

Position Description

MULTI-PURPOSE CREW (BRIGHT)

Alpine Shire Council's Values - ICARE

Innovation | Collaboration | Accountability | Respect | Empowerment

Our shared values and behaviours are integral to how we go about our work, interact with each other and our community.

Child Safety Commitment at Alpine Shire Council

Alpine Shire Council is committed to being a child safe organisation. Every child and young person has the right to feel safe. All our employees have a shared responsibility to protect children and young people from harm and abuse. Alpine Shire Council have established policies, procedures and training to achieve these commitments.

Diversity & Inclusivity at Alpine Shire Council

Alpine Shire Council is an Equal Opportunity employer. We value people of all abilities, people from culturally and/or linguistically diverse backgrounds and First Nations peoples. We are committed to upholding a safe, inclusive and respectful workplace that values the contribution of all.

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

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|------------------------|---|
| Classification: | Band 3 Alpine Shire Council Enterprise Agreement |
| Reports to: | Senior Team Leader Multi-Purpose & Technical Officer (Bright) |
| 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.
- All employees must adhere and comply with the Alpine Shire Council's Code of Conduct and Corporate Policies.

Operate and maintain plant and equipment

- Operate Councils plant and equipment in accordance with safe operating procedures and operators' manuals
- Perform daily checks on plant and equipment and record utilising Councils 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
- 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 Senior Team Leader Multi-Purpose & Technical Officer and Works Coordinator as required
- 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

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

- You may be required to 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 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

Mandatory

- Current Victorian driver's license.
- National Police Check (Fit2Work)
- Working with Children Check

Desirable

- Certificate III in Civil construction, Building, Construction or similar
- Medium Rigid Truck licence
- Operate and maintain chainsaws
- Prepare to work safely in construction industry
- Provide First Aid (HLTAID011)
- VCE or equivalent or previous experience relevant to this role

Specialist knowledge and skills

- 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.
- Good written and verbal communication skills.

Experience

- Prior experience in a similar role is desirable

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
- Council Employees do not smoke in any workplace or when engaged in work related activities. Smoking is an issue for both Council and employees as it impacts on both the work and personal life of the smoker and other employees and in some cases the reputation of the Council

PHYSICAL REQUIREMENTS

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

- You will be exposed to those conditions normally encountered in an indoor 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