

## POSITION DESCRIPTION

### TEAM MEMBER

<b>Award Classification</b>	Victorian Local Authorities Award 2001 – Band 3
<b>Directorate</b>	Sustainable Infrastructure
<b>Reports to</b>	Works Supervisor
<b>Supervises</b>	Nil
<b>Approved By/Date</b>	Director Sustainable Infrastructure, December 2023

### OUR GUIDING PRINCIPLES

Strathbogie Shire Council recognises that great organisations are built on shared and demonstrated values. All Council employees are expected to demonstrate commitment and act in accordance with the following guiding principles:

- **Progressive & Responsive** – We are leaders in local government innovation and are responsive to the community.
- **Fair & Consistent** – We are fair and consistent in our thinking, actions and decisions.
- **Open & Honest** – Leaders are open and accessible. Staff are confident to speak their mind. We value honesty.
- **Selfless & Inclusive** – We take a “Shire First” approach and value the participation and opinion of all.

### POSITION OBJECTIVES

- To carry out and assist with the construction, re-construction, maintenance and repairs of Council Assets throughout the municipality including (but not limited to) roads, bridges, culverts, drainage, footpaths, parks, reserves, gardens and playgrounds.

### KEY RESPONSIBILITIES AND DUTIES

- To carry out and assist with the construction, re-construction, maintenance and repairs of Council Assets throughout the municipality including (but not limited to) roads, bridges, culverts, drainage, footpaths, parks, reserves, gardens and playgrounds.
- To carry out general maintenance and cleaning of council assets including (but not limited to) potholing, patching, tree lopping, kerb & channel and footpath repairs, street sweeping, mowing, garden bed maintenance, toilet maintenance and cleaning, barbecue maintenance and litter collection.
- To safely and competently drive council’s vehicles for the maintenance, repairs and cleaning of Council’s assets, at all times ensuring the safety of the public and staff, and operated in an efficient manner.
- To safely and competently operate other plant and equipment in maintenance and construction works.
- To maintain equipment in a clean, safe and serviceable condition in accordance with recommended operating practice with attention to lubrication, adjustments, assisting with fault diagnosis to allow for efficient, economical and safe operation.
- To carry out other works and duties as required or directed.
- To support and assist more senior officers and other team members as required.
- To carry out all duties and activities in a safe and courteous manner especially in relation to (but not limited to): interaction with other staff, ratepayers, members of the public and councillors, traffic control, road works signing, protective clothing & equipment and handling of chemicals.
- To continuously improve all operational processes under the Team Member’s control, and actively participate in continuous improvement throughout the organisation to improve our processes and overall performance.
- To be responsible for the safe and effective use of chemicals and herbicides.
- To keep records and prepare reports as required and in accordance with the Council’s Maintenance Management and Quality Systems.

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- To understand and ensure that Council's OH&S, Risk Management in OH&S and Equal Opportunity policies and procedures and legislative requirements relevant to, and within the area of responsibility are implemented and complied with. This includes:
  - Adhere to all safe working procedures in accordance with instructions.
  - Take reasonable care of self and others who may be affected by your actions.
  - Immediately report any incidents or hazards.
  - Participate in regular workplace inspections.
- To be available for extended hours and after hours work, and also participate in Councils after hours emergency phone network.
- To undertake and complete training as required, and to assist in the training of others.
- Teamwork – communicate and work effectively and co-operatively as a member of a team.
- To implement responsive and flexible work practices.

## OCCUPATIONAL HEALTH AND SAFETY

- The incumbent must demonstrate a strong commitment to workplace health and safety and effective organisational and public risk management and must take all reasonable care in the performance of his/her duties to prevent injury to him/herself and others.
- The position is responsible for complying with the Council's Occupational Health and Safety management program and relevant legislation by working in a safe and responsible manner taking into consideration other staff members. Responsibility includes correct use of equipment and the identification and reporting of workplace incidents and hazards.

## RISK MANAGEMENT

- Ensure that activities, functions and responsibilities are carried out in accordance with statutory obligations and legal procedures, with minimal exposure to risk and litigation.
- Ensure Council's Risk Management Policy and Procedures are observed and complied with at a personal level.
- Participate actively in the identification and reporting of risks and contribute to implementation of identified controls.

## ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Accountable to their supervisor for the quality, effectiveness and timeliness of work plans and programs and for the care of assets, plant and equipment being used.
- Operate within the requirements of Council policies, procedures and guidelines, relevant legislation, regulations and directions from Works Supervisor and Operations Coordinator.
- Be able to organise own work as necessary and manage time.
- Responsible for assuring the quality of works performed.
- May provide on-the-job training based on their skills and experience.
- Perform duties in a team environment or individually under routine supervision.

## JUDGEMENT AND DECISION MAKING

- Ability to resolve minor problems that relate to the work being performed.
- Provide excellent customer services to all areas of Council, the community and other external stakeholders.
- The employee is expected to use sound judgement in determining the most appropriate equipment and procedures/processes and the best use of available resources.

## SPECIALIST KNOWLEDGE AND SKILLS

- Good understanding of maintenance of roads, bridges, culverts and drainage.
- Good understanding of horticulture, sound knowledge of plant varieties and watering systems.

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- Good understanding of both plant operating and work techniques and associated acts and regulations.
- Good understanding of road traffic safety procedures.
- Knowledge of all work activities relative to the Operations Department.
- Thorough knowledge of safe practices and handling of chemicals and herbicides.
- Ability to read, interpret and implement basic plans and setouts.

## MANAGEMENT SKILLS

- Ability to manage time and organise own workload.
- Basic knowledge of personnel practices.

## INTERPERSONAL SKILLS

- Ability to work cooperatively in a team environment and relate professionally and enthusiastically to a diverse range of people, both externally and internally.
- Ability to act professionally, with honesty, integrity and confidentiality.
- Good communication and interpersonal skills.
- Flexible attitude.
- Motivated and be a self-starter.
- Ability to engage positively with the general public and staff.

## QUALIFICATIONS AND EXPERIENCE

- Relevant experience constructing and maintaining Council Assets (such as roads, bridges, drainage, footpaths, parks, gardens and playgrounds)
- Hold and maintain, a current Victorian Medium Rigid Truck Drivers Licence.
- Appropriate licences and certificates for the safe and efficient operation of front-end loader, backhoe, chainsaw operation and experience in operating these items is desirable.
- Experience in operating other plant as necessary.
- Horticultural experience as well as experience in the maintenance of parks, reserves and gardens is desirable.

## KEY SELECTION CRITERIA

### **Essential:**

- Relevant experience constructing and maintaining Council Assets (such as roads, bridges, drainage, footpaths, parks, gardens and playgrounds)
- Hold and maintain, a current Victorian Medium Rigid Truck Drivers Licence.
- Good understanding of road traffic safety procedures.
- Ability to read, interpret and implement basic plans and setouts.
- Good communication skills and the ability to work efficiently and co-operatively in a team environment.

### **Desirable:**

- Appropriate licences for the safe and efficient operation of plant (including front-end loader, backhoe, and chainsaw) and experience in maintaining and operating these.
- Relevant horticultural or civil construction qualifications and experience
- Thorough knowledge of safe practices and handling of chemicals and herbicides.

## TERMS & CONDITIONS OF EMPLOYMENT

The Team Member position is classified as a Band 3 within the Strathbogie Shire Council Enterprise Agreement 2019. The salary range for this position is within Band 3 plus superannuation in line with legislation and Income Protection per annum commensurate with qualifications and experience. Normal hours are between 7.00am and 4.00pm with a 30 minute lunch break, Monday to Friday. Membership of

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a superannuation fund is compulsory (default fund is Vision Super). Annual, sick and long service leave accruals will apply in accordance with the Victorian Local Authorities Award 2001 and the Strathbogie Shire Council Enterprise Agreement 2019.

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**SIGNATURES**

**EMPLOYEE**

**DIRECTOR SUSTAINABLE INFRASTRUCTURE**

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**Name:**

**Name:**

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**Signed:**

**Signed:**

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**Date:**

**Date:**

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