DRAINAGE MAINTENANCE AND CONSTRUCTION WORKER
POSİTİON DESCRIPTION

POSITION NO: 1419
STATUS: Permanent Full Time
CLASSIFICATION: Band 3
OCCUPANT: Vacant
DATE: May 2017

POSITION CONTEXT & OBJECTIVE(S):

- To operate and maintain heavy plant and equipment as required, including but not limited to front end loader, backhoe, trucks and street cleaning equipment.
- To assist with Drainage maintenance works as required
- To assist in the maintenance of Council stormwater drains including cleaning, concrete form work and concrete finishing.
- To assist in the maintenance of other Council assets as directed.

KEY RESPONSIBILITIES AND DUTIES:

1. To operate/ equipment efficiently and safely adhering to Safe Operating Procedures (SOPS) and Safe Work Method Statements (SWMS) to ensure satisfactory completion of assigned duties.
2. Maintain accurate records of works completed.
3. Complete all asset defect notices on time and report details of all works.
4. Provide assistance to the concrete, road maintenance and construction teams.
5. Willingness to work across a range of areas in the Depot Operations as directed by the Depot Operations Coordinator / Team Leader Roads & Drains / Supervisor of Drainage Maintenance.
6. Other duties as directed by the Depot Operations Coordinator/ Team Leader Roads & Drains or Supervisor of Drainage Maintenance.
7. Assist work teams complete “Safe Work Method Statements” and “Safe Operating Procedures” and any other OH&S requirements.
8. Report any workplace safety concerns or risks to Supervisor/Management.
10. Liaise with contractors to assist in maintenance of Council owned assets.

KEY SELECTION CRITERIA:

Applicants should address the following in their applications:

1. Operate heavy plant and equipment including, but not limited to front end loader, backhoe, trucks and street cleaning
2. Excellent knowledge of confined space entries.
3. Excellent communication skills (verbal and written)
4. Knowledge of OH&S requirements inclusive of, but not limited to safe operating procedures, safe work method statements and risk assessments.
5. Ability to work across a wide range of tasks, individually and in a team environment.
6. Sound knowledge of installation standards for signage, guide posts and other traffic management devices.
7. Knowledge and previous experience with computers and devices and associated software packages.

The qualifications, skills and experience outlined in this position description are ideals to which the occupant will aspire. Unless specifically stated, they are not absolutely essential.

**ORGANISATIONAL RESPONSIBILITIES**

In addition to the duties as specified, the following standards/duties shall apply:

**Customer Services Standards**
- Promote Council's customer service charter and comply with Warrnambool City Council Customer Performance Standards
- Provide a consistently high level of service to our customers in a prompt and pleasant manner.
- Ensure accurate and prompt registration of all customer requests within the Warrnambool City Council request system and respond to assigned requests within a prescribed timeframe.
- Maintain the highest ethical standards and confidentiality in dealing with our customers and each other.
- Develop individual skills and knowledge that will better serve our customers.

**Occupational Health & Safety/Risk Management**
- Take reasonable care for your own health and safety and for the health and safety of anyone else who may be affected by your acts or omissions at the workplace.
- Co-operate with your employer with respect to any action taken by the employer to comply with any requirement imposed by or under the Health & Safety Acts, Regulations and Codes of Practice.
- Ensure Council's Risk Management Policy & Procedures are observed and complied with.

**Personal Development & Conduct**
- Identify training and development needs through Annual Appraisal System for yourself and any staff you directly supervise, and participate in corporate training.
- Ensure adherence to Council Code of Conduct, Equal Employment Opportunity, Privacy procedures and other policies and programs.
- Participate fully in the Staff Performance Management System, Recruitment and Induction processes.

**Information Technology & Records Management**
- Ensure appropriate and thorough electronic file management within the corporate library system is maintained.
- Ensure effective utilisation of electronic file management techniques eg: create folders, search for files, print files, etc.
- Ensure effective use of relevant application software systems (appropriate level of training provided).

**Organisation Development**
- Participate in the Employee Opinion Surveys as requested.
- Participate in Warrnambool City Council's corporate development programs.

**POLICE RECORDS CHECK:**

The incumbent must have and maintain a current Police Records and/or Working with Children Check.

☐/☑ YES    ☐/☒ NO
OTHER DUTIES:

Responsibilities and duties included in this Position Description are subject to the Multi-skilling provisions of the relevant Award and/or the Warrnambool City Council Enterprise Agreement.

