

**YARRIAMBIACK SHIRE COUNCIL
POSITION DESCRIPTION**

**MAINTENANCE & CONSTRUCTION OPERATOR -
LIMITED TENURE (3 MONTHS)**

1 POSITION IDENTIFICATION

POSITION:	Maintenance & Construction Operator
DEPARTMENT:	Works
AWARD CLASSIFICATION:	Band 2
DATE APPROVED:	May 2019
APPROVED BY:	Chief Executive Officer
REPORTS TO:	Superintendent of Works

2 POSITION OBJECTIVE

To efficiently and effectively assist with the performance of Council's maintenance and construction program, by showing flexibility and filling a variety of roles as required within Councils works structure.

3 KEY RESPONSIBILITY AREAS

3.1 Minor Construction and Maintenance Works

The employee at times will form part of a team undertaking concrete works including footpaths and kerbing as well as laying of pavers.

3.2 Town Maintenance

Key Tasks

- maintain parks
- footpaths
- urban precincts
- drains
- garden areas
- clean kerb and channel
- empty bins
- spray weeds
- maintain public toilets or other public buildings and facilities

The facilities need to be kept clean and tidy and in good repair.

The employee will be required to maintain to show initiative and identity and undertake works throughout the township, which will improve the amenity of the area.

3.3 Plant Operation

The employee will operate tractors, trucks and associated equipment for maintenance and construction projects. Maintain plant in a safe, clean and serviceable condition.

3.4 General

Assist with the routine periodic checks on various items of plant as required, identify malfunctions and report these to plant mechanic providing assistance where necessary.

Carry out other duties including operation and routine maintenance of other plant that is within the limits of the employee's skills and licences as directed by the Superintendent of Works.

Ensure duties are carried out with the greatest safety, convenience and well being of self, other staff and the public.

Respond to emergency calls to undertake tree clearing emergency maintenance or other activities as directed.

Ensure personal use of high visibility jacket if working on a road reserve.

Record plant and time usage.

3.5 Transfer Station Operation

Operate Transfer Stations during opening times, receiving customers, receipting payments and undertaking general maintenance around the site. Some weekend work will be required.

3.6 Standard and Higher Duties

The Maintenance & Construction Operator shall be expected to perform higher duties where directed, where absences and periods of leave create temporary vacancies within the Works Crew.

Tractor or truck driving may be required from time to time. (Individual duties may be attained by reviewing the job specific position description). Direct supervision would normally be supplied in this case.

4 RISK AND OHS MANAGEMENT / STAFF AUTHORITY AND RESPONSIBILITIES

The following authorities and responsibilities are assigned to the levels of management and staff as shown and are based on those in the Occupational Health & Safety Act 2004.

Employees - Occupational Health and Safety

- Comply with all Risk and OHS Management procedures and requirements.
- Work safely and not place at risk the health and safety of other employees, contractors, volunteers or the general public.
- Visually monitor and report risk and safety management issues to your relevant Supervisor or Manager. Assist your Supervisor or Manager to rectify risk and safety issues to make the workplace/worksite safe.
- Ensure asset related damage, hazards or potential hazards are reported to your manager, supervisor or OHS representative.
- Encourage other employees to consider safety factors within the working environment.
- Attend Risk and OHS compliance training as directed.
- Be an active member of your OHS designated working group. Show commitment to risk and safety through participation in formal and informal discussions/ meetings on risk and OHS issues.
- Cooperate with your employer and fellow employees with respect to any action taken by the employer to comply with the OHS Act.
- Attend safety meetings, tool box meetings and safety training as directed by your Supervisor or Manager.

Council Assets Responsibilities

Take reasonable care of any council property or assets that you may use, have access to, or have overall responsibility for. Record and report to your Supervisor/Manager, any damage or potential for damage, to property or assets that you may use, have access to, or overall responsibility for. This may include risks such as accidental fire, arson, storm, flood or security

5. ACCOUNTABILITY AND EXTENT OF AUTHORITY

Accountable for the competent and reliable performance of duties.

6. JUDGEMENT AND DECISION MAKING

May make decisions on details relating to manner in which tasks are performed.

7. SPECIALIST SKILLS AND KNOWLEDGE

Ability to work under routine supervision, as part of a two man patrol team or as an individual.

8. MANAGEMENT SKILLS

Manage time to achieve required tasks.

9. INTERPERSONAL SKILLS

Ability to communicate and work with fellow employees, staff and the general public.

10. QUALIFICATIONS AND EXPERIENCE

Essential: Car Licence

Desirable: Licence endorsed to heavy truck standard.
Relevant experience on various types of plant.
Previous experience working with concrete.
Heavy combination truck licence.
Satisfactory Police Check (within 6 months)

This document describes the main responsibilities of the position and is not designed to be prescriptive. The staff member can expect to undertake other duties in addition to those described and outlined in this document. All staff are expected to demonstrate behaviours that align with Yarriambiack Shire Council core values and Employee Code of Conduct.

Employee Declaration

I AGREE THIS POSITION DESCRIPTION REFLECTS MY CURRENT DUTIES AND RESPONSIBILITIES.

Signed:

Date :