
Maintenance Employee / Plant Operator

Position description



August 2019





Northern Grampians Shire Council
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Position description

Position title	Maintenance Employee/Plant Operator
Classification	Band 3
Directorate	Infrastructure
Department	Operations
Establishment Number	ISOW14, ISOW15, ISOW16, ISOW17, ISOW18, ISOW19, ISOW20, ISOW21, ISOW22, ISOW23, ISOW24, ISOW25, ISOW26, ISOW27, ISOW28, ISOW29, ISOW30, ISOW31, ISOW32, ISOW33, ISOW35, ISOW36, ISOW37

Our organisation

Northern Grampians Shire Council values community spirit, innovation and collaboration. We have implemented a flexible approach to working arrangements and locations that operates on the Microsoft Platform and, where possible, we are upgrading our systems to be cloud-based. This improves efficiency and equips our employees to undertake their roles effectively and efficiently whether they are working in the office or in other locations.

Position objectives

Maintenance Employee/Plant Operator is responsible for maintaining, repairing and servicing Council's properties and equipment and to perform various specialised duties in accordance with directions given by the Team Leader Works to assist in Council's maintenance programs.

Key responsibility areas

- Undertake routine and scheduled patrol maintenance on Council's roads, streets, footpaths, drains and other physical assets, ensuring work is undertaken in accordance with adopted standards, safe working practices and quality of work performed.
- Record daily activity sheets as to work performed and defects/faults observed.
- Estimate quantities and requisition materials as required.
- Install, repair or replace signs as directed by Team Leader Works.
- Take charge of any plant and equipment allocated to the work and carry out regular (minimum daily) checks of oil, fuel, coolants, tyres, belts, etc. - reporting problems to the mechanic.
- React immediately to overcome problems observed either by undertaking maintenance of road seals, pavements, shoulders, drainage systems (table drains, culverts and bridges), furniture (posts and signs) and removing obstructions to traffic or drainage (fallen limbs/trees or re-growth) if within the limits of personal skill, competence and training or by making an immediate report to the Team Leader Works.
- Carry out all duties directed by the Team Leader Works as are within the limits of your skill, competence and training.

Corporate responsibilities

- Ensure that Council's Code of Conduct is adhered to at all times
- Adhere to Council's OH&S, risk management, equal opportunity and risk management policies, procedures and work practices as well as act in accordance with the Charter of Human Rights.

- Ensure that information about the activities and direction of the role are communicated to managers and staff within the organisation
- Ensure all organisational reporting, Council and management meeting requirements are completed accurately and on time
- Ensure Council's document management and customer-tracking systems are utilised and correspondence is actioned within required time frames

Organisational relationship

Reports to	Team Leader Works
Manages	n/a
External relationships	General public, suppliers, contractors
Internal relationships	All Council staff

Accountability and extent of authority

Maintenance Employee / Plant Operator works under general supervision of the Team Leader Works.

Judgement and decision making

- Ability to apply established practices and procedures.
- Ability to select equipment and process to be used from a range of alternatives following discussion with others working in the team.
- Undertake any procedure, which is documented in the operations manual in the specified manner.

Specialist skills and knowledge

Maintenance Employee / Plant Operator must have:-

- Proficiency in the safe and competent operation of light, medium and heavy sized plant used i.e.(but not restricted to):-

Mowers	Concrete Mixer
Chainsaw	Concrete Vibrator
Pumps	Concrete Saw
Brush cutter	Vibrating rammer and plate
Footpath roller	Compressor and Air Tools
Welder	

- An understanding and application of the quality control techniques in accordance with the Infrastructure Operations Units Quality Plan.
- An understanding of the function of the position within its organisational context; including relevant policies, regulations and precedents.
- Proficiency in the application of standardised procedures and practices; namely:-
 - timesheets
 - actioning customer requests/complaints

Management skills

- Developed skills in managing time, setting priorities, planning and organising one's daily work.
- Ability to provide on the job training to employees based on the skill and experience requirements of the position.

Interpersonal skills

- An ability to communicate and gain cooperation from other staff.
- An ability to work alone or in a team environment.
- An ability to complete a daily timesheet and associated plant/equipment returns detailing activities for the day.

Qualifications and experience

Maintenance Employee / Plant Operator must have demonstrated understanding of;

- safety in the workplace
- manual handling techniques applicable to the position
- plant/equipment maintenance and care requirements
- road maintenance techniques:-
 - bitumen/asphalt repairs
 - Concreting
 - road drainage maintenance
 - trench maintenance
 - road furniture maintenance
- chainsaw safety
- road signing and safety
- a certificate of competency in the operation of heavy plant items issued by the Occupational Health and Safety Authority or demonstrated competency.

Selection criteria

1. Qualifications and experience as outlined above
2. A demonstrated ability to undertake routine maintenance and running repairs on plant and equipment applicable to this position.
3. A demonstrated ability in the maintenance of roads, streets, footpaths, drains and street furniture.
4. A certificate of competency in heavy plant operation relevant to maintenance activities.

Conditions of employment

Conditions of employment are in accordance with the Northern Grampians Shire Council Enterprise Agreement Number 8 – 2018 and Northern Grampians Shire Council policies and procedures.

Tenure - Permanent Full Time

Qualifying period - All Council appointments are subject to a minimum period of employment ("qualifying period") of six months.

Driving licence – The incumbent must hold a current driver's licence which allows them to drive within Victoria.

Medical examination - Some appointments are required to undertake a satisfactory pre-employment medical examination at Council's expense.

Working with Children Check - The incumbent must hold a current Working with Children Check.

Police Check - All appointments are subject to a satisfactory National Police Record Check.

Position subject to a current national police check to be updated every three years and assessed as suitable to work in aged care.

Workcover arrangements - As a condition of appointment to this position, the appointee must disclose pre-existing illnesses or injuries prior to employment and may be required to undertake a medical examination with a Registered Medical Doctor; failure to do this may remove the appointee's entitlement to any future Workcover compensation.

Document review

Date Approved/reviewed	August 2019
Prepared by	Executive Manager Operations
Approved by	Chief Executive Officer

Employee Signature

[acceptance_status] [acceptance_date]

[candidate_name]