
Position Description

Multi-Purpose Crew

Position overview

To assist with the efficient delivery of the maintenance and operation of Council's civil infrastructure and associated assets throughout the Alpine Shire. 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

Classification:	Band 3 Alpine Shire Council Enterprise Agreement
Reports to:	Team Leader Multi Purpose Crew
Supervises:	Nil

Key duties and responsibilities

Accountability and extent of authority

- This role assists in achieving Council's works program through the maintenance of community infrastructure throughout the Alpine Shire.
- The application of relevant civil maintenance/construction knowledge and appropriate practices.
- The quality, quantity and timeliness of own work, and for the care of assets provided or worked on.
- Complying with the Occupational Health & Safety Act, Regulations and Codes of Practice.
- Take appropriate action to ensure the safety of self, fellow employees and members of the public.
- Provide explanations to members of the public regarding works being performed.
- Freedom to act is subject to regulations, policies and regular close supervision.
- The satisfactory completion of assigned tasks, in terms of quality, quantity, timeliness and cost-effectiveness.
- Competently and safely driving/operating/using/maintaining vehicles, plant, machinery, equipment and tools in accordance with manufacturer's specifications and Regulations.
- Adhere to Council's code of conduct.

Operate and maintain plant and equipment

- Operate Council's plant and equipment in accordance with safe operating procedures and operators' manuals
- Perform daily checks on plant and equipment and record utilising Council's process.
- Service and maintain plant and equipment in accordance with manufacturer's specifications.
- Treat plant and equipment with respect and operate it in the most effective and cost-efficient manner.

Undertake civil maintenance works

- Carry out various road maintenance tasks on Councils road network
 - Sealed road repairs – Pothole repair, edge breaks, regulation work, shoulder maintenance, minor line marking, road drainage maintenance, tree works, road furniture works, vegetation works (Slashing and weed spraying), assisting contractors
 - Unsealed road repairs – Pothole repair, grading works and associated tasks, road drainage maintenance, tree works, road furniture works, vegetation works (Slashing and weed spraying), assisting contractors
- Carry out various bridge maintenance tasks on Councils bridge network
 - Deck Repairs (including approaches) , bridge furniture repairs, erosion control works, vegetation works, stream works, assisting contractors
- Carry out various pathway maintenance tasks on Councils path network
 - Concrete repair work including grinding and replacements,
 - Sealed path repairs, paver repairs, unsealed path repairs, vegetation works, signage works, assisting contractors
- Carry out various drainage maintenance tasks on Councils drainage network
 - Pit cleaning, pit/pipe and kerb repairs, open drain clearing works, assisting contractors
- Perform traffic management/control duties.
- Other duties
 - Completion of capital projects and associated works
 - Depot works
 - Assisting other departments where required
- Record the need for maintenance and pass on to the relevant officer if required
- Assist the Team Leader and Civil Works Coordinator where required
- Undertake other duties as directed by your Team leader or Coordinator

Undertake general maintenance duties

- Building maintenance works as required
- Installation and maintenance of various items within the waste management area

Continuous improvement

- Identify and assist with implementing operational changes to deliver more efficient processes, methods, practices and use of resources.

Emergency management

- Assist Council in dealing with any emergency situation 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.

Judgement and decision making

- Some problem-solving skills may be required for on-site situations and for dealing with complaints and enquiries from the public; however, guidance and advice are always available.
- Decision are made in accordance with documented and established procedures, practices and industry standards.
- Complex or sensitive matters must be referred to the Supervisor or the Civil Works Coordinator.

Interpersonal skills

- Provide good customer service/public relations skills.
- Demonstrate a courteous disposition with a helpful and friendly manner.
- Be able to communicate clearly both verbally and in writing.
- Respond positively and enthusiastically to assigned tasks.
- Ability to work flexibly and co-operatively as part of a team.
- Display a punctual, reliable and positive approach to work.
- Be willing to seek guidance and advice when required.
- Willing to undertake training relevant to the position.
- Display and promote a positive image of Council through appearance, attitude and performance of tasks.

Expertise

Qualifications

- Driver licence
- Certificate III in Civil construction, Building, Construction or similar (desirable)
- Medium Rigid Truck licence (desirable)
- Operate and maintain chainsaws
- Prepare to work safely in construction industry
- Provide First Aid (HLTAID011)

Specialist skills, knowledge and experience

- Knowledge/experience in the Civil maintenance and construction areas and the use of appropriate techniques
- Knowledge/experience of the various plant and equipment and the use of appropriate techniques
- Ability to identify hazards and react quickly.

- Basic IT skills and willingness to learn new skills.
- Ability to work unsupervised

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
- Utilise all appropriate P.P.E
- Ensure you observe, understand and comply with all Occupational Health and Safety Legislation, Regulations, Codes of Practice, Policies, Procedures and directives. Including Councils Safe Operating Procedures, Safe work method statements, inductions forms and all other associated documents
- 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.
- The work environment may include uneven surfaces and up and down stairs.