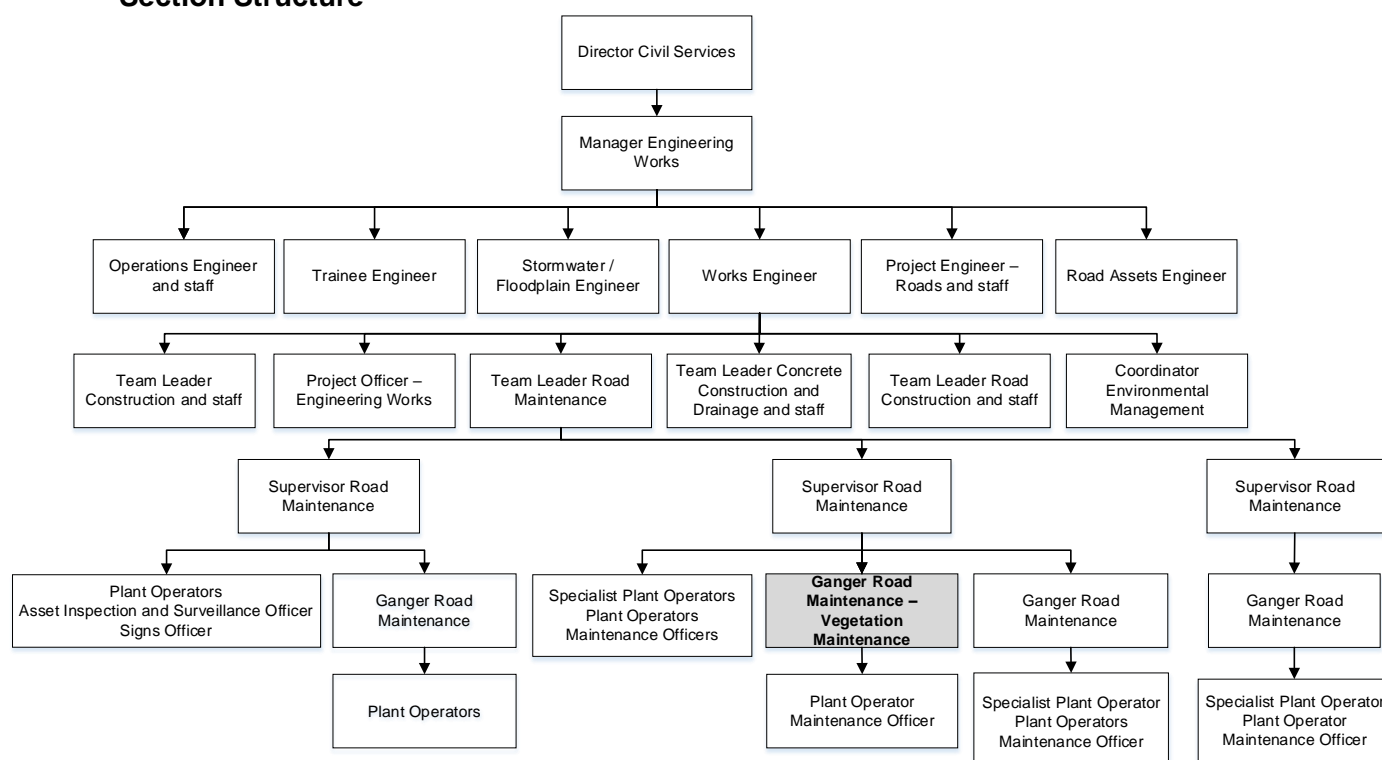
A key focus of this position will be to assist the Supervisor to coordinate all resources required to complete work programs in line with Council's delivery program, operational plans and budget and Council's WHS, risk, environmental, quality and other requirements.

Structure

Corporate Structure



Section Structure



Corporate Vision and Values

It is considered highly important that the vision and values of Council's employees align with that of Council. It is therefore paramount that the successful candidate for this position demonstrates qualities that will assist Council in achieving the following:

Vision: The Ballina Shire is safe, with a connected community, a healthy environment and a thriving economy.

Community Values: Creative | Accessible | Respect | Energetic | Safe

Pre-employment Assessments

Prior to being appointed to the position of Ganger Road Maintenance - Vegetation Maintenance, short-listed candidates will need to successfully complete the following pre-employment assessments:

- Pre-Employment Functional and Medical – undertaken with Council's exercise physiologist to assess strength, fitness and physical capabilities to determine suitability to the duties of the position.
- Pre-Employment Audio Examination – undertaken with Council's hearing specialist to test for pre-existing conditions and to ascertain whether hearing levels are sufficient to safely perform the duties of the position.
- Blood Test – to determine immunity to Hepatitis A and Hepatitis B.
- Urine Test – to test for the presence of drugs and/or alcohol.

Remuneration Package

Conditions of employment will be in accordance with the terms and conditions of the Local Government (State) Award. The position of Ganger Road Maintenance - Vegetation Maintenance is assessed at Grade 7 under Council's salary structure, and provides an annual salary range of \$59,400 to \$68,100 (plus superannuation), dependent upon experience, skills and qualifications.

In addition, employees are provided with a Council uniform and equipment to enable them to fulfil their position requirements, currently enjoy a nine day fortnight working arrangement and have access to a range of other benefits including educational assistance initiatives, a very attractive training support program.

Application Requirements

Applicants must complete an application online via the following link: <https://ballina.nsw.gov.au/careers--88>, which involves addressing some key selection criteria for the position. Applications that do not address these criteria will not be considered. In addition, a resume will need to be provided with the following details included:

- Relevant education and qualifications (interviewed candidates will need to produce original qualifications at time of interview)
- Relevant work experience
- Contact details of at least two professional referees, including your current employer.

Recruitment Process

Council's recruitment process is conducted according to strict confidentiality and equal employment opportunity standards. It is Council's aim to complete the recruitment process and notify candidates of an outcome within four weeks of the closing date, however this timeframe can be extended due to unforeseen circumstances. As a guide, the expected timeframe for the recruitment process for Ganger Road Maintenance - Vegetation Maintenance is as follows:

Closing date:	Monday 1 April 2024
Interview date:	Week commencing 15 April 2024
Pre-employment process:	Week commencing 22 April 2024
Candidates notified of outcome:	Week commencing 22 April 2024

For further information on this recruitment process, please refer to Council's website or contact Council's People and Culture section on 02 6686 1443.

Position Description

Position Summary

Position Title:	Ganger Road Maintenance – Vegetation Maintenance
Position Status:	Permanent, full time
Reports to:	Supervisor Road Maintenance
Location:	Depot Southern Cross Drive, Ballina
Applicable Grade:	Grade 7

Position Objective

- To guide and assist a small team of employees to deliver quality roadside vegetation management programs in line with Council's delivery program and operational plans and budget and Council's WHS, risk, environmental, quality and other requirements.
- To work effectively as part of a team to achieve daily and project work activities to Council requirements.
- To provide a high level of customer service to Council's internal and external clients to ensure efficient and effective operations.
- To provide a positive role in demonstrating Council and Engineering Works values.

Organisational Relationships

Within Division:	Director Civil Services Manager Engineering Works Works Engineer Team Leader Road Maintenance Supervisor Road Maintenance Road Maintenance staff Engineering Works staff
Within Council:	General Manager All Council employees
External to Council:	Members of the public Contractors Local businesses TfNSW

Our Vision

The Ballina Shire is safe, with a connected community, a healthy environment and a thriving economy.

Our Community Values (CARES)

Creative * Accessible * Respect * Energetic * Safe *

Key Duties and Responsibilities

Key duties of the position include, but are not limited to, the following:

Customer Service

- Provide a high level of customer service when dealing with general enquires and complaints from both internal and external customers.
- Present a positive image of Council to the public that demonstrates Council's commitment to service delivery.

Vegetation Management

- Undertake vegetation management and maintenance on roadsides throughout the shire, including but not limited to, spray/control of weeds, trimming/removal of overhanging tree branches and trees, fencing, landscaping, etc.
- Undertake inspections of trees and vegetation on roadsides to assess required action.
- Assist with the coordination of resources required to complete works, including materials, equipment and staff.
- Provide input into traffic control plans, selection and implementation.
- Carry out any other duties as may be necessary and within your skills, competencies and training.

Plant and Machinery Operation

- Operate items of plant and equipment in a safe manner.
- Actively participate in the plant and equipment competency assessment process.
- Hold appropriate licences and tickets prior to operation.

Written Communication

- Prepare reports on tree/vegetation inspections and management.
- Respond to correspondence in accordance with Council's customer service and communication guidelines.
- Contribute to the development of policies and working procedures that reflect the culture, values and objectives of Council.
- Ensure staff complete standard forms and data accurately, including timesheets, work orders, TfNSW records, WHS, environmental and quality related documents.

Financial Management

- Contribute to the development of financial budgets for scheduled works.
- Ensure works are undertaken and finances are managed within specified budgets.
- Ensure works are undertaken in compliance with designated resource allocation.
- Financial progress reports are provided to management, including daily costs and spreadsheets.

Staff Supervision

- Lead and motivate staff to deliver agreed outcomes in line with Council's delivery program and operational plans.
- Plan and monitor daily work schedules to ensure efficient and effective performance of section activities.
- Ensure staff comply with Council policies and procedures and WHS, risk, quality control, environmental protection and legislative requirements.
- Participate as a positive team member and assist in the development and promotion of team harmony and resolution of conflicts within the team.
- Supervise and organise the safe operation and maintenance of plant and equipment.
- Monitor and identify any training and performance management requirements for section staff.
- Assist with employee performance review and provide evidence if and where necessary.

Work Health and Safety

- Monitor the practical application of work health and safety in the daily work of staff.
- Ensure all work is carried out in accordance with Council's safe work procedures and WHS policies.
- Participate in WHS, SWMS and procedures review and competencies review.

Teamwork

- Participate as a positive team member and contribute to the achievement of team goals and objectives.

Continual Improvement

- Contribute to process, systems and procedures improvements that deliver quality services and projects.
- Provide a positive role in demonstrating Council and Engineering Works values.

Key Outcomes and Performance Standards

The below key outcomes and performance standards are required by all staff. They are to be demonstrated each and every year to enable eligibility for assessment of pay progression.

The performance standards must occur within the context of Council's community and work environment, including day to day operations, policies and procedures.

Key Outcome	Performance Standard
<i>Follow defined WHS procedures</i>	<ul style="list-style-type: none"> • Workplace procedures and instructions for controlling risks are followed accurately. • Hazards in the work area are recognised and reported to the immediate supervisor. • Reports on accidents and incidents are provided to the immediate supervisor in accordance with Council requirements. • Assist others in the work team with implementing risk management policies and procedures.
<i>Provide service to customers</i>	<ul style="list-style-type: none"> • Handles requests for action or information using Council's protocol and procedures. • Responds accurately to verbal enquiries from the community about specific work area and functions. • Carries out all processes within the agreed Council timeframes.
<i>Work effectively within and for Ballina Shire Council</i>	<ul style="list-style-type: none"> • Duties are performed in accordance with Council administrative and people and culture policies such as timekeeping, information management, WHS and EEO. • Own work is monitored and improved, according to requirements for job quality, customer service. • Requests for assistance from other staff or the public are responded to promptly and appropriately. • Effectively contribute to change processes and other ideas in a constructive and productive way.
<i>Work with others in Council</i>	<ul style="list-style-type: none"> • Duties are undertaken in a manner that promotes cooperation and good relationships within Council. • Work information is shared with co-workers to ensure designated work goals are met. • Communication with others is conducted in a clear and concise manner and focused on the best way to achieve work objectives. • The principles and intent of Equal Employment Opportunity (EEO) are observed and implemented.
<i>Communicate effectively in the workplace</i>	<ul style="list-style-type: none"> • Participation with work group and other teams is supportive, efficient and effective, with the primary goal of helping achieve Council's objectives. • Participation in work meetings is consistent with purpose of meeting and meeting conventions understood and observed. • Information, instructions and decisions are understood and adhered to. • Provide concise, relevant work information in response to supervisor requests within designated timeframes.
<i>Follow defined ethical guidelines from Council, including its Code of Conduct and uphold Council values</i>	<ul style="list-style-type: none"> • Understanding and day to day implementation of Council's Code of Conduct and Public Interest Disclosures Act. • Any potential conflicts of interest are reported immediately to the relevant Council officer. • Support is given to other staff who may wish to report any potential conflicts of interest. • Understand and comply with Fraud and Corruption Policy and Plan.

Selection Criteria

Following are the essential and desirable criteria for the position.

Essential

Applicants must meet the following criteria:

- Behaviour that positively demonstrates Council's values of: creative, accessible, respect, energetic and safe.
- Proven experience and ability to perform labouring duties associated with vegetation management, including trimming/removal of tree branches and operation of spray truck equipment.
- Demonstrated ability to motivate and supervise a team.
- Demonstrated good communication skills, both oral and written.
- Demonstrated good customer service skills with the ability to communicate with the community in a professional and courteous manner.
- Demonstrated digital literacy with experience and competence in computer and devices (e.g. tablet, iPhone) applications.
- Chainsaw Level 1 (Trim and Crosscut) ticket.
- Chemical Application ticket.
- Work Safely in the Construction Industry Induction ticket (white card).
- Current class C driver licence with a good and safe driving record.
- Willingness and ability to work on call in accordance with section requirements.
- Knowledge and understanding of the principles and practices of equal employment opportunity and work health and safety, risk, environmental and quality systems and an ability to apply them in the workplace.

Desirable

The following criteria are considered important and demonstrated capacity to satisfy them will be highly regarded:

- Experience using maintenance management computer systems (e.g. REFLECT program).
- AQF3 level (or above) qualification in Arboriculture, Horticulture or related industry.
- Certificate IV Assessment and Workplace Training and demonstrated experience in mentoring, training and assessment.
- Confined Spaces certificate and ability and willingness to work in confined spaces.
- Safe Work Near Overhead Powerlines ticket.
- Traffic Controller ticket.
- Implement Traffic Control Plans ticket.
- Prepare Work Zone Traffic Management Plans ticket.
- Chainsaw Level 2 ticket.
- Class MR driver licence.