

POSITION DESCRIPTION

Position Title	Maintenance Worker - Drainage
Position Code	1268
Directorate	Community & Infrastructure
Work Group	Field Services
Position Classification	Band 3
Effective Date	May 2025

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. In this context we have a vision to build the best sports, aquatics and events precinct in regional Victoria – bringing significant social, recreational, health and economic benefits to our community. 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 Contribute to the Works & Operations unit by the effective and efficient undertaking of drainage maintenance and construction works.

2. Working Relationships

Reports to	Supervisor - Urban
Supervises	N/A

3. Key Responsibilities

- 3.1** Carry out drainage system maintenance works.
- 3.2** Assist the team leader to conduct and record inspections and works details of Councils drainage systems in accordance with service agreements.
- 3.3** Drive and operate drainage maintenance related plant and equipment.
- 3.4** Work cooperatively with other Drainage Crew team members to achieve work requirements.
- 3.5** Maintain accurate diary records and time sheet records ensuring that all labour and plant hours are recorded.
- 3.6** Provide on the job instruction to employees new to the area of responsibility and attend training sessions as necessary to fulfil employment responsibilities.
- 3.7** Advise the team leader of strategies that could be implemented to improve service delivery by the drainage team.
- 3.8** Support the Works & Operations Unit by providing appropriate traffic control measures at worksites and assist other work teams as requested.

4. Core Physical Requirements

- 4.1** Capacity to work in an outdoor environment in all weather conditions.
- 4.2** Capacity to, on occasion, lift items unspecified in weight within individual limits.
- 4.3** Capacity to perform heavy manual duties.
- 4.4** Capacity to bend knees or squat to ground level on occasional basis.
- 4.5** Capacity to walk on / negotiate uneven and hard surfaces or sloping ground.
- 4.6** Capacity to walk distances greater than 1 kilometre.
- 4.7** Capacity to step up and down from plant & equipment frequently.
- 4.8** Capacity to drive a motor vehicle.

5. Accountability and Extent of Authority

5.1 Accountable for the effective and efficient undertaking of drainage system maintenance works, including open drains, construction works, culverts and pit and pipe inspections.

5.2 Accountable for assisting the team leader to conduct and record inspections of Council's drainage systems.

5.3 Authorised to make on the job decisions affecting work performance, materials, conditions and health and safety.

5.4 Authorised to take appropriate action to ensure own and public safety.

6. Judgement and Decision Making

6.1 The tasks to be performed will involve selection from a range of techniques, systems, equipment, methods or processes.

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

7. Knowledge and Skills

7.1 Specialist Skills and Knowledge

7.1.1 Ability to provide guidance and assistance as part of the work team in carrying out maintenance of Council's drainage systems.

7.1.2 The ability to drive and operate drainage maintenance related plant and equipment.

7.1.3 Well developed observation skills.

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

7.2 Management Skills

7.2.1 Ability to work in a team environment or alone with minimal supervision.

7.2.2 The ability to reach objectives within a timeframe.

7.2.3 Ability to effectively and efficiently utilise resources.

7.2.4 Ability to supervise new team members and other staff or casuals assisting the team and provide on-the-job training and guidance.

7.3 Interpersonal Skills

7.3.1 Ability to follow and understand verbal and written instructions.

7.3.2 Ability to communicate effectively and gain cooperation and assistance from employees and the general public.

7.3.3 Ability to work cooperatively with team members and other Council staff.

7.3.4 Ability and commitment to follow safe work practices and procedures.

8. Qualifications and Experience

8.1 Current Driver Licence endorsed Medium Rigid.

8.2 OH&S Construction Industry Induction Card preferred.

8.3 Chainsaw Operator Certificate - Trim & Cross-Cut preferred.

9. Key Selection Criteria

9.1 Experience in drainage systems maintenance and installation works and in the operation of drainage plant and equipment.

9.2 A commitment to following safe work practices and procedures.

9.3 Ability to work with limited supervision on daily work programs ensuring work is met within required timeframes.

9.4 Demonstrated ability to work cooperatively as part of a team.

9.5 Demonstrated commitment and experience in providing a responsive, courteous service to customers.

9.6 Current Driver Licence - Medium Rigid.

9.7 OH&S Construction Industry Induction Card mandatory.

9.8 Chainsaw Operator Certificate - Trim & Cross-Cut preferred.

Authorised by: Director – Community & Infrastructure

Date:

Employee's Signature:

Date:
