

POSITION DESCRIPTION

Position Title	Maintenance Worker – Sealed Team
Position Code	1474
Directorate	Community & Infrastructure
Work Group	Field Services
Position Classification	Band 3
Effective Date	July 2024

Our Vision

The Rural City of Wangaratta prides itself on being a community that is connected, sustainable and contemporary. We provide our community with diverse opportunities to participate in the arts, sport and recreation, and in cultural events and programs to bring them together to connect and celebrate the great place in which we live. Our staff enjoy the regional lifestyle and the benefits of a community situated within a gourmet food and wine region, with a wide range of outdoor adventure activities, and serviced by excellent education and health facilities. We live in a place where good things grow.

Our Values

Our staff are our greatest asset. Our success comes from the everyday demonstration of our values, being:

- **Trust**, to have confidence in the character and competence of our work colleagues.
- **Respect**, to acknowledge all people as individuals with inherent worth and value.
- **Openness**, where we are frank, honest and accountable in our dealings.
- **Fairness**, so we treat colleagues and customers fairly and consistently.
- **Excellence**, to contribute to outstanding services, systems and relationships.
- **Enjoyment**, so we obtain personal satisfaction from our work and display our enjoyment in the workplace.

1. Position Objectives

1.1 Assist Council in completing maintenance and development programs.

2. Working Relationships

Reports to	Works Supervisor - Sealed
Supervises	N/A

3. Key Responsibilities

- 3.1** Carry out maintenance and construction duties in accordance with relevant maintenance programmes and Council's Road Management Plan.
- 3.2** Ensure that all Occupational Health and Safety requirements are completed and documented.
- 3.3** Drive and operate plant and equipment including trucks, front end loader, backhoe and chainsaw.
- 3.4** Maintain accurate diary, works records, and time sheets ensuring that all labour and plant hours are recorded.
- 3.5** Work cooperatively with other Council staff to achieve work requirements efficiently and effectively.
- 3.6** Assist other works teams as requested.

4. Core Physical Requirements

- 4.1** Capacity to, on occasion lift items unspecified in weight from ground level to waist level.
- 4.2** Capacity to walk on uneven surfaces.
- 4.3** Capacity to work outdoors in all weather conditions.
- 4.4** Capacity to sit for long periods of time on a regular basis.
- 4.5** Demonstrated ability to perform physical tasks such as digging and other labouring duties.
- 4.6** Demonstrated ability to work in areas with limited space and at heights.

5. Accountability and Extent of Authority

- 5.1** Authorised to undertake work in accordance with various internal maintenance arrangements.
- 5.2** Accountable for fulfilling obligations under the Occupational Health and Safety Act and Councils Occupational Health and Safety Policy.

5.3 Authorised to take appropriate action to ensure the safety of Staff, Contractors and members of the public.

5.4 Accountable for the maintenance of accurate records, including diary, materials records, inspection records and time sheets.

6. Judgement and Decision Making

6.1 Tasks are generally undertaken using established procedures and are clearly defined.

6.2 Problem solving will require some originality in approach with solutions usually based on previously encountered procedures and practices.

6.3 Guidance and advice will always be available.

7. Knowledge and Skills

7.1 Specialist Skills and Knowledge

7.1.1 Demonstrated ability in completing various maintenance and construction activities or eager to learn.

7.1.2 Demonstrated ability to drive and operate plant and equipment relevant to outdoor maintenance and construction or eager to learn.

7.1.3 Developed observation skills and ability to identify hazards, interpret plans, drawings and works instructions favourable

7.1.4 Ability to safely sign work sites in accordance with the Traffic Management Code of Practice.

7.1.5 Basic computer skills.

7.2 Ability to effectively and efficiently utilise resources.

7.2.1 Ability to reach objectives within a time frame.

7.2.2 Ability to work with limited supervision on occasion.

7.3 Interpersonal Skills

7.3.1 Ability to communicate verbally and in writing.

7.3.2 Ability to liaise with customers, contractors and suppliers.

7.3.3 Ability to work cooperatively with other team members.

8. Qualifications and Experience

8.1 Experience in outdoor maintenance and construction highly regarded

8.2 Car License Mandatory, Heavy Rigid License highly regarded

9. Key Selection Criteria

9.1 Civil Construction experience or eager to learn.

9.2 Ability to liaise with customers providing quality customer service

9.3 Car licence mandatory, Heavy Rigid Licence is favourable.

9.4 Great work ethic

9.5 White Card essential

9.6 Demonstrated experience working within a team environment.

9.7 Knowledge of Occupational Health & Safety practices.

Authorised by: Director – Community & Infrastructure

Date:

Employee's Signature:

Date:
