

## Position Description

<b>Position Title:</b>	<b>Municipal Employee Grade 4</b>
<b>Responsible to:</b>	<b>Infrastructure Coordinator / Team Leaders</b>
<b>Directorate:</b>	<b>Infrastructure</b>
<b>Award/Classification:</b>	<b>Local Government Employees Award – Grade 4</b>
<b>Category of Employment:</b>	<b>Full Time</b>

### Objectives of the Position:

Contributing to the maintenance and growth of Whyalla's public amenity in a manner that contributes to the pride and value of the Council and the community.

Lead and co-ordinate small work groups (not more than 4 workers) that carry out general repair and maintenance of Council's outdoor environments, public and tourist amenities and assets (including stormwater drains and pits, water tables, rubbish) in the most efficient, productive, safe and cost-effective methods of operations.

### Key Purpose and Responsibilities:

Key Primary Purpose	Responsibilities
Create and maintain attractive and purposeful public environments	<ul style="list-style-type: none"> <li>• Collect and remove litter from public areas, including trash racks (Pollution Control Devices)</li> <li>• Mow and maintain nature/median strips, reserves and garden beds to the required standard and contributes to an attractive environment.</li> <li>• Prepare and plant developed areas with appropriate trees/shrubs/groundcovers, ensuring weeds and noxious plants are controlled appropriately.</li> <li>• Carry out tree and shrub plantings and maintenance, e.g. water trees, prune/trim /replace trees and shrubs as required for effective growth and safety.</li> <li>• Operate chainsaws, woodchippers, stump grinders, front-end loaders, and hoists to facilitate activities.</li> <li>• Assist with the installation, programming and maintenance of water supply for irrigation systems as required to operate in an efficient manner to reserves and ovals.</li> <li>• Operate in accordance with any pre-start processes to support the maintenance and repair to a variety of machinery: trenchers, front-end loaders, backhoes, trucks and other necessary equipment as required.</li> <li>• Undertake regular inspections, and carry out repairs and maintenance as directed, including service lanes, playgrounds, broken equipment, buildings and public amenities.</li> <li>• Work on specific jobs as directed.</li> </ul>



## Position Description

Provide safe roadways and walkways	<ul style="list-style-type: none"> <li>• Under direction carry out relevant activities for constructing roadways from base to final surface according to specifications.</li> <li>• Maintain and repair (where deteriorating) sealed and unsealed roadways to provide safe road conditions, including the effective operation of storm water systems, signage and other road facilities are functioning effectively.</li> <li>• Operate heavy earth moving equipment safely and according to operating instructions.</li> <li>• Maintain and repair concrete and bitumised paths to an acceptable standard.</li> </ul>
Ensure WHS systems and practices are adhered to	<ul style="list-style-type: none"> <li>• Proactively contribute to the maintenance and improvement of safe operating procedures, safety policies and procedures relevant to work areas, including ensuring an active accident/incident and hazard reporting.</li> <li>• Ensure work health and safety systems and compliance are embraced and incorporated into the workplace and duties performed.</li> <li>• Be actively involved in reviews and improvement of safety systems/equipment within the work group and broader Infrastructure Department.</li> <li>• Liaise with Safety Representative/Work Team Leader regarding safety matters as required.</li> <li>• Work and manage in a safe and responsible manner to project a positive image of Council.</li> </ul>
Work in an efficient and cost-effective manner	<ul style="list-style-type: none"> <li>• Maintain plant and equipment to standard required in accordance with relevant procedures and pre-start requirements</li> <li>• Carry out all relevant duties in accordance with instructions/directions given to best of ability in a timely manner.</li> <li>• Have regard to cost effectiveness of all jobs/tasks and projects undertaken.</li> <li>• Make appropriate decisions re carrying out of duties. Where guidance required, refer to Team Leader/Supervisor.</li> <li>• Work in a flexible manner to carry out any appropriate duties in accord with Local Government Award and Council Enterprise Bargaining Agreement.</li> <li>• Report any maintenance issues appropriately if they cannot immediately be dealt with</li> </ul>
Contribute to a positive and efficient workplace	<ul style="list-style-type: none"> <li>• Reply to questions, queries and complaints by members of the public in a polite, punctual and factually accurate manner.</li> <li>• Where unable to answer residents/visitors queries/complaints satisfactorily, direct to Team Leader/Supervisor or other Council personnel as appropriate.</li> <li>• Plan, organise, timetable, schedule, keep records of tasks.</li> <li>• Carry out the job to Council's standards.</li> </ul>

The employee may be required to undertake other duties and functions from time to time as provided by Management within their level of skills, competence and classification.

*Indicators and responsibilities to be reviewed on a regular basis and are subject to change.*



## Position Description

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### Position Criteria:

#### Essential Criteria:

- Able to cope with the physical demands of the job and enjoy outdoor work.
- Ability to manage and lead small teams of a maximum of 4 people classified lower than a Grade 4 to, plan and organise daily tasks and set priorities.
- An attitude of pride in work completed/undertaken.
- An attitude to ensure that personnel and equipment is used in the most cost efficient and effective manner for Council.
- Light truck licence, preferably MR Truck Driver's Licence (driver class LT)
- Year 10 level with appropriate literacy and numeracy standards

#### Desirable Criteria:

- Previous experience with outdoor work.
- Operation of heavy machinery with the appropriate licensing.

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### Required Values and Behaviours:

The commitment required of this position is in accordance with our Fair Treatment Principles and Expectations.

The employee will actively support and contribute, through their behaviours, to the Whyalla City Council's Values.

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### Behavioural expectations that support our values include but are not limited to:

- Ensuring customer-focused, accountable and responsive service delivery to customers, adapting style and service delivery where required.
- Ensuring productive relationships with stakeholders (internal and external) are maintained, including being empathetic, listening to, and understanding our customers and employees.
- Actively contribute to the strategic objectives of the Council.
- Striving towards achieving excellence, promoting and fostering a continuous improvement philosophy.
- Ensuring any decisions or actions are in accordance with good governance, legislative requirements and delegations / authorities.
- Compliance with all Workplace Health and Safety, Risk and Return to Work Management Systems and attending/participating in training and meetings.
- Maintain currency within professional field including ensuring that any applicable Legislative / Regulatory changes affecting the way in which work is undertaken is regularly researched and where necessary acted upon to ensure Council compliance.
- Ensuring all activities undertaken for Council comply with the State Records Act 1997 including the consistent utilisation of the City of Whyalla Records Management Systems.
- Compliance with all Council Policies, Procedures and documented practices.
- Maintaining licences and accreditation in line with expectations of the role.
- This position may have delegated financial responsibility pertaining to their functional area/s, where applicable the incumbent has a responsibility to ensure they are acting within their delegated authority.



## Position Description

**Special Conditions:**

The employee may be required to work outside of normal business hours in full consultation with the Manager and in order to perform the position.

**Acknowledgement:**

I have read and understood the requirements, responsibilities and accountabilities of the role as outlined in this Position Description. I understand that this position description may be further reviewed at a future date in consultation with each of the undersigned parties.

Employee Name:	Signature:	Date: ____ / ____ / ____
Supervisor / Manager:	Signature:	Date: ____ / ____ / ____

Municipal Employee Grade 4 PD Development Date: July 2020. Review Date: V2 October 2020.



## Position Description

<b>Position Title:</b>	<b>Municipal Employee Grade 5</b>
<b>Responsible to:</b>	<b>Infrastructure Coordinator</b>
<b>Directorate:</b>	<b>Infrastructure</b>
<b>Award/Classification:</b>	<b>Local Government Employees Award – Grade 5</b>
<b>Category of Employment:</b>	<b>Full time</b>

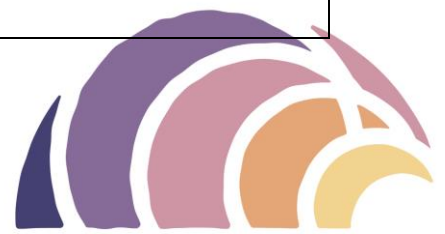
### Objectives of the Position:

Contributing to the maintenance and growth of Whyalla's public amenity in a manner that contributes to the pride and value of the Council and the community.

Where required lead and co-ordinate work groups (of not more than 8 workers) to carry out daily repairs and maintenance of Council's outdoor environments, public and tourist amenities and infrastructure assets (including stormwater drains and pits, water tables, rubbish) in the most efficient, productive, safe and cost-effective methods of operations.

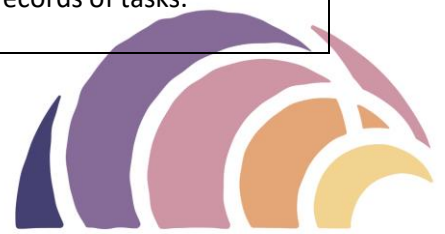
### Key Purpose and Responsibilities:

Primary Purpose	Responsibilities
Create and maintain attractive and purposeful public environments.	<ul style="list-style-type: none"> <li>• Collect and remove litter from public areas, including trash racks (Pollution Control Devices)</li> <li>• Mow and maintain nature/median strips, reserves and garden beds to the required standard and contributes to an attractive environment.</li> <li>• Prepare and plant developed areas with appropriate trees/shrubs/groundcovers, ensuring weeds and noxious plants are controlled appropriately.</li> <li>• Carry out tree and shrub plantings and maintenance, e.g. water trees, prune/trim /replace trees and shrubs as required for effective growth and safety.</li> <li>• Operate chainsaws, woodchippers, stump grinders, front-end loaders, and hoists to facilitate activities.</li> <li>• Install, program and maintain water supply, irrigation systems as required to operate in an efficient manner to reserves and ovals.</li> <li>• Operate in accordance with pre start processes and support the maintenance and repair of a variety of machinery: trenchers, front-end loaders, backhoes, trucks and other necessary equipment as required.</li> <li>• Undertake regular inspections, and carry out repairs and maintenance as directed, including service lanes, playgrounds, broken equipment, buildings and public amenities.</li> <li>• Work on specific jobs as directed.</li> </ul>



## Position Description

Provide safe roadways and walkways	<ul style="list-style-type: none"> <li>• Under direction carry out relevant activities for constructing roadways from base to final surface according to specifications.</li> <li>• Maintain and repair (where deteriorating) sealed and unsealed roadways to provide safe road conditions, including the effective operation of storm water systems, signage and other road facilities are functioning effectively.</li> <li>• Operate heavy earth moving equipment safely and according to operating instructions.</li> <li>• Maintain and repair concrete and bitumised paths to an acceptable standard.</li> </ul>
Ensure WHS systems and practices are adhered too	<ul style="list-style-type: none"> <li>• Proactively participate in the maintenance and improvement of safe operating procedures, safety policies and procedures relevant to work areas, including ensuring an active accident/incident and hazard reporting.</li> <li>• Ensure work health and safety systems and compliance are embraced and incorporated into the workplace and duties performed.</li> <li>• Be actively involved in reviews and improvement of safety systems/equipment within the work group and broader Infrastructure Department.</li> <li>• Commitment to effective induction and WH&amp;S training within the Work Team, Infrastructure Department and Council overall.</li> <li>• Liaise with Safety Representative/Work Team Leader re safety matters as required.</li> <li>• Work and manage in a safe and responsible manner to project a positive image of Council.</li> </ul>
Work in an efficient and cost-effective manner	<ul style="list-style-type: none"> <li>• Maintain plant and equipment to standard required in accordance with relevant procedures and pre start requirements</li> <li>• Carry out all relevant duties in accordance with instructions/directions given to best of ability in a timely manner.</li> <li>• Have regard to cost effectiveness of all jobs/tasks and projects undertaken.</li> <li>• Make appropriate decisions re carrying out of duties. Where guidance required, refer to Team Leader/Supervisor.</li> <li>• Work in a flexible manner to carry out any appropriate duties in accord with Local Government Award and Council Enterprise Bargaining Agreement.</li> <li>• Report any maintenance issues appropriately if they cannot immediately be dealt with.</li> <li>• Receive plans and assess the task.</li> </ul>
Contribute to a positive and efficient workplace	<ul style="list-style-type: none"> <li>• Reply to questions, queries and complaints by members of the public in a polite, punctual and factually accurate manner.</li> <li>• Where unable to answer resident/visitors query/complaint satisfactorily, direct to Team Leader/Supervisor or other Council personnel as appropriate.</li> <li>• Plan, organize, timetable, schedule, keep records of tasks.</li> <li>• Carry out the job to Council's standards.</li> </ul>



## Position Description

	<ul style="list-style-type: none"> <li>• May be required to lead a small to medium team of no more than eight (8) employees of ME Grade 1 to 4.</li> <li>• This work level may also include the training of employees, the keeping of relevant records, and the interpretation/ execution of work from plans.</li> </ul>
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The employee may be required to undertake other duties and functions from time to time as provided by Management within their level of skills, competence and classification.

*Indicators and responsibilities to be reviewed on a regular basis and are subject to change.*

### Position Criteria:

#### Essential Criteria:

- Ability to cope with the physical demands of the job and enjoy outdoor work.
- Ability to manage and lead small teams, plan and organise daily tasks and set priorities.
- An attitude of pride in work planned, undertaken and completed.
- Trade or Tertiary Qualifications in Horticulture Studies/ Carpentry as define in the LG Award.
- Strong communication skills (written and verbal).
- MR Truck Licence (driver class HT/LA).
- Civil skills accreditation relevant to position.
- Ability to operate a wide range of small to medium plant and machinery (with the requisite licences).

#### Desirable Criteria:

- Previous experience with outdoor work.
- Operation of heavy plant and machinery with the appropriate licensing.
- Ability to lead a small to medium size work group which would normally comprise no more than eight (8) workers with classification ME Grade 1 to Grade 4.

### Required Values and Behaviours:

The commitment required of this position is in accordance with our Fair Treatment Principles and Expectations.

The employee will actively support and contribute, through their behaviours, to the Whyalla City Council's Values.

### Behavioural expectations that support our values include but are not limited to:

- Ensuring customer-focused, accountable and responsive service delivery to customers, adapting style and service delivery where required.
- Ensuring productive relationships with stakeholders (internal and external) are maintained, including being empathetic, listening to, and understanding our customers and employees.
- Actively contribute to the strategic objectives of the Council.
- Striving towards achieving excellence, promoting and fostering a continuous improvement philosophy.
- Ensuring any decisions or actions are in accordance with good governance, legislative requirements and delegations / authorities.



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- Compliance with all Workplace Health and Safety, Risk and Return to Work Management Systems and attending/participating in training and meetings.
- Maintain currency within professional field including ensuring that any applicable Legislative / Regulatory changes affecting the way in which work is undertaken is regularly researched and where necessary acted upon to ensure Council compliance.
- Ensuring all activities undertaken for Council comply with the State Records Act 1997 including the consistent utilisation of the City of Whyalla Records Management Systems.
- Compliance with all Council Policies, Procedures and documented practices.
- Maintaining licences and accreditation in line with expectations of the role.
- This position may have delegated financial responsibility pertaining to their functional area/s, where applicable the incumbent has a responsibility to ensure they are acting within their delegated authority.

### Special Conditions:

The employee may be required to work outside of normal business hours in full consultation with the Manager and in order to perform the position.

### Acknowledgement:

I have read and understood the requirements, responsibilities and accountabilities of the role as outlined in this Position Description. I understand that this position description may be further reviewed at a future date in consultation with each of the undersigned parties.

Employee Name:	Signature:	Date: ____ / ____ / ____
Supervisor / Manager	Signature:	Date: ____ / ____ / ____

PD Municipal Employee Grade 5: V2 Date: 09/2020. Review Date: 09/2021

