

# Position Description

TEAM LEADER MAINTENANCE CREW  
(MOUNT BEAUTY)

## **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

You will be required to promote the Alpine Shire Council as a customer focused organisation at all times whilst developing and implementing sustainable horticultural practices and maintenance services for the open spaces in the Kiewa Valley.

You will ensure that we achieve high standards of presentation within our open spaces, high levels of public satisfaction with the service that we provide, and that ancillary areas and assets are maintained appropriately.

You will undertake key responsibilities in a professional, efficient and timely manner; and contribute to Council's aim of being a high performing organisation.

You will need to be passionate and multi-skilled and able to consistently deliver at a high standard operational service in a tidy, organised and enjoyable environment.

## CLASSIFICATION AND RELATIONSHIPS

**Classification:** Band 4 Alpine Shire Council Enterprise Agreement

**Reports to:** Senior Team Leader Open Spaces

**Supervises:** General Purpose Gardeners, Plan Operators, Maintenance Crew, Environmental Crew or any Contractors as may be required

## KEY DUTIES AND RESPONSIBILITIES

As Team Leader Maintenance (Mount Beauty) you will provide and deliver a key role within the Kiewa Valley Community ensuring the effective and efficient operations of the maintenance team and general-purpose gardeners

You will need to be passionate and multi-skilled and deliver services to a high standard in a tidy, organised and enjoyable environment.

As Team Leader Maintenance (Mount Beauty) you will provide accountability and the extent of authority to enable:

- The application of relevant knowledge and appropriate practices.
- The quality, quantity and timeliness of own work and work undertaken by staff, and for the care of assets provided or worked on.
- Competently and safely operating and maintaining vehicles, plant machinery, equipment and tools in accordance with manufacturer's specifications and regulations.
- Complying with the Occupational Health & Safety Act, Regulations and Codes of Practice and undertake workplace health and safety meetings.
- The effective supervision of staff.
- Take appropriate action to ensure own safety, that of the team and of the general public.
- Provide explanations to members of the public regarding works being performed.

## **Continuous improvement**

- Identify wasteful, ineffective and inefficient processes, methods, practices and use of resources.
- Recommend and implement improvements.

## **Administrative and supervisory duties**

- Prepare work plans for staff and undertake annual staff performance reviews.
- Prepare work schedules and programs, liaising closely with both Senior Team Leader Open Spaces and the Works Coordinator.
- Provide timely and accurate reporting on works in a format and to a frequency agreed with Senior Open Spaces Team Leader and Works Coordinator.
- Ensure appropriate documentation is in place and up to date.
- Ensure works are delivered safely, within agreed timelines, within budget and in a cost-effective manner.
- Ensure plant and equipment is used in an efficient manner.
- Provide advice and support on a range of issues within open spaces and civil works areas.
- Provide input into the annual budgeting process.
- Emergency response to operational issues.

## **Presentation of open spaces**

- Cyclic maintenance of Kiewa Valley open space and entries, including:
  - Weeding, planting and mulching garden beds.
  - Mowing and brush cutting.
  - Shrub planting and pruning.
  - Tree maintenance, including staking and minor pruning.
  - Weed identification and control.
  - Disease and pest identification and control.
  - Fertilising and herbicide application.
  - Litter collection.
  - Hand watering.
  - Installing, operating, repairing and maintaining irrigation systems.
  - Branch and leaf collection.
- Inspect and maintain playgrounds and equipment in accordance with the Playground Safety Management System.
- Event venue preparation and clean-up.

## **Playground facilities**

- Inspect and maintain playgrounds and equipment in accordance with the Playground Safety Management System
- Recommend items for replacement
- Use of plant, machinery, equipment and tools
- Operate, maintain and clean mowers (push and ride on types), brush cutters, tree mulching equipment, chain saws, leaf blowers, leaf sucking equipment and edgers
- Use tools including shovel, rake, mattock, fork, etc.

## **Civil works**

- Replacement and maintenance of stormwater drains.
- Assisting to ensure the completion of contractors' work.
- Overseeing construction and replacement of concrete works.
- Maintenance of roads, parks, assets and other Shire infrastructure.

## **Operate and maintain equipment**

- Operate plant and equipment in accordance with safe operating procedures.
- Perform daily checks on plant and equipment and report major defects to Depot Administration Officer (Operations).
- Conduct regular maintenance and attend to any minor defects.
- Provide advice and support to staff on any plant and equipment issues.
- Treat plant and equipment with respect and operate it in the most effective and cost-efficient manner.

## **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 while undertaking normal duties. If the matter can be readily dealt with, rectify on the spot.
- Duties are to be performed under direction and/or supervision of the Senior Team Leader Open Spaces, in consultation with the Works Coordinator, and in accordance with individual work plans and schedules, service standards, manufacturer's specifications and relevant Acts and Regulations.
- 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**

- Decisions are generally made in accordance with documented and established procedures and practices and industry standards.
- Problem solving will require some originality in approach, with solutions to issues coming from previously encountered situations.
- Tasks to be performed will involve selection from a range of techniques, systems, equipment, methods or processes. The employee is required to select the most appropriate option, to achieve the best outcome. Personal judgment may be required.
- Guidance and advice is always available from the Senior Team Leader Open Spaces and Works Coordinator.
- Major, complex, delicate or politically sensitive issues should be referred to the Works Coordinator or Operation Engineer.

## **Management skills**

- Ability to manage time, planning and resources according to strategic objectives.
- Sound of administrative and computer skills.
- Positive approach to furthering own professional development.
- Ability to allocate tasks to town maintenance team members.
- Ability to supervise and lead a team to deliver required outcomes.
- Ability to work under pressure and meet competing deadlines.
- Ability, initiative and common sense to schedule and reschedule workload and time constraints of the duties of the position.
- Ability to supervise contractors.
- Complex matters will be referred to the Senior Team Leader Open Spaces or Works Coordinator as required.

## **Interpersonal skills**

- Well-developed oral and written communication skills with customers, other employees and members of the public.
- Display a punctual, reliable and positive approach to work.
- Ability to project a positive image in always communicating with both internal and external customers.
- Display and promote a positive image of Council through appearance, attitude and performance of tasks.
- Successfully interact with Council employees and the public.
- Respond positively and enthusiastically to assigned tasks.
- 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.

## **EXPERTISE**

### **Qualifications**

#### **Mandatory**

- Working with Children Check
- Fit 2 Work National Police Check
- Current Victorian driver's license.
- VCE or equivalent or previous experience relevant to this role

#### **Desirable:**

- Medium/Heavy Rigid truck licence
- Elevated Work Platform

- Certificate III in Horticulture and/or experience
- Farm Chemical Users Certificate
- HLTAID011 Provide First Aid Accredited Competency Certificates for operating earthmoving machinery.
- Experience in current civil maintenance and construction practices (desirable)
- FPICOT2204A Maintain chainsaws
- FWPCOT2239 Trim and cut felled trees
- Control traffic with a stop/slow bat (RIIOHS205A)
- Implement traffic management plan (RIIOHS302A)
- WorkSafe Construction Induction Card

## **Specialist knowledge and skills**

- Developed multi-tasking and critical thinking skills and the ability to work independently, prioritise tasks and demonstrated ability to supervise and lead a team.
- Demonstrated ability to work as part of a team and provide a consistently high level of service.
- Ability and willingness to embrace new/innovative technology, methods, products and processes in the pursuit of continuous improvement.
- Literacy and numeracy skills to maintain a diary, works records, read instructions and perform calculations for chemical application.
- Understanding of the role and its organisational context including relevant policies and procedures
- Knowledge of and ability to effectively use relevant technology systems and applications relating to key responsibilities

## **Experience**

- Demonstrated ability to supervise and lead a team to deliver required outcomes.
- Experience either in current civil maintenance and construction practice, or in open spaces presentation.
- Experience in the use of vehicles, plant, machinery, equipment and tools.
- Experience in implementing and monitoring traffic management plans.
- Demonstrated high standard of interpersonal skills in dealing with members of the public and colleagues.
- Demonstrated ability to provide high quality work and customer service.

## **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 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.