



SOUTH GIPPSLAND SHIRE COUNCIL

POSITION DESCRIPTION

POSITION:	Operations Team Member – Maintenance & Construction
DIRECTORATE:	Engineering Services
DEPARTMENT:	Operations
CLASSIFICATION:	Band 3
EMPLOYMENT STATUS:	Ongoing full time
CURRENT OCCUPANT:	Vacant
DATE:	April 2016

ORGANISATION OVERVIEW

South Gippsland is a place like no other. We have a diverse community and economy set in a magnificent natural environment. We serve our people with genuine well-meaning and strive always to deliver the best outcomes we can.

We are passionate about building and sustaining a great workplace, principled leadership, and providing great opportunities. Our values are present in what we do and how we do it. With a renewed focus on innovation and collaboration, valuing difference and a belief that teams can achieve amazing things, there is a lot to look forward to.

We want to genuinely make a difference to the lives of all those who touch our community, and be part of creating 'a great place for us'.

DEPARTMENT/TEAM

The Operations Team is responsible for providing services and infrastructure. Our values include integrity, teamwork and collaboration, innovation and achievement.

The Operations Team is specifically responsible for:

- Road maintenance
- Re-sheets and re-seals
- Road construction



- Private sealing service
- Emergency Management role relating to provision of plant
- Drainage and coastal management
- Parks and gardens maintenance, construction and tree maintenance
- Plant maintenance and replacement program
- Management of the Leongatha and Foster maintenance depots
- After hours maintenance response service
- Occupational Health & Safety
- Behaving in ways consistent with the values and responsibilities of the Team.

ORGANISATIONAL RELATIONSHIPS:

Reports to: Operations Supervisor

Direct Reports: Nil

Key Internal Relationships:

- Depot Office
- Leongatha & Foster Operation Team Members
- Workshop team
- Apprentices

Key External Relationships:

- Residents
- Ratepayers
- Road/Park users
- Visitors and Tourists

1. POSITION PURPOSE

- To contribute to the Operations Department which provides quality works and services in roads infrastructure, parks and amenities consistent with Council and Work Team standards, practices and agreements
- To assist across any area of the maintenance operations where work priorities demand helping to achieve the overall Infrastructure Maintenance objectives

2. KEY RESPONSIBILITIES

- Carry out works to ensure compliance with Asset Management Plans and other infrastructure maintenance service levels



- Contribute to the prioritisation of work and the provision of feedback to the Supervisor on current projects and improvements to procedures
- Assist the public with enquiries in regard to Council operations and project a helpful and positive image of the Council and its staff
- Carry out pre-operation inspections and routine maintenance to ensure the safe operation of plant and equipment used
- Contribute to the Infrastructure Maintenance Team by adopting safety procedures for the protection of employees and the public
- Equal Employment Opportunity principles must be observed at all times (change approach from “must” to “something we do” – Observe and support Equal Employment Opportunity principles and Code of Conduct
- Compliance with Customer Service Charter and all other service standards which the organisation has
- Complete all other allocated work to appropriate standards and procedures
- Where required, record activities undertaken in the appropriate format.
- Participate in emergency procedures and after hours response as necessary

3. ACCOUNTABILITY AND EXTENT OF AUTHORITY

The position is authorised to/responsible for the following: -

- Know and understand the system that you work in and help the organisation improve outcomes and provide high value to customers (internal and external) by improving systems, processes and relationships
- Accountable for the quality and timeliness of assistance provided to the Supervisor and for the quality and effectiveness in which works are carried out and for the safe and efficient deployment of all resources in relation to those works
- Accountable for carrying out duties having regard for the safety of self, workmates and the general public, and also having regard for the safe and accountable use of all relevant plant and equipment
- All work undertaken must comply with the organisation's policies and procedures.



- Accountable to act in accordance with the Councils policies and procedures. Where you do not know, you are obligated to find out.
- Accountable to complete the requirements of the role, work as a valued member of the team, and do your best for the community and the Council.
- Demonstrate commitment to support and embrace a continuous improvement environment and culture within the organisation.
- Accountable to demonstrate and encourage appropriate safety practices, report inappropriate behaviours and incidents, participate in training provided, improve work practices to reduce risk.

4. JUDGEMENT AND DECISION MAKING SKILLS

- Whilst guidance and advice is always available, judgement and decision making will be within the ambit of the following:
- Expected to make recommendations to Supervisor on improvements to method, procedure and equipment related to the position
- Given a range of equipment and procedures, discretion is required to carry out tasks in the most efficient and effective manner
- Resolving routine problems pertaining to the immediate job
- Recognise a safe work site, plant and equipment

5. SPECIALIST SKILLS AND KNOWLEDGE

The skills and knowledge required to perform the duties of the position include:

- Understanding/experience in Roads/Construction Maintenance operation principals
- Proficiency in the operation of complex infrastructure maintenance plant and equipment
- Capable of carrying out manual handling tasks
- Awareness and demonstration of manual handling requirements
- Ability to operate equipment such as motor vehicles, tractor, skid steer, light / medium / heavy trucks, backhoe, loader, rollers, grader, excavator, water-cart, forklift, chainsaw small plant & equipment to the



standards required to undertake maintenance & construction operations

- Ongoing development of skills and knowledge through attending professional development programs and taking a proactive approach to continually improving skills and abilities

6. MANAGEMENT SKILLS

The required management skills include:

- Understand and work within relevant Council processes
- Manage personal workloads within specified time frames
- As part of the team, work with others to provide on the job training and guidance where required

7. INTERPERSONAL SKILLS

Interpersonal skills include:

- Work as an effective member of a team
- Written skills capable of recording activities and standard information
- Oral communication skills capable of answering routine enquiries from the general public and capable of liaising with fellow staff
- Work as an effective member of a team to maximise the effectiveness and efficiency of the team

8. QUALIFICATIONS AND EXPERIENCE

The qualifications and experience required for the position include:

- Experience in the operation of a variety of plant & equipment currently used in Road/Construction maintenance
- Current Worksite Traffic Management Certificate
- Construction Industry Red/White Card
- Current Medium or Heavy Rigid truck licence
- Current Worksite Traffic Management Certificate
- Satisfactory Police Records Check



9. SELECTION CRITERIA

- Current Medium or Heavy Rigid truck licence
- Current Worksite Traffic Management Certificate
- Experience in the operation of a variety of plant & equipment currently used in Road/Construction maintenance
- Proven and current capability to carry out manual labouring skills
- Construction Industry Red/White Card

10. PRE EMPLOYMENT CHECKS

- Applicants may be required to complete a police check if progressing to the next selection stage.
- Applicants may be required to undergo a pre-employment medical examination if progressing to the next selection stage.
- Applicants may be required to undergo an Integrity/Psychometric assessment if progressing to the next selection stage.

Acceptance of the Position – Successful Candidate to Complete	
Agreement:	
I accept and agree to the duties in this Position Description. I understand that this Position Description is to be read in conjunction with the general Terms and Conditions of Employment and I agree to the terms and conditions.	
Name (Please print):	
Signature:	Date: