
Position Description

Multi-Purpose Crew

DRAFT

Position overview

This position is a member of our Asset Maintenance team, which is responsible for ensuring that our assets are maintained and improved to a high standard. You will undertake key responsibilities in a professional, efficient and timely manner; and contribute to Council's aim of being a high performing organisation.

Classification and relationships

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| Classification: | Band 2/3 (Dependent on experience and qualifications) Alpine Shire Council Enterprise Agreement |
| Reports to: | Multi – Purpose Crew Team Leader |
| Supervises: | Nil |

Key duties and responsibilities

This role assists in achieving Council's works program through the construction and maintenance of community infrastructure throughout the Alpine Shire.

Accountability and extent of authority

Operate and maintain relevant equipment associated with concrete works, tree works and general maintenance works

- Perform daily checks on plant and equipment.
- Operate plant and equipment in accordance with safe operating procedures.
- Service and maintain plant and equipment in accordance with manufacturer's guidelines.
- Treat plant and equipment with respect, and operate it in the most effective and cost efficient manner.

Assist in carrying out specified works

Perform work:

- In accordance with the Supervisor's directions.
- In accordance with the Plant Operation/General Purpose – Multi-Purpose Crew quality plan using safe work practices.
- Wear appropriate Personal Protective Equipment as required.

Perform the duties of Plant Operator / General Purpose Employee

- General maintenance of buildings.
- Construction, replacement and maintenance of storm water drains.
- Preparation and laying of pre and hot mix and preparation for sealing works.
- Construction and maintenance of roads and physical assets.
- Completion of externally won Works contracts.
- Construction and replacement of concrete works.
- Maintenance of roads, parks and Shire infrastructure.
- Emergency response to operational issues.

Other duties

- Display a punctual, reliable and positive approach to work.
- Positive approach to furthering own professional development.
- Continually review and improve work methods associated with this role.
- Undertake other duties as directed by the manager or supervisor.
- In addition to the responsibilities described in this document, all employees must comply with the Alpine Shire Council's Code of Conduct and Corporate Policies.

Continuous improvement

- The employee is required to identify any wasteful, ineffective and inefficient processes, methods, practices and use of resources, and suggest improvements to his/her supervisor.

Emergency management

- As part of the duties associated with this position, the employee is expected within reason, to assist Council in dealing with any emergency affecting the operation of Council and/or the wellbeing of the community.

Leadership and people management

- Successfully interact with Council employees and the public.
- Positive approach to furthering own professional development.

Other duties

- Display a punctual, reliable and positive approach to work.
- Continually review and improve work methods associated with this role.
- From time to time the employee may be required to undertake duties in addition to those above, but which fall within the employee's capabilities, experience, skills, competence or training.
- The employee is required to report the need for maintenance and/or repair of Council assets observed during the course of undertaking normal duties. If the matter can be readily dealt with, rectify on the spot.
- Undertake other duties as directed by the manager or supervisor.
- In addition to the responsibilities described in this document, all employees must comply with the Alpine Shire Council's Code of Conduct and Corporate Policies.

Judgement and decision making

- Guidance is always available from immediate supervisor or manager.
- Decisions are generally made in accordance with documented and established practices and procedures, and industry standards.

Management skills

- Ability to manage your time and plan your day.
- Basic administrative and computer skills.

Interpersonal skills

- Have a strong focus on customer service.
- Display and promote a positive image of Council through appearance, attitude and performance of tasks.
- Respond positively and enthusiastically to assigned tasks.
- Be able to communicate effectively both verbally and in writing.
- Be able to gain co-operation and assistance from other employees.
- Be able to develop and maintain good working relationships.
- Be able to discuss and resolve problems amicably.
- Be able to work independently and as part of a team.
- Be able to identify problems, suggest solutions and make improvements.
- Be willing to seek guidance and advice when required.

- Be willing to undertake training relevant to the position.
- Display a punctual, reliable and positive approach to work.
- Ability to project a positive image in communicating with both internal and external customers at all times.

Expertise

Qualifications:

- Driver licence
- Certificate III in Civil construction or similar (desirable)
- Heavy/medium truck licence is preferable
- Relevant experience civil maintenance area
- Relevant experience in the building maintenance area
- HLTAID003 Provide first aid
- Worksafe Construction Induction Card

Specialist skills and knowledge

- Understanding of the role including relevant policies and procedures.
- Literacy and numeracy skills to maintain a diary, works records, read instructions and perform calculations for chemical application.
- Demonstrated experience and skills in a similar role.
- Demonstrated ability to work as part of a team and provide a consistently high level of service.

Experience:

- Experience in the building maintenance field is preferred.
- Relevant experience civil maintenance area.
- Experience in the use of specified vehicles, plant, machinery, equipment and tools.

Health, safety and risk duties and responsibilities

Nothing is more important than the health and safety of yourself and those around you. You must:

- Perform all tasks in a manner that does not place at risk the health and safety of any person.
- Seek assistance when unsure of how to perform a task.
- Ensure you observe, understand and comply with all Occupational Health and Safety Legislation, Regulations, Codes of Practice, Policies, Procedures and directives.
- Regularly inspect your work environment for hazards.
- Immediately report all workplace incidents, accidents, near-misses and hazards to a supervisor.
- Support the return to work plan for any injured worker when returning to work.

Physical requirements

Daily work will be performed in an outdoor environment, as such:

- You will be exposed to those conditions normally encountered in an outdoor Environment.
- Physical demands are moderate to strenuous, consisting of the ability to sit, stand, stoop, reach, bend, climb, lift and pull using safe manual handling practices.
- You must be able to see and hear in the normal range, with or without correction, and communicate well both verbally and in written form, and must be able to be understood.
- You must have the stamina to work long hours, if assigned, and must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts.
- The work environment may include uneven surfaces and up and down stairs.