

# POSITION DESCRIPTION

## MAINTENANCE WORKER ROADS AND DRAINAGE

<b>Position Number:</b>	Various
<b>Department:</b>	Asset Services
<b>Division:</b>	Infrastructure & Development
<b>Location:</b>	Starting location – Rokewood Depot
<b>Employment status:</b>	Permanent, full time
<b>Classification:</b>	Band 3 plus applicable allowances and superannuation guarantee
<b>Date:</b>	June 2022

## POSITION OBJECTIVES

Assist with routine maintenance and construction works by operating plant competently and in accordance with directions.

## ORGANISATIONAL RELATIONSHIPS

The organisational structure for this role is as follows:



<b>Reports to :</b>	Team Leader Roads and Drainage Maintenance
<b>Directly Supervises:</b>	Nil
<b>Internal Liaisons:</b>	Coordinator Roads & Drainage Maintenance, Manager Asset Services, Road & Drainage Engineering Team Customer Service Officers, OHS Officer, Safety and Risk Support Officer, other Council staff.
<b>External Liaisons:</b>	Service authorities, other municipalities, state departments, emergency services, Committees of Management, contractors, members of the public

## KEY RESPONSIBILITIES AND DUTIES

### Duties of the Position

- Carry out roads maintenance and construction work as directed daily by the Coordinator Roads & Drainage Maintenance and Team Leader Roads & Drainage Maintenance.
- Perform maintenance activities to Council and industry best practice standards and expectations.
- Operate plant in a competent, safe and efficient manner to carry out allocated tasks.
- Carry out daily and routine maintenance of plant and equipment including but not limited to, pre-start checks, greasing, cleaning and general basic maintenance. Ensure that equipment used is fuelled and ready to operate the next day before leaving work each day.
- Accurately complete timesheets and submit to Team Leader.
- Assist other employees with road and parks maintenance and construction works.
- Ensure all works and work sites comply with traffic management, public safety and occupational health and safety standards at all times.
- Maintain daily records of resources used in performance of projects to ensure best use of council resources and assets.
- Maintain confidentiality in respect of all dealings of a sensitive or confidential nature.
- Assist in emergencies as directed by the Coordinator Road & Drainage Maintenance or Manager Asset Services.
- Other duties within the scope of the employee's skills, competence and training as directed.

### General Responsibilities

- Provide input into policy development and performance targets of the Unit.
- Act in accordance with Council's Customer Service Charter.
- Contribute to the Unit through efficient, effective and customer focused skills.
- Contribute to the development of the Unit's objectives, as well as the corporate goals of Council.
- Maintain confidentiality in respect of all dealing of a sensitive or confidential nature.
- Provide support to other Council staff as required.
- Other duties within the scope of the employee's skills, competence and training as directed.

### Corporate Responsibilities

- Promote excellence in customer service and in conjunction with the Unit Manager and Team Leader, identify, review and implement strategies to improve service quality and efficiency.
- Maintain excellent team relationships among colleagues and community groups, on a formal and informal basis, across all Council functions.
- Ensure the security of Council's property and assets and maintain a commitment to the care of all Council's property and assets.

- Participate as directed in training and education to maintain an up to day knowledge of emergency management responses.
- Provide administration, logistic and specialist support and advice during CEO identified emergency events.
- Comply with Council policies and procedures

## ACCOUNTABILITY AND EXTENT OF AUTHORITY

The Maintenance Worker;

- Performs work under general supervision;
- Has contact with the public or other employees and is able to explain the procedures and practices being used;
- Is accountable to the Team Leader and Coordinator for the quality, quantity and timeliness of their own work and for the care of Council assets entrusted to them; and
- Is responsible for the efficient and safe operation and maintenance of the relevant plant in order to maintain and operate assets and construct works to best practice.
- The position operates within the policies and procedures of the Council, the budget of the team and any relevant legislation.

## JUDGEMENT AND DECISION MAKING

The position requires personal judgement. The nature of work is specialised with procedures well understood and clearly documented. The task performance involves selection from a range of techniques, systems, equipment, methods or processes.

As a team member, the judgements and decisions made have a potential to influence overall performance of the unit and to impact on the wider community

## SPECIALIST SKILLS AND KNOWLEDGE

The position requires proficiency in the operation of more complex equipment and knowledge of the use of plant which requires the exercise of judgement or adaption. The specific skills and knowledge required include:

- Ability to safely and proficiently operate a range of heavy mechanical plant with various attachments.
- Ability to safely and competently drive vehicles a prime mover or single semi trailer exceeding 9 tonne, or rigid vehicle plus trailer greater than 9 tonnes (heavy combination vehicle licence).
- Ability to carry out routine maintenance on plant.
- Knowledge of engineering construction practices.
- Undertake relevant training and education to maintain up to date knowledge and understanding of safety, skills and competencies relevant to this position, as directed by the Coordinator.

## MANAGEMENT SKILLS

The officer is required to have the ability to effectively plan, organise and manage their time to achieve targets within a set timetable and in an efficient and effective manner as well as a commitment to promote and lead a safety culture within the work team.

## INTERPERSONAL SKILLS

The position requires skills in oral and written communication with clients, other employees, contractors and members of the public, and in the resolution of minor problems.

## RESPONSIBILITIES FOR ALL GOLDEN PLAINS EMPLOYEES

### Occupational Health and Safety

Council is committed to providing a safe and healthy work environment to all employees. Employees are expected to perform their duties in accordance with the Occupational Health and Safety Act 2004 and all Regulations, Codes of Practice and Council policies and procedures. In addition, employees are expected to:

- Conduct themselves in a manner that will not endanger themselves or others.
- Participate in Occupational Health and Safety training.
- Assist with audits of work procedures, equipment and workplaces.
- Identify areas of improvement by contributing to the Safety System within the Department.
- Contribute ideas and suggestions that promote safety awareness.
- Be aware of emergency procedures and codes.
- Report unsafe work practices, incidents, hazards and near misses.
- Report unacceptable workplace behaviours such as harassment and bullying.
- Promote and champion a culture of safety within the workplace.

### Risk Management

Employees are required to follow all policies and procedures in relation to risk management (asset protection, security, public liability and professional indemnity). Employees are expected to:

- Participate in risk assessments when requested.
- Demonstrate an understanding of, and a commitment to, Council's Risk Management Standard Operating Procedure.
- Report all hazards and incidents of which they become aware.

### Records Management

Employees are required to follow all policies and procedures in relation to records management. Employees are expected to:

- Understand their records management obligations and responsibilities.
- Comply with Council records management processes.
- Keep accurate and complete records of business activities and decision making.
- Create records proactively including those resulting from telephone conversations, verbal decisions, and meetings.

## Community Engagement

Golden Plains Shire Council is committed to enhancing the opportunities it provides to the community to be involved in Council's decision making processes. Employees are required to demonstrate a commitment to community engagement. This includes:

- Adhering to Council's community engagement strategy, policy, and framework.
- Providing genuine opportunities for the community to be involved in relevant Council decisions and projects.
- Involving community members and stakeholders affected by the subject of the engagement and providing adequate support for them to be involved.
- Clearly defining the purpose and scope of the engagement and using best-practice principles to design and implement the most effective approach.
- Providing community members with relevant and timely information to inform their participation.

## Equal Opportunity

Golden Plains Shire Council offers a work environment free of discrimination, sexual or other harassment, victimisation, vilification and bullying. Employees are expected to contribute to the maintenance of such a work environment.

## Child Safe Standards

Golden Plains Shire Council is committed to creating a child safe and child friendly environment where children and young people are respected, valued and encouraged to reach their full potential.

Golden Plains Shire Council's policies and procedures support the implementation of requirements under the *Child Wellbeing and Safety Act 2005*.

All staff must actively contribute to a child safe and child friendly environment and are committed to continuously update their knowledge to ensure they fulfil their obligations in relation to Child Safe Standards. Council will provide access to continuous learning opportunities and develop relevant services and programs to adopt Child Safe practices.

## Privacy and Confidentiality

Employees must respect and protect the privacy and confidentiality of information gained or accessed during the course of their employment. Employees are required to comply with the Privacy and Data Protection Act 2014, the Health Records Act and Council's Information Privacy and Health Records policies. Both during and after employment with Council, employees must not:

- Communicate confidential or private information to third parties.
- Make use of any information gained through employment at the Shire for any purpose other than the discharge of official duties.

## OTHER REQUIREMENTS

- Tasks within this role may be required to be undertaken in the evenings or on weekends. Any such attendance will form part of the core working hours per week. Where weekly hours are expected to exceed the core hours, with the prior approval of the Team Leader / Manager, additional hours may be worked and accumulated as time in lieu. Time in lieu will be hour for hour and shall be recorded and taken within one month in accordance with Council's Enterprise Agreement.

- Employment is subject to a satisfactory six month probationary period.
- Employees must comply with Golden Plains Shire Council's Employee Code of Conduct.
- Completion of a pre-employment Disclosure of Pre-existing Condition form.
- A current Australian driver licence.
- Maintain a satisfactory National Criminal History Check.

## QUALIFICATIONS AND EXPERIENCE

The position requires:

- Completed relevant TAFE accredited or industry based training course and/or significant practical experience commensurate with the requirements of the work (i.e., plant operator/maintenance, civil maintenance services).
- Heavy combination vehicle licence.
- Construction Industry Induction (White Card).

Desirable

- MUTCD stage 2 (Stop / Slow Bat & Traffic Management Plan).

## KEY SELECTION CRITERIA

- Qualification and experience as outlined in description.
- Proven ability to work autonomously and self-manage quality, quantity and timeliness own work-load and tasks.
- Ability to identify, discuss and resolve problems independently or in consultation with other officers.
- Demonstrated experience in applying Occupational Health Safety and Risk Management principles that support an OHS culture.
- Demonstrated commitment to providing high quality customer focused outcomes.
- Well-developed oral and written communication skills.
- Demonstrated ability to work as part of a team.

## APPROVAL

<b>Prepared By:</b>	Manager Asset Services
<b>Approved By:</b>	Director Infrastructure and Development
<b>Reviewed By (P&amp;C):</b>	Business Partner Talent Management
<b>Date:</b>	June 2022
<b>Employee Acceptance:</b> (name and signature)	
<b>Date:</b>	

**PLEASE NOTE:**

*Personal and Health Information collected by Council is used for recruitment purposes and, if the applicant is successful, will be used for HR purposes. Council may disclose this information to other organisations if required by law. The applicant understands that the personal and health information provided is for the above-mentioned purpose and that he or she may apply to Council for access to and/or amendment of the information. Information relating to unsuccessful applicants may be destroyed by Council six months after being received. Requests for access or correction should be made to Council's Privacy Officer.*