# POSITION: Operations Team Member – Maintenance & Construction

CLASSIFICATION: Band 3

**THE ORGANISATION**

South Gippsland is a place like no other. We have a diverse community and economy set in a magnificent natural environment.  We serve our people with genuine well-meaning and strive always to deliver the best outcomes we can.

We are passionate about building and sustaining a great workplace, principled leadership, and providing great opportunities.  Our values are present in what we do and how we do it.  With a renewed focus on innovation and collaboration, valuing difference and a belief that teams can achieve amazing things, there is a lot to look forward to.

We want to genuinely make a difference to the lives of all those who touch our community, and be part of creating ‘a great place for us’.

**Click** [**HERE**](https://www.southgippsland.vic.gov.au/downloads/file/2378/org_structure_nov_2017) **to view Councils entire organisation chart**

**THE POSITION**

This role sits within the Operations Department, which provides quality works and services in roads infrastructure, parks and amenities consistent with Council and Work Team standards, practices and agreements

Operations team members assist across any area of the maintenance operations where work priorities demand, helping to achieve the overall Infrastructure Maintenance objectives.

The Operations Departmentis specifically responsible for -

* Road maintenance
* Re-sheets and re-seals
* Road construction
* Private sealing service
* Emergency Management role relating to provision of plant
* Drainage and coastal management
* Parks and gardens maintenance, construction and tree maintenance
* Plant maintenance and replacement program
* Management of the Leongatha and Foster maintenance depots
* After hours maintenance response service
* Occupational Health & Safety
* Behaving in ways consistent with the values and responsibilities of the Team.

The key responsibilities of this role include –

* Performance of work to ensure compliance with Asset Management Plans

and other infrastructure maintenance service levels

* Contribution to the prioritisation of work and the provision of feedback to

the Supervisor on current projects and improvements to procedures

* Assistance the public with enquiries in regard to Council operations and

project a helpful and positive image of the Council and its staff

* Pre-operation inspections and routine maintenance to ensure

the safe operation of plant and equipment used

* Contribution to the Infrastructure Maintenance Team by adopting safety procedures for the protection of employees and the public
* Complete all other allocated work to appropriate standards and procedures, and where required, record activities undertaken in the appropriate format.

Please follow the links provided for further information on:

* South Gippsland Shire Council [www.southgippsland.vic.gov.au](http://www.southgippsland.vic.gov.au)
* South Gippsland region [www.visitpromcountry.com.au](http://www.visitpromcountry.com.au)
* Gippsland region [www.visitvictoria.com/Regions/Gippsland](http://www.visitvictoria.com/Regions/Gippsland)

To seek further information on this position, or to discuss this employment opportunity further, please contact Kevin Maskell on 03-5662 9116

**ROLE REQUIREMENTS AND RELATED COMPETENCIES**

**Judgement & Decision Making Judgement & Decision Making**

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| Accountability & Extent of Authority | |
| Band 3 (Generic) | Role Specific |
| * General supervision * Explanations to public or other employees * May supervise employees * Accountable for quality, quantity & timeliness of own work | * Accountable for the quality and timeliness of assistance provided, and for the quality and effectiveness in which works are carried out * All work undertaken must comply with the organisation's policies and procedures. * Accountable to complete the requirements of the role, work as a valued member of the team, and do your best for the community and the Council. * Accountable to demonstrate and encourage appropriate safety practices, report inappropriate behaviours and incidents, participate in training provided, improve work practices to reduce risk. |
| Judgement & Decision Making | |
| Band 3 (Generic) | Role Specific |
| * Procedures well understood & clearly documented * Personal judgement * Selection from range of systems | * Whilst guidance and advice is always available, judgement and decision making will be within the ambit of the following: * Make recommendations on improvements to method, procedure and equipment related to the position * Given a range of equipment and procedures, discretion is required to carry out tasks in the most efficient and effective manner * Resolving routine problems pertaining to the immediate job * Recognise a safe work site, plant and equipment |
| Specialist Knowledge & Skills | |
| Band 3 (Generic) | Role Specific |
| * Heavy mechanical plant * Trades level work * Vehicles 13.9 to 22.4 tonnes GCM & above 22.4 * Proficiency in operation of more complex plant & equipment, requires exercise of judgement | * Understanding/experience in Roads/Construction Maintenance operation principals * Proficiency in the operation of complex infrastructure maintenance plant and equipment * Capable of carrying out manual handling tasks * Awareness and demonstration of manual handling requirements * Ability to operate equipment such as motor vehicles, tractor, skid steer, light / medium / heavy trucks, backhoe, loader, rollers, grader, excavator, water-cart, forklift, chainsaw small plant & equipment to the standards required to undertake maintenance & construction operations * Ongoing development of skills and knowledge through attending professional development programs and taking a proactive approach to continually improving skills and abilities |
| Management Skills | |
| Band 3 (Generic) | Role Specific |
| * First line * Provide on-the-job training * Basic knowledge of personnel practices | * Understand and work within relevant Council processes * Manage personal workloads within specified time frames * As part of the team, work with others to provide on the job training and guidance where required |

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| Interpersonal Skills | |
| Band 3 (Generic) | Role Specific |
| * Oral communication, written skills with clients & public * Resolution of minor problems | * Work as an effective member of a team * Written skills capable of recording activities and standard information * Oral communication skills capable of answering routine enquiries from the general public and capable of liaising with fellow staff * Work as an effective member of a team to maximise the effectiveness and efficiency of the team |
| Qualifications & Experience | |
| * Experience in the operation of a variety of plant & equipment currently used in Road/Construction maintenance * Current Worksite Traffic Management Certificate * Construction Industry Red/White Card * Current Medium or Heavy Rigid truck licence * Current Worksite Traffic Management Certificate | |
| Role Specific Selection Criteria | |
| * Current Medium or Heavy Rigid truck licence * Current Worksite Traffic Management Certificate * Experience in the operation of a variety of plant & equipment currently used in Road/Construction maintenance * Proven and current capability to carry out manual labouring skills * Construction Industry Red/White Card * Ability and Willingness to work from both Foster and Leongatha Depot | |