

CIVIL MAINTENANCE WORKER

DOCUMENT TYPE:	Position Description
POSITION:	Civil Maintenance Worker (Commencement) – Loddon Goldfields
POSITION SUPERVISOR:	Team Leader – Loddon Goldfields
POSITION DIRECTORATE:	Operations
POSITION DEPARTMENT:	Works
POSITION TERM:	Permanent
POSITION STATUS:	Full time
POSITION AWARD CLASSIFICATION:	PCOM
POSITION DESCRIPTION VERSION NUMBER:	4
POSITION DESCRIPTION DATE ADOPTED:	October 2019
POSITION DESCRIPTION REVIEWED BY	Manager Works
INCUMBENT:	Vacant
FILE LOCATION:	All position descriptions are held on a secure network by the Human Resources Department.
<p>Position descriptions are amended from time to time, therefore you should not rely on a printed copy being the current version. Please consult the Human Resources Department to ensure that the version you are using is up to date.</p> <p>This document is available in alternative formats (e.g. larger font) if requested.</p>	

1 POSITION OBJECTIVES

To assist in the maintenance and construction of Council's sealed, gravelled and formed road network.

2 KEY RESPONSIBILITIES AND DUTIES

2.1 Civil Maintenance Worker

The incumbent must:

- undertake maintenance duties on all of Council's road network including township streets, sealed and gravel roads
- work as part of a multi-disciplinary team.

2.2 Safety aspects of the position

The incumbent must operate in a safe manner by:

- ensuring all daily pre-start checks are completed for all Council plant and equipment where required
- assisting in the maintenance of plant and equipment so that it operates safely and to its full potential
- carrying out all duties in a manner that is safe to the individual, work colleagues and the public
- reporting to supervisor any maintenance or safety issues that you become aware of through the normal course of your duties.

2.3 Other duties

The incumbent will perform other duties as directed by the Team Leader and/or Works Coordinator in accordance with resource needs of the team, these include but are not limited to:

- attending to team and other meetings as required
- completing other duties in accordance with resource needs of the Works Department.

3 ACCOUNTABILITY AND EXTENT OF AUTHORITY

The incumbent must:

- answer or refer to the appropriate officer queries from the general public whilst at work
- work with the Team Leader to provide advice to new staff on how to complete Civil Maintenance Worker duties
- be responsible for adhering to safe working practices
- assist the Team Leader with the completion of road maintenance and construction tasks.

4 JUDGEMENT AND DECISION MAKING

The incumbent must:

- complete road maintenance activities in accordance with directions of the Team Leader and works program
- be responsible for reporting to appropriate Team Leader, Works Coordinator or Grader Operator, any problem notices that could not be immediately treated, especially safety issues
- have ability to solve minor work related problems.

5 SPECIALIST SKILLS AND KNOWLEDGE

The incumbent must have the:

- ability to safely operate minor equipment used in daily tasks
- ability to gather basic information on the state of the road network and report issues to the Team Leader
- ability to work effectively in a team environment.

6 MANAGEMENT SKILLS

7 INTERPERSONAL SKILLS

The incumbent must have the ability to effectively communicate with the public and work colleagues.

8 EXPERIENCE

The incumbent will have the:

- ability to complete basic pavement repairs.
- knowledge of road maintenance activities.

9 QUALIFICATIONS

Qualifications	Mandatory or Desirable
HC or HR Truck Licence	Desirable
Current Victorian Driver's Licence with Medium Ridged endorsement	Mandatory

10 ORGANISATIONAL QUALIFYING PERIOD

An Organisational Qualifying period of six months applies to the position.

11 ANNUAL PERFORMANCE DEVELOPMENT REVIEW

A Performance Development Review will be conducted each year. Every staff member is required to actively participate in the annual Performance Development Review process with his or her immediate supervisor.

12 ORGANISATIONAL RELATIONSHIPS

Relationship	Stakeholders
Reports to	<ul style="list-style-type: none"> • Team Leader • Works Coordinator •
Internal liaisons	<ul style="list-style-type: none"> • All Council staff
External liaisons	<ul style="list-style-type: none"> • Contractors • General public

13 KEY SELECTION CRITERIA

The key selection criteria for this position are:

1. experience working in a road maintenance or construction setting.
2. proven ability to follow written and verbal instructions.
3. ability to effectively communicate with members of staff, contractors and the general public

4. knowledge of the Loddon Shire Council road network
5. ability to work within a team environment as well as an individual basis
6. a current Construction Induction Card (formally known as Red Card) or willingness to obtain one
7. A current Victorian driver's licence with a Medium Ridged endorsement.