ORGANISATIONAL RELATIONSHIPS:

<table>
<thead>
<tr>
<th>Reports to:</th>
<th>Team Leader Roads &amp; Drains / Supervisor Drainage Maintenance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervises:</td>
<td>Nil</td>
</tr>
<tr>
<td>Internal Contacts:</td>
<td>Council Staff</td>
</tr>
<tr>
<td>External Contacts:</td>
<td>General Public, Contractors, Emergency Services, Utility Providers and User Groups.</td>
</tr>
</tbody>
</table>

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- Generally the Drainage Maintenance and Construction Worker is given direction on daily work programs.
- Most instructions given to the Drainage Maintenance and Construction Worker give a broad outline of the job required. The Drainage Maintenance and Construction Worker then must have the awareness and the decision making ability to allocate the necessary tasks that are required to complete a job.
- Works are required to be completed with minimal supervision.
- Willingness to perform duties outside normal spread of hours to assist with street cleaning, drainage and storm events.
- Report to management of any efficiency improvements that may be implemented.

JUDGEMENT AND DECISION MAKING:

- The nature of work is usually specialised with procedures well understood and clearly documented.
- Some tasks performed will involve selection from a range of techniques, systems, equipment, methods or processes.

SPECIALIST KNOWLEDGE AND SKILLS:

The following knowledge and skills are required to be utilised:

- Ability to operate and maintain a wide range of heavy road and drainage machinery in a safe and efficient manner.
- Good knowledge of worksite traffic management regulations.
- Ability to be able to divert conflicting traffic flows safely around work areas.
- Good knowledge of OH&S procedures and the ability to conduct site risk assessments.
- The ability to enter and work in confined spaces is required to fulfil the position.

MANAGEMENT SKILLS:

The following management skills are required to be utilised:
• Ability to plan and organise daily tasks and to understand oral and written job instructions. Employee must also carry out works with sensible priorities in an efficient manner with minimum supervision.

**INTERPERSONAL SKILLS:**

The following interpersonal skills are required to be demonstrated:

• Requires the ability to get on amiably with workmates, to effectively communicate to ensure a smooth progression of work and to solve minor problems as they occur.
• Ability to identify, discuss and resolve issues pertaining to tasks required.
• Be polite and courteous to the general and motoring public when carrying out works in accordance with values and principles of the organisation and code of conduct.

**QUALIFICATIONS AND EXPERIENCE:**

The following qualifications and experience are required for the position:

• Drivers licence essential.
• Experience with the ability to concentrate while operating heavy plant and under all situations
• Worksite Traffic Management Certificate.
• Experience with maintaining and cleaning drainage systems (desirable)
• Heavy Rigid Truck Licence (desirable).
• Forklift Licence (desirable).
• Front End Loader / Backhoe (essential)
• Be prepared to undertake training relevant to position and as requested by Depot Operations Coordinator / Team Leader Roads & Drains.
• Farm chemical users ticket (desirable)
• Confined Space Qualification (desirable)
• Experience in Concreting works would be an advantage

**RELEVANT PHYSICAL RESPONSIBILITIES**

**Location of work:** This position will require working in the following environments:

<table>
<thead>
<tr>
<th>Environment</th>
<th>Nil</th>
<th>Light</th>
<th>Average</th>
<th>Constantly</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indoor (office / workshop)</td>
<td></td>
<td>⚫</td>
<td></td>
<td>⚫</td>
</tr>
<tr>
<td>Outside</td>
<td></td>
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<td>⚫</td>
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</tbody>
</table>

**Physical activities:** The work is likely to require a certain amount of physical activity, such as:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Nil</th>
<th>Light</th>
<th>Average</th>
<th>Constantly</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standing</td>
<td></td>
<td></td>
<td>⚫</td>
<td></td>
</tr>
<tr>
<td>Sitting</td>
<td></td>
<td>⚫</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bending</td>
<td></td>
<td>⚫</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Walking</td>
<td></td>
<td>⚫</td>
<td></td>
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<tr>
<td>Repetitive hand work</td>
<td></td>
<td></td>
<td>⚫</td>
<td></td>
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<tr>
<td>Heavy lifting (&gt;1.5kg)</td>
<td></td>
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<td>⚫</td>
<td></td>
</tr>
</tbody>
</table>

**Plant and Equipment:** This role involves working with or near plant or equipment:

<table>
<thead>
<tr>
<th>Hazard / Activity</th>
<th>Nil</th>
<th>Light</th>
<th>Average</th>
<th>Constantly</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rotating parts</td>
<td></td>
<td>⚫</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Noisy Environment</td>
<td></td>
<td>⚫</td>
<td></td>
<td></td>
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<tr>
<td>In proximity of Mobile or Moving plant</td>
<td></td>
<td>⚫</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Strobe or similar lights</td>
<td></td>
<td>⚫</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operating plant controls</td>
<td></td>
<td>⚫</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Hazard / Activity**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Nil</th>
<th>Light</th>
<th>Average</th>
<th>Constantly</th>
</tr>
</thead>
<tbody>
<tr>
<td>Driving plant or vehicles</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Machinery Vibration</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to distinguish between colours</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Using hand held tools</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Working with irritants, chemicals, fumes and/or dust</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Working in hot surroundings</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Working in confined spaces</td>
<td>✓</td>
<td></td>
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</tbody>
</table>

**Other activities:** This role may also include:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Nil</th>
<th>Light</th>
<th>Average</th>
<th>Constantly</th>
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</thead>
<tbody>
<tr>
<td>Talking on the phone</td>
<td></td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Direct contact with people</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Working at heights</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Working with animals/ wildlife</td>
<td>✓</td>
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**CONDITIONS OF EMPLOYMENT:**

The Terms and Conditions in this Position Description are to be read in conjunction with the General Terms & Conditions of Employment.

**AGREEMENT:**

I accept and agree to the duties in this Position Description. I understand that this Position Description is to be read in conjunction with the General Terms & Conditions of Employment and I agreed to abide by the terms and conditions stipulated therein.

| Name (Please print): | Signature: | Date: |
DRAINAGE MAINTENANCE AND CONSTRUCTION WORKER
GENERAL CONDITIONS OF EMPLOYMENT

TERMS AND CONDITIONS OF EMPLOYMENT:

The conditions of employment are generally in accordance with the Warrnambool City Council Enterprise Agreement. A copy of this document is readily available by contacting the Organisation Development Branch.

CODE OF ETHICS:

In addition to recognised professional ethics, Council requires the appointee to adhere to the following principles –

He/she shall not use for his/her personal gain or knowledge nor disclose any confidential information which may be acquired as a result of special opportunities arising out of his/her employment by the Council.

An employee of Council must not make improper use of any information acquired as a result of employment to gain directly or indirectly a pecuniary advantage for himself/herself or for any other person or with intent to cause detriment to the Council.

In addition, employees shall not engage in any private practice (whether or not relating to activities within or outside the municipality) except with the specific permission of the Chief Executive, also being subject to the provisions of the Local Government Act 1989.

Information obtained through employment with the Warrnambool City Council is confidential and therefore cannot be discussed with any outside individuals or organisations, without Council consent. The confidentiality of Council information remains binding even following completion of service with the Warrnambool City Council.

ORGANISATIONAL RESPONSIBILITIES

In addition to the duties as specified in each Position Description, the following standards/duties shall apply to all staff:

Customer Services Standards

- Promote Council’s customer service charter and comply with Warrnambool City Council Customer Performance Standards
- Provide a consistently high level of service to our customers in a prompt and pleasant manner.
- Ensure accurate and prompt registration of all customer requests within the Warrnambool City Council request system and respond to assigned requests within a prescribed timeframe.
- Maintain the highest ethical standards and confidentiality in dealing with our customers and each other.
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Occupational Health & Safety/Risk Management

- Take reasonable care for your own health and safety and for the health and safety of anyone else who may be affected by your acts or omissions at the workplace.
- Co-operate with your employer with respect to any action taken by the employer to comply with any requirement imposed by or under the Health & Safety Acts, Regulations and Codes of Practice.
- Ensure Council’s Risk Management Policy & Procedures are observed and complied with.
Personal Development & Conduct

- Identify training and development needs through Annual Appraisal System for yourself and any staff you directly supervise, and participate in corporate training.
- Ensure adherence to Council Code of Conduct, Equal Employment Opportunity, Privacy procedures and other policies and programs.
- Participate fully in the Staff Performance Management System, Recruitment and Induction processes.

Information Technology & Records Management:

- Ensure appropriate and thorough electronic file management within the corporate library system is maintained.
- Ensure effective utilisation of electronic file management techniques eg: create folders, search for files, print files, etc.
- Ensure effective use of relevant application software systems (appropriate level of training provided).

Organisation Development:

- Participate in the Employee Opinion Surveys as requested.
- Participate in Warrnambool City Council's Business Excellence Program and other corporate development programs.

ANNUAL REVIEW

Staff participate in an Annual Performance Review or equivalent Corporate Performance Management Module which is undertaken in June/July each year. The Review comprises as a minimum assessment of the following:

- Meeting of established performance objectives.
- Acquisition and satisfactory utilisation of new or enhanced skills.
- Satisfactory service according to Council criteria.
- Review of salary grading based on adopted remuneration management system.

HOURS OF DUTY:

Hours of duty will be 38 hours per week between 6.00am to 6.00pm Monday to Friday, 1/2 hour lunch break and a 9 day fortnight.

TENURE:

The tenure of this position is Permanent Full Time

MINIMUM EMPLOYMENT PERIOD:

This position is subject to a minimum employment period (6 months qualifying) during which time the employee's suitability for ongoing employment will be assessed.

SALARY:

This position is a Band 3 with a salary of $58,695 to $62,106 (inclusive of industry allowance) in accordance with Warrnambool City Council's Enterprise Agreement.
LEAVE ENTITLEMENTS:

Annual leave is four weeks per annum. Long service leave is pro-rata after 7 years service. Sick leave is twelve days per annum on full pay (cumulative). Entitlements are pro-rata for part-time employees.

Please note leave entitlements are not available to those employees who are paid a loading in lieu of sick leave and annual leave.

SUPERANNUATION:

The Council is required to make a statutory contribution to the scheme for the employee’s benefit. The employee may also make a contribution. Since 1st July 2013 the statutory contribution is 9.25% of the annual salary.

The Council’s Enterprise Agreement provides that:

The Warrnambool City Council shall continue to be a participating employer in the Vision Superannuation Fund (the Defined Benefits Scheme and/or LASPLAN) in accordance with the provisions and requirements of the Vision Super Fund Trust Deeds.

The Warrnambool City Council will also be a participating Employer of HESTA and any Registered Nurse may elect to have their Employer’s superannuation funds paid into HESTA.

The Council shall contribute to the above fund(s) in accordance with the Superannuation Guarantee Act 1992, on behalf of each employee.

RESIGNATION/TERMINATION:

Subject to the provisions of the Local Government Act 1989 and Council’s Enterprise Agreement, termination of employment shall be effected by notice in writing by either party.

SMOKING:

Smoking is not permitted in the Council owned and/or managed buildings and also Council vehicles, including plant.

EMPLOYEE BENEFITS:

Council provides support and facilities to enable staff to achieve a realistic work and life balance. In particular we offer the following employee benefits (many of which are part of Council’s Enterprise Agreement):

- Training and career development opportunities including study assistance
- Salary sacrifice arrangements (superannuation and pool/gym membership)
- Flexible leave and work arrangements
- Paid maternity and paternity leave
- Corporate Health & Wellbeing Program
- Corporate Health Insurance Program
- Active Social Club
- Employee Assistance Program – free counselling and support
- Discounted pool/gym memberships
### Privacy Act Information

The personal information requested in your application is being collected by the Council for recruitment purposes. The personal information will be used solely by the Council for that primary purpose for which it was collected or a purpose the person would reasonably expect. If this information is not collected your application will not be processed. The applicant understands that the personal information provided is for recruitment purposes and that he or she may apply to the Council for access to and/or amendment of the information. Requests for access and or correction should be made to the responsible officer and/or the Privacy Officer.

I further understand that only information which may assist me gain employment or assess my suitability for employment will be sought from the referees, and that such information will be handled in accordance with the Warrnambool City Council Privacy Act Policy and Victorian Information Privacy Act 2000, including the provision of access to that information.

### INTERVIEW:

Applicants should be prepared to attend a personal interview, if required.

### MEDICAL:

Applicants may be asked to undergo medical assessment in relation to skills required.

### POLICE CHECK/WORKING WITH CHILDRENS CHECK:

Applicants may be required to undergo a Police Check and/or Working with Children’s Check prior to commencement in a position. (The requirement will be specified in the Position Description)

### DRIVERS LICENCE:

Applicants are required to hold current licences (prior to commencement in the position) to fulfil the inherent requirements of this role as specified in the position description.