
Position Description

Maintenance Crew (Mount Beauty)

Position overview

To assist with the efficient delivery of the construction, maintenance and operation of Council's civil infrastructure and undertake horticultural and arboriculture maintenance and improvement 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:	Maintenance Crew Team Leader (Mount Beauty)
Supervises:	Nil

Key duties and responsibilities

Accountability and extent of authority

- The satisfactory completion of assigned tasks, in terms of quality, quantity, timeliness and cost-effectiveness.
- The care of assets provided or worked on.
- Competently and safely driving/operating/using/maintaining vehicles, plant, machinery, equipment and tools in accordance with manufacturer's specifications and Regulations.
- Complying with the Occupational Health and Safety Act, Regulations and Codes of Practice.
- The employee has the authority to:
 - Take appropriate action to ensure the safety of self, fellow employees and members of the public.
 - Provide explanations to members of the public in regard to works being performed.

Operate and maintain plant and equipment

- Operate plant and equipment in accordance with safe operating procedures.
- Perform daily checks on plant and equipment and record on forms provided.
- 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 and minor capital works projects

- Sealed road construction, sealed road repairs, emulsion spray sealing, working with premix and hot mix.
- Signage and guide posts repairs.
- Unsealed road maintenance, grading, rolling, water carting operations.
- Roadside vegetation works, including tree removal, pruning, tractor slashing, weed spraying.
- Underground and above ground drainage works.
- Footbridge and road bridge works.
- Tracks and trails works.
- Perform traffic management/control duties.
- Other duties as directed by your supervisor.

Open spaces presentation

- Weeding, planting and mulching garden beds.
- Mowing and brush cutting.
- Shrub planting and pruning.
- Tree planting and maintenance, including staking and minor pruning.
- Weed identification and control.
- Fertilising and herbicide application.
- Litter, leaf and branch collection.
- Hand watering.
- Operating irrigation systems.
- Event venue preparation and clean-up.

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.

Other duties

- Display a punctual, reliable and positive approach to work.
- Review and update work procedures as directed and report on system weaknesses and methods of control.
- 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.

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.
- Make decisions in accordance with documented and established procedures, practices and industry standards.
- Use discretion, initiative and experience gained from previously encountered situations. Personal judgement and improvisation may be required.
- Perform tasks using a range of techniques, systems, equipment, methods and processes, and select the most appropriate option to achieve the best outcome.
- Complex or sensitive matters must be referred to the Maintenance Crew Team Leader (Mount Beauty) or relevant Supervisor.

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.
- Ability to manage time and establish priorities.
- 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.
- Display and promote a positive image of Council through appearance, attitude and performance of tasks.

- Be willing to seek guidance and advice when required.

Expertise

Qualifications

- Driver licence.
- Medium/Heavy Rigid Truck licence preferred.
- Operate and maintain chainsaws (AHCMOM213).
- Prepare to work safely in construction industry (CPCCWHS1001).
- Provide First Aid (HLTAID003).
- Control traffic with a stop/slow bat (RIIWHS205D).
- Implement traffic management plan (RIIWHS302D).

In addition to the qualifications listed above, the Team Member is anticipated to have qualifications in either open spaces presentation or as a plant operator delivering civil works, and to be willing to conduct training and acquire additional qualifications as necessary to fulfil the role, in consultation with the open spaces and civil works coordinators.

Qualifications – Open Spaces

- EWP.
- Certificate II in Horticulture or related field.
- Farm Chemical Users Certificate.

Qualifications – Plant Operator

- Certificate II in Civil Construction (or similar related certificate).
- Accredited Competency Certificates for operating earthmoving machinery.
- Experience in current civil maintenance and construction practices.
- Competency in the use of Heavy equipment such as Graders, Loaders, Rollers, Backhoes and other such items.

Specialist skills and knowledge

- Literacy and numeracy skills to maintain a diary, works records, read instructions and perform calculations for chemical application.
- 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.

Experience

- Relevant experience either in 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 ability to provide high quality work and customer service.
- Demonstrated capacity to provide good customer service/public relations skills.
- Proven ability to work with limited supervision.

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.