14 REVIEW

The supervisor and incumbent will review this Position Description for any necessary amendments during the annual Performance Development Review process.

15 GENERAL RESPONSIBILITIES AND DUTIES OF EVERY LODDON SHIRE COUNCIL EMPLOYEE

Every employee of the Loddon Shire Council is bound to adhere to legislation, regulations, and codes of conduct. Specific responsibilities are:

15.1 Council values

All Employees are required to uphold the Values of the Council as set out in the Council Plan and Staff and Contractors' Code of Conduct.

15.2 Equal opportunity and bullying and harassment

Loddon Shire Council offers a work environment free of discrimination, sexual or other harassment, victimisation, and vilification and bullying.

All Employees are required to:

- respect the rights of all other employees, customers and clients
- adhere to Council's equal opportunity and bullying and harassment policies and procedures
- not get involved in, support, assist or encourage any form of discrimination, harassment, sexual harassment, bullying, vilification or victimisation.

In addition, employees with supervisory responsibilities must also:

- take appropriate actions to prevent discrimination, harassment, sexual harassment, bullying, vilification or victimisation from occurring in their work area; and
- take appropriate steps to remedy the situation if discrimination, harassment, sexual harassment, bullying, vilification or victimisation has occurred.

15.3 Occupational Health & Safety

An employee, while at work, shall:

- take the care of which the employee is capable for the employee's own health and safety and for the health and safety of any other person who may be affected by the employee's acts or omissions at the workplace
- adhere to and assist in the continuous improvement of Council's occupational health and safety systems.

15.4 Risk Management

An employee, while at work, shall:

- ensure any issues identified as a risk to the public, contractor or members of staff are reported in accordance with Council's incident reporting procedure
- adhere to and assist in the continuous improvement of Council's risk management system

15.5 Staff and Contractors Code of Conduct

The Staff and Contractors Code of Conduct applies to all employees and contractors of the Loddon Shire Council. All staff must:

- adhere to the Staff and Contractors Code of Conduct at all times
- familiarise themselves with the Code to ensure compliance with its principles.

15.6 Privacy

The Loddon Shire is committed to complying with the Privacy and Data Protection Act 2014 and the Health Records Act. All employees are required to:

- adhere to the Information Privacy and Data Protection Act and the Health Records Act
- at all times ensure that the personal information collected and held by the Council is protected from misuse, loss, unauthorised access, modification or disclosure
- ensure that personal information is appropriately stored and managed
- collect information only directly relating to the services being provided to clients
- not disclose personal information to any person or organisation without written consent or unless prescribed by a lawful instruction.

15.7 Records management

Loddon Shire Council employees, as public officers under the Public Records Act 1973, have responsibilities for ensuring that records created and received are captured, managed, stored, and destroyed in accordance with Public Records Office of Victoria standards and policies and procedures adopted by the Council.

Managers have an additional responsibility to ensure that departmental Council staff understand and comply with the requirements of the Public Records Act 1973 and Council records management policies and procedures.

15.8 Confidentiality

All employees of the Loddon Shire Council have a duty:

- to serve the Council with loyalty and in good faith
- not to disclose or use any information obtained in the course of employment for any purpose other than carrying out duties of employment
- not to source Council information, or information relating to Council's ratepayers and clients, for any purpose other than carrying out duties of employment.

15.9 Compliance

The Loddon Shire is committed to implementing a compliance framework to encourage organisational - wide compliance with legislation, policy and procedures.

This position is required to manage responsibilities under legislation, policy and procedures.



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Where relevant the incumbent must use Council's approved Advent Manager Compliance Software by:

- ensuring obligations and actions in Management Action Plans are attended to within the timeframes allocated
- signing-off obligations and actions in the system once they reach practical completion.

15.10 Child Safe Standards

The Loddon Shire is committed to the safety of children and young people and operates within the child wellbeing and safety amendment (Child Safety Standards) Act 2015.

Staff are expected to be aware of all policies and procedures regarding the safety of children and young people at all times.

16 AGREEMENT

The manager and incumbent, by signing this section of the Position Description, agree that it reflects the current duties and responsibilities of the position.

Incumbent's name: (Please print).....

Incumbent's signature: Date:

Manager's signature:

Manager's title: Date: