

POSITION DESCRIPTION

Position Title:	Maintenance Assistant
Position Number:	3542
Group:	Infrastructure and Planning
Business Unit:	Infrastructure Services
Service Unit:	Civil Operations
Reports To:	Road Maintenance Team Leader
Grade:	3
Hours of Work:	38 hours per week
Last Date of Review:	September 2020
Last Date of Evaluation:	October 2020

Role Function Summary

This position is responsible for undertaking a range of labouring tasks as a part of a multi-disciplined team responsible for the construction and maintenance of the Council's infrastructure assets.

Key Responsibilities (Major and Essential Job Functions)

- Undertake labouring tasks and/or operate small machinery and hand tools associated with the maintenance and construction of civil infrastructure, including but not limited to, mowers, whipper snippers, chainsaws and small rollers.
- Actively contribute to the mentoring, on-the-job training and sharing of knowledge and skills with work colleagues.
- Ensure knowledge of new plant, equipment and technology is kept current.
- Provide information regarding, work, tools and equipment, risks and improvements to the supervisor.
- Contribute to problem solving of work issues.

This position description does not form an exhaustive list of your duties. You may be required to undertake other projects, tasks and activities as required from the business from time to time which are within the skills, competence and training of the incumbent. Singleton Council reserves the right to amend or update this position description in accordance with operational needs.

Organisational Responsibilities:

Council's decisions, actions and behaviours are governed by its vision, mission and values. All employees of Council have an accountability to ensure their work and behaviour is aligned to these.

Community Vision	Singleton. Vibrant, progressive, connected, sustainable & resilient.
Organisation Vision	ESP - Engaged people; Safe and Sustainable workplace; and a Performance based culture.
Our Purpose	To "create community".

Values and Behaviours

Council has five values which guide behaviours and decision making. It is through these values high quality services are delivered to employees and the community. Employees play an important role in leading the way and upholding Council's values, including the Code of Conduct. Council's values are:

- **Integrity:** We act with commitment, trust and accountability.
- **Respect:** We are open, honest, inclusive and supportive.
- **Excellence:** We strive to achieve the highest standards.
- **Innovation:** We are creative, progressive and strategic.
- **Enjoyment:** We promote a harmonious, productive and positive workplace.

Safe Workplace

It is a requirement of employment with Singleton Council that all staff undertake their work in accordance with WHS policies and procedures. Employees will display and promote safety in the workplace at all times.

Policies and Procedures

The responsibilities of this position are completed in line with all Council policies and procedures related to this position.

Awareness of the principles of equity and diversity, work health and safety, environment, risk management, records management and quality assurance as they relate to this position.

Organisational Relationships

Internal Relationships:	Other Maintenance Assistants, Team Leaders Patrols, Team Leader – Road Vegetation, Team Leader Jetpatcher
External Relationships:	Customers, Community, Ratepayers, Infrastructure Users
Direct Reports:	Nil
Indirect Reports:	Nil

Specifications and Technical Skills:

Essential Criteria:

- A working knowledge of and experience with labouring tasks involving construction and maintenance in roads or civil construction, coupled with experience using small machinery and hand tools used to undertake such work.
- Demonstrated ability to cooperatively work as part of a team.
- Knowledge of WHS responsibilities as an employee.
- A commitment to providing excellent customer service to both internal and external customers of Council

Desirable Criteria:

- MR licence

Licences and Tickets:

- Construction Induction Certificate (White Card).
- Class C drivers licence, with the ability to drive a vehicle with manual gearbox.

Physical Requirements / Work Environment:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the inherent requirements of the job. This position will involve work in the office environment as well as being able to navigate construction and work sites.

Physical Requirements and Work Environment

ACTIVITY	FREQUENCY				# OF HOURS A DAY							
	Repetitive	Frequent	Occasional	Infrequent	1	2	3	4	5	6	7	8
Sitting		✓								✓		
Walking			✓			✓						
Standing			✓			✓						
Bending				✓	✓							
Squatting				✓	✓							
Climbing			✓		✓							
Kneeling				✓	✓							
Twisting				✓		✓						
Lifting				✓		✓						
Driving		✓								✓		

If manual lifting is required ensure a risk assessment is completed each time lifting is required.

Hand Manipulation Required	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Repetitive Hand Movements	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
	Right Hand					Left Hand			
Simple Grasping (hold bottle)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Simple Grasping (hold bottle)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Power Grasping (tight grip)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Power Grasping (tight grip)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Pushing Pulling (to from body)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Pushing Pulling (to from body)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Fine Manipulation (fine finger)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Fine Manipulation (fine finger)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

Tick below if these are requirements of the position:

✓	Operating mobile plant	✓	Working with paints, solvents, oil, grease
✓	Light repetitive handling		Cold environment
	Dog/cat control	✓	Climbing, working at heights
	Cattle, sheep handling		Confined spaces work
	Native Animal, reptile handling	✓	Customer contact
✓	Garbage collection		Screen based work (intermittent)
	Office, toilet cleaning		Screen based work (constant)
✓	UV exposed		Clerical deadlines
✓	Herbicide/Pesticide use		Supervisory – clerical, planning, deadlines
	Cooking		Building trades work
✓	Walking on Slopes / Hills / Gradients		Motor trades work
✓	Walking on uneven surfaces		Child care
✓	Working with bitumen		Hospitality
✓	Working with concrete	✓	Exposure to dust or fumes

Skills Progression and Assessment Record:

Position Title: **Maintenance Assistant**

Employee:

Skill Progression Requirements <input checked="" type="checkbox"/> Step Achieved	Salary Step	N/A	1	2	3	4
Demonstrate ability to undertake labouring tasks involving construction and maintenance either in roads or parks.	1					
Class C Drivers Licence	1					
WHS Construction Induction (White Card)	1					
Demonstrated ability to cooperatively work as part of a team.	1					
Demonstrated commitment to WHS	1					
Demonstrated ability to perform a range of road construction and maintenance labouring functions.	2					
Demonstrated professional, consistent and flexible approach to allocated tasks with a strong solutions orientated attitude.	2					
Demonstrated ability to identify environmental issues	2					
Demonstrated ability to identify quality issues	2					
Demonstrated ability to identify safety issues	2					
Demonstrated ability to safely operate and adequately maintain plant/equipment safely and effectively.	3					
Demonstrated knowledge of the use of electronic devices to record maintenance activities in the field	3					
Demonstrate ability to undertake tasks without supervision	3					
Demonstrated ability to undertake civil maintenance work efficiently and effectively	3					
Obtain MR licence	3					
Demonstrates initiatives by suggesting changes to work procedures that enhance work environment	4					
Demonstrated performance by accurately recording work completed in Maintenance Systems	4					
Demonstrated ability to act in higher position for more than 6 weeks (cumulative)	4					
Demonstrated ability to cross skill in other maintenance areas	4					
Evidence of self-development through completion of additional relevant qualifications	4					

Skills Review Year (eg 2021): _____ **Position:** _____

Annual Skills Assessment:

The following is to be completed at the time of the annual skills assessment.

Comments on Employee's attitude and application to work:

Employee's Comments:

Name

Signature

Date

Manager / Supervisor's Comments:

Name

Signature

Date

Director's Comments:

Name

Signature

Date

Summary of Skills Assessment	1	2	3	4
Total number of skills at each salary step =				
Number of skills not applicable at each salary step =				
Number of skills achieved at each salary step =				
Number of skills not achieved at each salary step =				
<input checked="" type="checkbox"/> Proposed Salary Step Placement				