



# POSITION DESCRIPTION

<b>Position Title</b>	Maintenance Worker – Sealed Team
<b>Position Code</b>	1474
<b>Directorate</b>	Community & Infrastructure
<b>Work Group</b>	Field Services
<b>Position Classification</b>	Band 3
<b>Effective Date</b>	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.

**7.1.2** Demonstrated ability to drive and operate plant and equipment relevant to outdoor maintenance and construction.

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

**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 Management Skills**

**7.2.1** Ability to effectively and efficiently utilise resources.

**7.2.2** Ability to reach objectives within a time frame.

**7.2.3** 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.

**8.2** Traffic control certification: stop slow bat / implement traffic control plans.

**8.3** Chainsaw certification – trim and crosscut and current First Aid level 2 certificate.

**8.4** Certificate of competency in the operation of front-end loader / backhoe.

**8.5** Certificate III in Civil Construction is preferred or relevant experience.

**8.6** Medium Rigid Drivers Licence is essential, Heavy Rigid Licence is preferred.

## **9. Key Selection Criteria**

**9.1** Certificate III in Civil Construction is preferred or relevant experience.

**9.2** Previous experience in outdoor maintenance and construction.

**9.3** Medium Rigid Drivers Licence is essential, Heavy Rigid Licence is preferred.

**9.4** Traffic control certification: stop slow bat / implement traffic control plans.

**9.5** Current First Aid Certificate Level 2.

**9.6** Certificate of competency in the operation of front-end loader / backhoe and chainsaw certification - trim & crosscut.

**9.7** Previous experience working within a team environment.

**9.8** Knowledge of Occupational Health & Safety practices.

**Authorised by: Director – Community & Infrastructure**

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**Date:**

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**Employee's Signature:**

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**Date:**

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