



### Council Vision 2027

Our vision is a region of safe, sustainable and inclusive communities. A Community proud of its heritage and encouraged by a promising future. A place to enjoy a rural lifestyle, where business is encouraged to grow and visitors are welcomed.

# Position Description

Position:	Maintenance Employee
Department:	Infrastructure & Maintenance Services
Reports To:	Maintenance Supervisor
Stream:	Works Infrastructure
(Local Government Employees Award and AWU EA 2024)	
Tenure:	Permanent
Incumbent:	Vacant
Date Appointed:	TBA

Infrastructure Services has the primary role of maintaining and developing council’s constructed assets and carrying out a range of services to the community. These include CWMS, parks and reserves, roads, storm water, buildings and waste, and minor civil works. Council conducts much of that work through staff deployed in construction and maintenance activities. This role carries out a diverse range of maintenance and construction activities across all council’s infrastructure. Works range from manual labour to plant operation and may include instruction and leadership of some staff where necessary on occasion to achieve team goals.

Position Objectives	Key Result Areas
To contribute to the provision of quality services and facilities for all customers of the Infrastructure Unit.	Service
To contribute to effective and efficient delivery of maintenance activities within the Department.	Operations
To participate in a continuous improvement environment to assist the construction and maintenance activities deliver greater efficiencies through new team initiatives.	Continuous Improvement
To comply with all relevant legal and policy constraints.	Governance
To actively contribute to the Operational Services Team objectives and to contribute to delivering efficient, effective and compliant work practices. Contribute to maintaining a harmonious workplace through flexible task delivery.	Administration
Comply with Council's Work Health and Safety (WHS) policies and minimise incidents and injuries.	Work Health and Safety

Key Result Areas	Key Tasks	Performance Indicators
<p><b>Operational</b></p>	<p>The maintenance of parks and gardens, recreation reserves, town streetscapes and broad-acres under the broad supervision of the Team Leader</p> <p>Maintain and be responsible for items of plant.</p> <p>Operate ride on mowers</p> <p>Maintenance of Council transfer stations</p> <p>Material cartage and delivery to site</p> <p>Pothole patching of unsealed roads bitumen patching, sealing and resealing of roads and streets, Digging out and patching failed areas such as potholes, edge cracks, using either manual or mechanical excavation where required</p> <p>Installation and repairs to road culverts and pipes</p> <p>Tree trimming</p> <p>Repairs to footpaths</p> <p>Installing warning signs, safety lights and barricades at work sites</p> <p>Maintenance and erection of traffic control devices eg. Direction and information signs, guide posts, delineators</p> <p>Acting as traffic controller when required and other WZTM duties as required</p>	<p>Parks and Gardens are maintained regularly according to Council's Service Level document</p> <p>Plant inspections carried out and documented</p> <p>Mowing carried out as directed and under Service level document</p> <p>Transfer stations tidy and items in correct places.</p> <p>Timely maintenance on Council assets</p> <p>Customer requests and leader instructions are carried out in a timely, safe, economic and effective way.</p> <p>Defects are reported to appropriate team leaders and or supervisors where beyond immediate responsibility to resolve.</p> <p>Trees trimmed as part of maintenance schedule to allow safe passage of people and vehicles.</p> <p>Safety of yourself and other workers at worksites near traffic</p> <p>WZTM training kept current and used for safety purposes of all employees and traffic.</p>

	<p>Maintenance of other Council assets including buildings and playgrounds</p> <p>Other street maintenance/sweeping</p> <p>Cemetery activities digging / backfilling and general maintenance</p> <p>Maintenance of watering systems and electric programming</p> <p>Operate various hand held equipment</p> <p>Record accurately work related activities daily (including outputs) and translate to time sheets for submission. JSA and sign sheets filled out as required.</p> <p>drumMUSTER Program</p> <p>CWMS and sewerage system maintenance</p> <p>Other duties as directed</p>	<p>Town tidiness maintained as practically as possible</p> <p>Cemetery graves provided in a timely manner and cemeteries tidy for public access.</p> <p>Timesheets and other documentation provided on a daily basis for checking and authorising by Infrastructure Supervisor</p> <p>Drums stacked appropriately and paper work filled out.</p> <p>Attendance to pumps, blockages, and pond infrastructure</p>
<b>Regulation</b>	<p>Working to direction and making appropriate enquiries to confirm actions are appropriate.</p>	<p>Agreements are in place for pits, rehabilitation requirements are communicated, EPA licences are maintained</p> <p>The respective Road management acts and clauses in acts are complied with</p>
<b>Human Resources</b>	<p>Ensure Council Human Resource policies and procedures are adhered to.</p>	<p>Policies and Procedures adhered to.</p>

