



# Position Description

## Municipal Employee

**Award:** West Wimmera Shire Council Enterprise Agreement 2021

**Classification:** Band 2

**Name of Occupant:**

**Employment Status:** Full Time

**Location:** Edenhope



## Accountability Statement

Assist in the maintenance and construction of Council assets, and the road system for the safe and proper use of each by the Community and assist in other contractual work.

## Position Objective

A Municipal Employee may be required to perform the following in accordance with their licences, qualifications, and experience:

- Perform construction and maintenance activities on road systems, property, and facilities as directed.
- Operate specialist equipment for road repair and maintenance activities.
- Install, repair, remove, replace, and generally keep all road signs and road furniture in a safe condition to set standards.
- Assist in maintaining all sealed and unsealed roads in a safe and trafficable condition, including the placing/removal of warning signs.
- Operate and utilise Council plant and equipment in the execution of responsibilities and duties appropriate to training and obtained licences.
- Patching and repairing roads.
- Lopping, clearing trees and maintaining roadside verges and parks.
- Maintaining street, park and roadside furniture and signage.
- Assist to develop and improve Council's parks, gardens, properties, and facilities in accordance with Council contracts, programs, and budgets.
- Inspect and maintain playground equipment located in Council parks and reserves and report any cases of unsafe equipment requiring attention by others.
- Maintain street furniture and Council assets including drains, footpaths and kerb and channels in a neat, tidy serviceable condition.
- To be responsible for and to operate and maintain in a safe and serviceable condition, all Council equipment as used.
- To maximise the number of hours spent carrying out these duties in the most efficient and effective way.

## Key Responsibility Areas

### General

- Operate and utilise Council plant and equipment in the execution of responsibilities and duties.
- Operate Council plant and equipment for which appropriate licenses are held.
- Operate and maintain plant and equipment safely and in accordance with specifications, procedures, and statutory requirements.
- Maintain plant and equipment through routine maintenance programs as detailed by Council's workshop staff including regular greasing, oil and plant water level checks and any specific checks required for the individual plant item operated.
- At the commencement of work each day carry out daily checks on plant and equipment to be used to ensure that it is ready for the day's work.
- Keep plant and equipment clean and secure.

- Liaise with the Works Coordinator or Workshop Supervisor to ensure that plant is regularly serviced, and any inherent problems are reported.
- Perform work and communicate with others in the execution of duties and responsibilities.
- Perform work on Council assets and facilities and other contractual work in accordance with directions from the Leading Hand or Works Coordinator.
- Assist with the management of waste at the Council Transfer Stations.
- Liaise with the Leading Hand or Works Coordinator to confirm program and duties for the day and for the on-going works program.
- Communicate and co-operate with fellow employees so that work is carried out efficiently, safely, and economically.
- Ensure that any contact with the public is conducted in a polite, helpful, and friendly manner.
- Record on timesheets and plant returns daily accurate details of times worked, and plant used on various jobs.

## Occupational Health and Safety and Risk Management

All employees have a responsibility to:

- Immediately report to their supervisor any unsafe conditions or activities, near misses, or injuries in the workplace and enter Elumina.
- Stop work on any task which they consider to be unsafe and immediately report the situation to their supervisor
- Assist new employees in the use of proper work procedures and practices.
- Work in a manner that will not endanger themselves or any other person.
- Use personal protective clothing or equipment as provided.
- Report any defective/damaged personal protective clothing, equipment, or gear.
- Comply with instructions given by the Leading Hand or Works Coordinator or OHS Manager pertaining to the use of personal protective clothing, equipment or gear or any matter in relation to Health & Safety.
- Not engage in any occupations that require a certificate unless the relevant certificate or permit is held, and they have been approved by WWSC to carry out such work.
- Not attempt any task unless they are capable and competent to carry out the task; and
- Actively participate in Council's rehabilitation and return to work programs if you are injured.

## Accountability and Extent of Authority

- Works in a team or individually under routine supervision.
- Uses developed skills.
- General guidelines and some discretion.
- May assist others in supervision of other at the same or lower band.
- Responsible for quality of own work.

## **Judgment and Decision Making**

- The nature of the work in this position is clearly defined with established procedures that are to be well understood or clearly documented.
- Some originality in approach expected, but usually based on previously encountered procedures or practices.

## **Specialist Skills and Knowledge**

- Safe and competent operation of mechanical plant (if holding the applicable licenses and qualifications).
- Safe and competent operation of power tools.
- Concrete work.
- Estimating and ordering materials.
- Capable of working to a plan.
- Ability to perform basic checks and services on plant and equipment used.

## **Management Skills**

- Ability to manage own time.

## **Interpersonal Skills**

- The ability to work in a team environment.
- Sound judgment in problem solving.
- Initiative and innovative thinking.
- Ability to read and understand Councils safe work management systems.
- Ability to understand and take verbal requests.
- Oral and written communication skills.

## **Qualifications and Experience**

- Current Victorian Drivers Licence.
- Experience in operation of medium and light plant and equipment (desirable).
- Medium rigid Truck Licence (desirable)
- Construction Induction White Card
- Road maintenance experience (desirable)
- Competent operations of a Front-End Loader (desirable)

## Key Selection Criteria

- Demonstrated ability to works within and across Teams.
- Demonstrated ability to undertake work in a safe manner.
- Experience operating plant and equipment competently.
- Experience maintaining plant and equipment and performing basic daily servicing and maintenance tasks.

## Organisational Relationships

**Reports to:** Leading Hand or Works Coordinator  
**Supervises:** NIL  
**Internal Liaisons:** Infrastructure, Development and Works team  
**External Liaisons:** Ratepayers and the public  
Contractors

### Employee Approved

PD Review Date	Name	Signature

### Approved By

PD Review Date	Position	Name
May 2024	Operations Manager	Daryl Sinclair
May 2024	Human Resource Manager	Janet Watt