

## MUNICIPAL MAINTENANCE AND CONSTRUCTION WORKER

### POSITION NO:

**CLASSIFICATION:** Band 3

**OCCUPANT:** Vacant

**DATE:** July 2025

### 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 road and footpath works as required

To assist in the maintenance of Council roads, drains and other assets as required.

### KEY RESPONSIBILITIES AND DUTIES:

1. To maintain designated areas to the required standard to operate plant/equipment efficiently and safely to ensure satisfactory completion of assigned duties within the time frame set.
2. Carry out routine maintenance of equipment of all mechanical plant to comply with Council safety requirements
3. 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.
4. Maintain accurate records of works completed.
5. Complete all asset defect notices on time and report details of all works.
6. Provide assistance to the concrete, drainage and other depot maintenance and construction teams.
7. 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 Road Maintenance and open drains
8. Other duties as directed by the Depot Operations Coordinator/ Team Leader Roads & Drains or Supervisor of Road Maintenance and Open drains.
9. Assist work teams complete "Safe Work Method Statements" and "Safe Operating Procedures" and any other OH&S requirements.
10. Report any workplace safety concerns or risks to Supervisor/Management.
11. Assist with worksite Traffic Management Practices following correct procedures when required.

### 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 communication skills (verbal and written)
3. Knowledge of OH&S requirements inclusive of, but not limited to safe operating procedures, safe work method statements and risk assessments.
4. Ability to work across a wide range of tasks, individually and in a team environment within the Municipal Depot work teams

OUR ORGANISATIONAL VALUES  
WORKING TOWARDS A BETTER WARRNAMBOOL

## MUNICIPAL MAINTENANCE AND CONSTRUCTION WORKER

5. Sound knowledge of installation standards for signage, guideposts and other traffic management devices.
6. Knowledge and previous experience with computers and devices and associated software packages.
7. Participate and engage with the Municipal Depot workplace values.

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.

### GENERAL EMPLOYMENT PROBITY CHECKS:

The incumbent must have and maintain a current Fit2Work (Police Records)

☒ YES

Working with Children Check

☒ YES

### OTHER DUTIES:

Responsibilities and duties included in this Position Description are subject to the multi-skilling provisions of the Warrnambool City Council Enterprise Agreement.

### ORGANISATIONAL RELATIONSHIPS:

Reports to:	Team Leader Roads and Drainage / Supervisor of Road Maintenance.
Supervises:	Trainees
Internal Contacts:	Depot Supervisors and Team Leaders, Coordinator Depot Operations, all Council Officers, Manager Infrastructure Services
External Contacts:	As required under the supervision of the Team Leader Roads & Drains, Community Groups, Visitors and Community Members, Contractors

### ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- Generally, the Municipal Maintenance and Construction Worker has a set work program, except when the supervisor has to impose their senior officer's priorities.
- Most instructions to the Municipal Maintenance and Construction Worker give a broad outline of the job required. The 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. and record where necessary, reporting any efficiency improvements that may be implemented.
- Accountable for ensuring the quality and timeliness of work performed by oneself and other trainees, apprentices and labourers.

### JUDGEMENT AND DECISION MAKING:

- The position is well defined, and guidance will be available. The incumbent must have the ability to analyse problems and difficult situations and seek solutions that accurately address the issue within resource constraints.

OUR ORGANISATIONAL VALUES  
WORKING TOWARDS A BETTER WARRNAMBOOL

## MUNICIPAL MAINTENANCE AND CONSTRUCTION WORKER

- The nature of work is usually specialised with procedures well understood and clearly documented.

The particular tasks to be 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 machinery in a safe and efficient manner.
- Good knowledge of worksite traffic management regulations.
- Ability to prepare and finish asphalt and sealing works.
- Good knowledge of OH&S procedures.

The position will comply with Council's Human Resources, Equal Employment Opportunity, Occupation Health & Safety, Safe Work Method Statements (SWMS), Safe Operating Procedures (SOPS) and other related policies

### 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
- Basic knowledge of personnel, O.H. & S. and Council practices and policies.
- Provide trainees, apprentices with direction, leadership and training.
- Able to take direction and work effectively as a team member

### INTERPERSONAL SKILLS:

The following interpersonal skills are required to be demonstrated:

- Good skill in oral and written communication.
- Ability to identify discusses and resolve any problems, relevant with position.
- Ability to gain co-operation and assistance from fellow employees and contractors.
- Provide advice and good customer relations to the general public when appropriate.
- Be polite and courteous to the general and motoring public when carrying out works.

### QUALIFICATIONS AND EXPERIENCE:

The following qualifications and experience are required for the position:

- Drivers licence essential.

OUR ORGANISATIONAL VALUES  
WORKING TOWARDS A BETTER WARRNAMBOOL

## MUNICIPAL MAINTENANCE AND CONSTRUCTION WORKER

- Experience with the ability to concentrate while operating heavy plant and under all situations
- Worksite Traffic Management Certificate.
- Experience with maintaining roads and footpaths (desirable)
- Heavy Rigid Truck Licence (essential).
- 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.

### TERMS AND 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:	
Signature:	
Date:	

OUR ORGANISATIONAL VALUES

WORKING TOWARDS A BETTER WARRNAMBOOL

## OUR ORGANISATIONAL VALUES

WORKING TOWARDS A BETTER WARRNAMBOOL



ACCOUNTABILITY



COLLABORATION



RESPECTFULNESS



PROGRESSIVENESS



WELLBEING