<p><b>Work Health and Safety - Personal</b></p>	<p>Take reasonable care of own safety and that of others at work.</p> <p>Obey all instructions from their supervisors issued to protect their own personal health and safety and that of others and not to perform any procedure or task unless they have received appropriate training and instruction.</p> <p>Take such action as is within their competence and responsibility to report or make such recommendation to a higher level as they deem necessary to avoid, eliminate or minimize hazards of which they are aware in regard to working conditions or methods.</p> <p>Report any accident, injury or near miss, which arises in the course of work. And also to provide input into solutions for resolving them.</p> <p>Actively participate, when required, in rehabilitation or amended work programs and support any member of your workgroup that may be under this type of program.</p> <p>Keep work areas in a safe condition.</p> <p>Ensure that they are not affected, by the consumption of alcohol or a drug, in such a state to endanger their own safety or that of others. And report any prescribed medication that may adversely affect your performance.</p> <p>Follow approved policy, procedure and practices, including use of safety devices and protective equipment where required.</p>	<p>Participation in the review of policies, procedure and safe work procedures and abiding by them. Comply with One System and any other applicable legislation.</p> <p>Participation in training as per training program. Not operating plant or equipment without appropriate competency having been attained.</p> <p>Active participation in the identification and control of hazards in the workplace. This could be via participation in work site inspections or risk assessment.</p> <p>Completion of hazard reports or incident reports for all incidents. It can also be raising items for action or implementing corrective action within their jurisdiction.</p> <p>Identify alternative duties that value add to infrastructure accountabilities</p> <p>Maintaining housekeeping standards.</p> <p>Work performance not being impaired due to the consumption of drugs or alcohol. The reporting of any prescription drug that may affect working safely.</p> <p>Equipment used in accordance with safety instructions, kept clean and in sound working condition.</p>
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	<p>Do not interfere with, remove or displace any safety guards, safety devices or protective equipment unless it is as part of an approved maintenance or repair procedure.</p> <p>Take part in the election of Health and Safety Representatives for your workgroup and be supportive of their role.</p> <p>Support and take active part in consultative activities, including (but not limited to) meetings, training, risk assessments, workplace inspections, safe work procedure reviews, policy &amp; procedure reviews and job safety analysis.</p> <p>Ensure that record keeping requirements are met including (but not limited to), completion and return of medical, induction, incident, hazard and training documentations, documentation of startup checks, equipment maintenance, job safety analysis and road work records.</p>	<p>All safety guards in place unless appropriate tag out procedure applied for maintenance.</p> <p>Active participation in the election process and abiding by legislated election processes.</p> <p>Awareness of the consultative policy and procedures.</p> <p>Records available for scrutiny and meet audit requirements.</p>
<p><b>Records Management</b></p>	<p>Employees have an obligation to meet the requirements of the State Records Act 1997, to comply with Council's Records Management Policy, Procedures and Standards and to properly use Council's Records Management Systems.</p>	<p>Adherence to Council's Records Management policies, procedures and User Guide. Signing of SWMS and other governance documents when and as understood.</p>

Person Specification	
<b>Qualifications Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>- Hold a current drivers licence Class C.</li> <li>- Competency / experience in the operation of a loader</li> <li>- Competency / experience in the operation of a skid steer.</li> <li>- Competency in horticulture &amp; operation for associated pesticides and herbicides</li> <li>- Competency / experience in the operation of mowers.</li> <li>- Ability to undertake further training for accreditation in chemical usage.</li> <li>- Experience in a range of civil construction works</li> <li>- Have experience using technology such as smart phones, tablets and computers</li> <li>- Ability to use Microsoft suite of products.</li> </ul>
<b>Personal Attributes</b>	<p>Demonstrates a high level of interpersonal skills and work ethics, including;</p> <ul style="list-style-type: none"> <li>• Reliable and self-motivated;</li> <li>• Physically mobile and able to carry out manual duties</li> <li>• Co-operative person able to complete task allocated as part of a team.</li> <li>• Ability to understand and carry out instructions for the job.</li> <li>• Demonstrated abilities to receive, accept and understand instructions</li> </ul>
<b>Delegation and Authority</b>	Delegated financial authority is in accordance with Council's Procurement Policy.
<b>Job Requirements</b>	Work to instructions - Attendance at training events.
<b>Training</b>	Must be prepared to attend training as requested
<b>Work Health and Safety</b>	Operate in compliance with WHS legislation, regulations, codes of practice and standards. Utilise safe working practices applicable to own work area and practices. Contribute to the identification of hazards and assessment of risks and participate in their minimisation and or appropriate corrective actions.

Employee Signature: \_\_\_\_\_ Employee Name: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Approved: \_\_\_\_\_ Kelly Westell, CEO Date: \_\_\_/\_\_\_/\_\_\_

## APPENDIX

All Managers have responsibility for leading a positive safety culture and ensuring a safe working environment for employees at Council:

Task	KPIs
<p>Enforce Council's safety policies, rules and regulations.</p> <p>Constantly review working procedures and practices.</p> <p>Develop a safe work environment by informing, instructing, training, controlling, directing and monitoring work practices for all employees, volunteers and contractors.</p> <p>Assist in the rehabilitation of employees who are, or have been, absent from work due to illness or injury, by working in conjunction with the Rehabilitation Co-ordinator.</p> <p>Ensure Injury Management responsibilities as outlined in the Return to Work procedure are adhered to.</p> <p>Respond to proposed changes to health, safety and welfare practices, procedures and policies that are to be followed at the workplace.</p> <p>Respond immediately on receiving notification of a work related injury or illness to an employee or the occurrence of a dangerous or hazardous situation.</p> <p>Ensure safe access and egress from the workplace.</p> <p>Consult with health and safety representatives and committee on any proposed changes to the workplace, plant, substances used, etc.</p>	<p>Employees abiding by safety regulations.</p> <p>Active participation in the review of safe work procedures.</p> <p>Employees properly trained for their roles.</p> <p>Alternate duties available for employees.</p> <p>Adherence to the Return to Work Procedure</p> <p>Compliance with One System and any other applicable legislation.</p> <p>Immediate response to any work related injury and remedial action to avoid further injury or damage.</p> <p>Compliance with the Work Health and Safety Act 2012.</p>

All Council employees have responsibility for Work Health & Safety and Records Management:

Task	KPIs
<p><b>Work Health and Safety</b></p>	
<p>Take reasonable care of own safety and that of others at work.</p> <p>Obey all instructions from supervisors issued to protect health and safety and not to perform any procedure or task unless you have received appropriate training and instruction.</p> <p>Take action within your competence and responsibility to report or make recommendation as deemed necessary to avoid, eliminate or minimise hazards of which you are aware in regard to working conditions or methods.</p> <p>Report any accident, injury or near miss, which arises in the course of your work and provide input into solutions for resolving them.</p>	<p>Participation in the development of policies, procedure and safe work procedures and abiding by them. Comply with One System and any other applicable legislation.</p> <p>Participation in training as per training program. Not operating plant or equipment without appropriate competency having been attained.</p> <p>Active participation in the identification and control of hazards in the workplace.</p>



<p>Actively participate, when required, in a rehabilitation or amended work program and support any member of your workgroup that may be under this type of program.</p> <p>Keep work areas in a safe condition.</p> <p>Ensure you are not affected, by the consumption of alcohol or a drug, in such a state to endanger your own safety or that of others – reporting any prescribed medication that may adversely affect your performance.</p> <p>Follow approved policy, procedure and practices, including use of safety devices and protective equipment where required.</p> <p>Take part in the election of Health and Safety Representatives for your workgroup and be supportive of their role.</p> <p>Support and take active part in consultative activities, including (but not limited to) meetings, training, risk assessments, workplace inspections, safe work procedure reviews, policy &amp; procedure reviews and job safety analysis.</p> <p>Ensure that record keeping requirements are met including (but not limited to), completion and return of medical, induction, incident, hazard and training documentations, documentation of startup checks, equipment maintenance, job safety analysis and road work records.</p>	<p>Completion of hazard reports or incident reports for all incidents.</p> <p>Maintaining housekeeping standards.</p> <p>Work performance not impaired due to the consumption of drugs or alcohol.</p> <p>Equipment used in accordance with safety instructions, kept clean and in sound working condition.</p> <p>Active participation in the HSR election process and abiding by legislated election processes.</p> <p>Awareness of the consultative policy and procedures.</p> <p>Records available for scrutiny and meet audit requirements.</p>
<p><b>Records Management</b></p>	
<p>Employees have an obligation to meet the requirements of the State Records Act 1997, to comply with Council’s Records Management Policy, Procedures and Standards and to properly use Council’s Records Management Systems. This includes participation in staff training as required and as directed.</p>	<p>Adherence to Council’s Records Management policies, procedures and User Guide, including appropriate, timely and accurate completion of all records.</p>