

Leading Hand Asset Maintenance

Reports to	Co Ordinator Assets & Environment	Direct reports	Nil
Classification	Band 4		
Position number	553017		
What will you do? Service Delivery <ul style="list-style-type: none"> • Provide quality services in the area of maintenance and installation of Councils on and off-road assets. • Provide quality advice and leadership in relation to maintaining Councils on and off-road assets. • Assist with the co-ordination and supervision of the Asset Maintenance team. • Monitor the maintenance and progress of the Asset Maintenance team using the Field Services Application. • Operate MCC's trucks and other nominated items of plant and equipment as part of asset maintenance operations. • Undertake on-road and off-road operations in accordance with the traffic regulations and appropriate procedures and practices. • Undertake the cleaning, repair, replacement and installation of Council assets including signage, litter bins, seats, fencing, bollards, guideposts and other roadside furniture. Systems and Process <ul style="list-style-type: none"> • Develop work systems and processes that are efficient and financially sustainable. • Work closely with the Team Leader to ensure maintenance is programmed efficiently, and crews adjusted to accommodate urgent maintenance if required. People <ul style="list-style-type: none"> • Drive a safety-first culture to ensure compliance to safe work practices compliant with relevant regulations. • Develop a positive and proactive culture within the team. • Provide advice on road maintenance activities, and assist with other tasks as required 		Who are you? <ul style="list-style-type: none"> • An experienced leading hand/supervisor who can show direction, leadership and on the job training to team members as required. • Have a working knowledge and understanding of current safe work practices to ensure team members are trained in safe works practices. • An authorised individual able to carry out various maintenance tasks in a safe, effective, and efficient manner including the operation of plant and equipment. • Ability to use judgement to ensure machinery and equipment is placed in locations where it is unlikely to cause obstructions to passing vehicles or pedestrians. What do we expect? <ul style="list-style-type: none"> • Model and lead our values. • Be dedicated to delivering a consistent, connected and customer focused service. • Be committed to maintaining a safe and healthy workplace. • Act consistently with our Employee Code of Conduct. • Be able to manage time, set priorities, and achieve targets in the completion of a diverse range of activities. 	

Leading Hand Road Maintenance

What are your key responsibilities?

Service Delivery	<ul style="list-style-type: none">• Provide supervision, direction, training and induction to the asset maintenance team and contractors.• Demonstrate practical skills in the maintenance of road signage and road furniture, including signage in parks and reserves.• Carry out all repairs to assets as per MCC standards and specifications, in accordance with all safety and technical requirements.• Operate MCC's trucks and other nominated items of plant and equipment as part of the asset maintenance operations.• Provide site traffic management and control activities.• Maintain written and / or electronic records of all works undertaken, and locations worked.• Utilise mobile computing devices in the field.• Undertake on-road and off-road operations in accordance with the traffic regulations and appropriate procedures and practices.• Place signs and safety devices out in accordance with Australian Standards AS 1742.3 and the Victorian Worksite Safety Traffic Management Code of Practice.• Placement of machinery and equipment in locations where it is unlikely to cause obstructions to passing vehicles or pedestrians.• Accommodate the needs of pedestrians and the provision of additional warning signs if appropriate.• Ensure Manningham's Values are displayed through day-to-day work, and incorporation of Manningham signage on site as required.
Systems and Processes	<ul style="list-style-type: none">• Work within defined systems and processes, standards and policies• Undertake continuous improvement activities to ensure efficient and effective work systems and practice.• Work closely with the Co Ordinator to ensure maintenance tasks are programmed efficiently, and crews are adjusted to accommodate urgent maintenance if required.
People	<ul style="list-style-type: none">• Develop professional relationships internally and externally which help support the processes and tasks required through this role• Model and lead Manningham Council's Values.• Lead the team, ensuring a positive and proactive culture is maintained, and staff perform enthusiastically.• Ensure a positive reporting culture is maintained, ensuring staff record and report items needing attention on their daily travels.

What are the key requirements?

Accountability and extent of authority	<ul style="list-style-type: none"> • Provide direction, leadership and on-the-job training to team members as required and ensure that team members are trained in safe work practices. • Authority to allocate tasks to the required quality standards using the appropriate methods and procedures. • Accountable for completing tasks in accordance with the given timeframes. • Authority to carry out various maintenance tasks in a safe, effective, and efficient manner, including the operation of plant & equipment.
Judgement and decision making	<ul style="list-style-type: none"> • Judgement is required in selecting a method of work and equipment to be used to deliver the required objectives. • Ability to assess situations, arrive at appropriate works solutions and show judgement as to when to contact / advise the supervisor. • Work is performed under general supervision. • Proficiency to place signs and safety devices out in accordance with Australian Standards AS 1742.3 and the Victorian Worksite Safety Traffic Management Code of Practice. • Placement of machinery in locations where it is unlikely to cause obstructions to passing vehicles or pedestrians. • Accommodate the needs of pedestrians, and the provision of additional warning signs if appropriate.
Specialist knowledge and skills	<ul style="list-style-type: none"> • Ability to provide supervision, direction, and on the job training to team members as required. • Ability to operate allocated plant and other associated equipment. • Knowledge and experience in asset maintenance practices and procedures. • Willingness to work towards continuous improvement. • Capacity to follow the quality and safety management procedures. • Capability to generate improvements in quality and safety. • Understand the responsibilities of the position arising from management systems including quality, safety and environmental
Management skills	<ul style="list-style-type: none"> • Capacity to adopt safe working practices and take corrective action when required. • Ability to document and record details and locations of completed works. • Capability to complete and document daily plant pre-start checks.
Interpersonal skills	<ul style="list-style-type: none"> • Good oral and written communication skills and the ability to liaise with the general public with a strong focus on customer service. • Ability to be part of a working team and contribute positively within a team environment.
Qualifications and experience	<ul style="list-style-type: none"> • Experience in asset maintenance practices and processes. • Medium Rigid truck licence • Traffic Control & Worksite Traffic Management qualifications and skills. Current drivers licence valid in Victoria • Spotters and electrical safety awareness qualification. • OH&S Induction (Red card or equivalent) • Experience and competency in operating various plant and equipment including vehicle mounted crane. • Experience working near overhead and underground services.

