



POSITION DESCRIPTION

Position Title	Maintenance Worker
Position Code	1474
Business Unit	Field Services
Work Group	Works
Position Classification	Band 3
Effective Date	July 2015

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.

This position description is an enabling document intended to authorise the general performance of a range of duties to achieve the Position Objectives. Performance measures will be established and monitored through a personal action plan that will be developed in conjunction with the employee and manager.

1. Position Objectives

- Assist Council in completing maintenance and construction programs.

2. Key Responsibilities

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

3. Core Physical Requirements

- Capacity to, on occasion lift items unspecified in weight from ground level to waist level.
- Capacity to walk on uneven surfaces.
- Capacity to work outdoors in all weather conditions.
- Capacity to sit for long periods of time.
- Demonstrated ability to perform physical labouring duties.
- Demonstrated ability to work in confined areas and at heights.

4. Core Physical Requirements

- Tasks are generally undertaken using established procedures and are clearly defined.
- Problem solving will require some originality in approach with solutions usually based on previously encountered procedures and practices.
- Guidance and advice will always be available.

5. Knowledge and Skills

6. Specialist Knowledge and Skills

- Demonstrated ability in completing various maintenance and construction activities.
- Demonstrated ability to drive and operate plant and equipment relevant to outdoor maintenance and construction.
- Developed observation skills and ability to identify hazards, interpret plans, drawings and works instructions.
- Ability to safely sign work sites in accordance with the Traffic Management Code of Practice.
- Basic computer skills.

7. Management Skills

- Ability to effectively and efficiently utilise resources.
- Ability to reach objectives within a time frame.
- Ability to work with limited supervision on occasion.

8. Interpersonal Skills

- Ability to communicate verbally and in writing.
- Ability to liaise with customers, contractors and suppliers.

9. Qualification and Experience

- Certificate III in Civil Construction is preferred or relevant experience in outdoor maintenance and construction.
- Traffic control certification: stop slow bat / implement traffic control plans.
- Chainsaw certification – trim and cross cut and current First Aid level 2 certificate.
- Certificate of competency in the operation of front end loader / backhoe.
- Certificate III in Civil Construction is preferred or relevant experience.
- A current driver's licence - medium rigid licence is preferred.

10. Key Selection Criteria

- Certificate III in Civil Construction is preferred or relevant experience in outdoor maintenance and construction.
- An understanding of construction principles and procedures.
- A current driver's licence - medium rigid licence is preferred.
- Certification in Traffic Control: stop slow bat / implement traffic control plans.
- Chainsaw certification – trim and crosscut and current First Aid level 2 certificate.
- Previous experience working within a team environment.
- Knowledge of Occupational Health & Safety practices.

11. Authorisation

Authorised by: Director – Infrastructure Services

Date:

Employee's Signature:

Date:
