

# Track Worker - Tradesperson

## Role purpose

Work as a team to deliver efficient and effective on-ground operational services for a range of track & fire trail construction and maintenance projects.

## Role overview

<b>EA and Classification</b>	Hobart City Council Enterprise Agreement 2021 Municipal Employee Level 4-5
<b>Position Description Number</b>	9570
<b>Number of direct reports</b>	0
<b>Responsible for total staff</b>	0
<b>Delegations and Authority</b>	Purchasing Card???
<b>Budget level</b>	Nil
<b>Division, Unit, Team</b>	City Life Division, Bushland Biodiversity & Waterways Unit.
<b>Immediate Manager</b>	Coordinator Bushland Infrastructure (9772)



## Role accountabilities Key result areas

### Unit

- Construct and maintain bushland tracks, trails and projects by utilising hand tools and machinery in an efficient and effective manner in accordance with relevant industry standards, legislative requirements and infrastructure design manuals.
- Responsible for regular inspections and maintenance of track assets to make sure all faults and damage are identified and formally reported and collect and record asset management and other associated data Assist the Coordinator-Bushland Infrastructure in ensuring that track maintenance and construction works are delivered in line with Council's quality management systems.
- Utilise appropriate hand tools and machinery in an efficient and effective manner to construct and maintain tracks in accordance with the relevant industry standards, planning conditions and infrastructure design manuals.
- Assist and contribute to planning, programming and coordinating the delivery of works and availability of resources, equipment and materials.
- Assist the Coordinator-Bushland Infrastructure in day-to-day operational issues, supervision of staff, external labour, contractors and volunteers in track construction and maintenance.
- Ensure that all run sheets and other required documentation are completed and delivered to the supervisor weekly or as required.

# Qualifications, licences and competencies

## Essential

- Certificate II in Conservation & Land Management or related discipline coupled with experience in walking track and mountain bike track construction and maintenance projects.
- Current Registration to Work with Vulnerable People.
- Current Drivers Licence.

## Desirable

- Construction white card
- Medium Rigid Truck Licence
- Excavator Certificate
- Workplace Level II Senior First Aid Certificate
- Chainsaw Operators Certificate (certified by the Tasmanian Forest Industries Training Board)
- Vehicle loading crane Certificate or similar
- Tractor/Loader experience

## Selection criteria

### Knowledge and experience

1. Proven understanding and experience of relevant procedures and practices used in track management, construction, maintenance and design and experience in the development of new tracks using 'low impact' techniques and principles.

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2. Good understanding of the issues, principles and practices relating to the wider issues of bushland management, including the management of threatened species and cultural heritage.
3. Proven experience of working effectively within a team environment and an ability to mentor trainees.

WORKING TOGETHER TO MAKE HOBART A BETTER PLACE FOR THE COMMUNITY



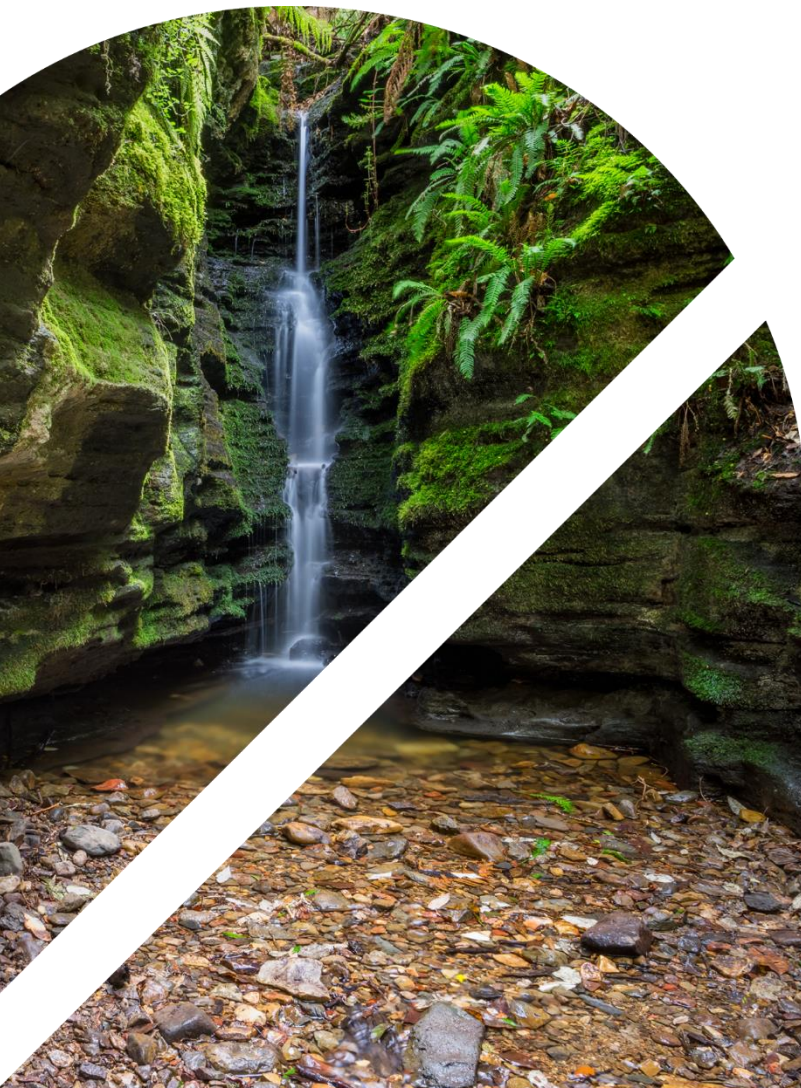
City of **HOBART**

### Skills and competencies

4. Well developed verbal communication and problem solving skills, including an ability to engage, negotiate and resolve operational issues associated with track projects.

### Behavioural competencies

5. Actively demonstrates the expected behaviours described in the Behavioural Competency Framework.



# Behavioural Competency Framework

## Our Values

### People

**Care about people – our community, customers and colleagues.**

- Considers people in all things we do.
- Values individual differences and diversity.
- Guides, mentors and develops people.
- Tailors communication to specific audiences.
- Actively listens to others and encourages feedback.
- Communicate with others respectfully.

### Teamwork

**We collaborate both within the organisation and with external stakeholders drawing on skills and expertise for the benefit of our community.**

- Supports equal and fair treatment for all.
- Is seen as a team player and finds common ground in a respectful way.
- Seeks and provides feedback to improve working relationships.
- Actively looks for opportunities to share knowledge and utilise strengths.
- Works cooperatively to achieve shared objectives.
- Recognises others for their contributions and accomplishments.
- Gains and demonstrates trust and support for others through actions.

### Focus and Direction

**Have clear goals and plans to achieve sustainable social, environmental and economic outcomes for the Hobart community.**

- Has a clear and specific understanding of what needs to be achieved.
- Actively participates in planning and provides feedback.
- Considers sustainable options.

## Behavioural Competency Framework

### Our Values

#### Creativity and Innovation

**Embrace new approaches and continuously improve to achieve better outcomes for our community.**

- Agile and continually looks for opportunities for Lean improvements.
- Stimulate passion and excitement to overcome problems.
- Follows ideas through to action, reflects and always seeks to do better.
- Demonstrates diverse thinking and embraces change.
- Encourages peers to do the same.

#### Accountability

**Transparent in all our dealings, work to high ethical and professional standards and are accountable for delivering outcomes for our community.**

- Follows through on commitments and encourages others do the same.
- Takes personal responsibility for own timely and quality activities.
- Designs feedback into work processes.
- Provides exceptional service to stakeholders and customers.



# Behavioural Competency Framework

## Operational

### Safe working practices

**Maintain a safe working environment.**

- Works safely and looks out for others.
- Drives responsibly and considers other road users.

### Policies and procedures

**Comply at all times with policy and protocol requirements.**

- Actively demonstrates compliance with the City's corporate policies.
- Provides support to others.
- Offers feedback on improvements or better practice.

### Legislative framework

**Works within legislative framework.**

- Takes responsibility for their own learning of the legislative environment in which they work.
- Seeks guidance and clarification of any uncertainties before acting.
- Works within any delegations and authorities.

### Risk management

**Take a risk management approach.**

- Actively adopts a proactive risk management approach.
- Fosters an environment where managing risk is accepted as the personal responsibility of each employee and encourages others to do the same.

### Judgement

**Identifies and acts on issues and develops quality solutions, setting high standards of decision making.**

- Always role models our values.
- Demonstrates rigor to make effective and quality decisions.
- Stands up and acts when issues arise with a sound and level-headed approach.
- Keeps informed of activities and evolutions in the broader business.

## Pre-employment checks

1. National Police check
2. Pre-employment Medical Assessment – High Risk
3. Evidence of vaccination against COVID-19 or hold an approved exemption from the City

### Notes

6. Regular checks of the validity and status of essential licences and registrations are undertaken during the term of employment.
7. The employee is responsible for notifying any new criminal convictions during the course of their employment.
8. The Registration to Work with Vulnerable People Act 2013 requires persons undertaking work in a regulated activity to be registered. A regulated activity is a child related service or activity defined in the Registration to Work with Vulnerable People Regulations 2014.

# prin- -cip les



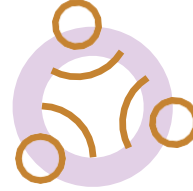
## Proud of our capital city role

We rise to the call of being the island state capital. We are city shapers, amplifying our industry, commerce and small business communities by attracting investment and services to support them.



## Focused on thriving

We are future proofed, not only doing our work well, but pursuing the work that makes a difference for our community.



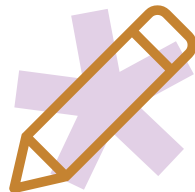
## Community-centered

It is easy for all of our community to work with us and they are central in how we design and do our work.



## Grounded in active governance + civic involvement.

We fulfil our legislative and civic responsibilities with transparency, accountability and fairness and we are equipped to do that well.



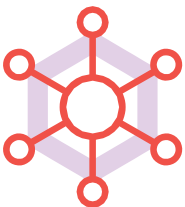
## Creative + impactful

We deliver value for money and work creatively to ensure positive outcomes for all our stakeholders.



## Leading from the heart

We acknowledge everyone is a leader. We are all accountable for building a positive, safe and caring culture for our organisation and the people in it.



## Integrated + Collaborative

Making whole-of-organisation decisions is easy and we work as one team to successfully deliver for the community.



## Scalable + Adaptable

We care for both our natural and built assets. We respond to our growing city and ongoing changes in our community and their expectations.



City of **HOBART**