

SUPPORT OFFICER DEPOT MAINTENANCE & OPERATIONS

CLASSIFICATION: Band 4
OCCUPANT: Vacant
DATE: March 2025

POSITION CONTEXT & OBJECTIVE(S):

To provide assistance and support to the Parks and Gardens team and Depot Operations as required in the following areas:

- Administration, Occupational Health and Safety, purchasing assistance where required in ongoing works programs, general maintenance, and projects.
- Assist with building maintenance, playground maintenance and inspection works and other built asset maintenance.

KEY RESPONSIBILITIES AND DUTIES:

1. Assist with the certification of material sheets, credit card purchases, day labour and hired plant dockets at the end of each working week to enable this costing data to be processed.
2. Ensure the Depot buildings and grounds are kept tidy and assist the depot leadership team with any maintenance / repairs, using contractors or available depot staff
3. Provide prompt and courteous attention to complaints, requests and enquiries raised from Kindergarten grounds and playground maintenance, Sports field and Recreation Reserve requests and completion of all electronic data required for closure of all requests relevant to this position.
4. Ensure all Safe Work Method Statements / Safe Operating Procedures are current and reviewed regularly by team members through the relevant supervisory staff
5. Assist Depot supervisory staff and the Organisational Development Branch with completion and adherence to Safe Work Method Statements (SWMS) and Safe Operating Procedures (SOPs) and other safety procedures
6. Ensure safe work practices by contractors, their agents, and staff complies in the execution of duties at all times with OHS and Equal Opportunity Legislation.
7. Undertake such duties as required by the Team Leader Parks and Gardens / Coordinator Depot Operations / Manager Infrastructure Services or their representative.
8. Provide sound and timely advice to the Team Leader Parks, Gardens & Environment/ Coordinator Depot Operations and Manager Infrastructure Services on request.
9. To be conversant and familiar with relevant pieces of legislation and permit requirements for any works undertaken.

KEY SELECTION CRITERIA:

The Key Selection Criteria does not need to be responded to individually. Your Cover Letter can address the below requirements.

1. Demonstrated skills in problem solving and understanding of where to seek advice for challenging tasks delegated by others.

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2. Relevant experience building maintenance, playground maintenance and inspection works, and other built asset maintenance
3. Understanding of OH&S legislation, Safe Work Method Statements (SWMS), Material Safety Data Sheets (MSDS) and Safe Operating Procedures (SOPS) and other work related policies
4. Experience and ability to work positively with community groups, students Council staff, volunteers, user groups, contractors and general public Well-developed oral and written communication skills
5. Ability to develop reports and correspondence both written and electronic
6. Proficient in the use of Microsoft Office programs
7. Demonstrated knowledge, qualifications or experience in building related activities
8. Undertake playground maintenance, inspection and renewal programs to meet the Australian Standards

GENERAL EMPLOYMENT PROBITY CHECKS:

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

☐ YES

The incumbent must have and maintain a Working with Children Check:

☐ YES

ORGANISATIONAL RELATIONSHIPS:

Reports to:	Team Leader Parks Gardens and Environment / Coordinator Depot Operations
Supervises:	Contractors and authorised representatives
Internal Contacts:	All Council officers
External Contacts:	As required under the supervision of the Team Leader Parks Gardens and Environment, Coordinator Depot Operations, Manager Infrastructure Services.

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- Responsible for the supervision of contractors and liaising with community groups to achieve the requirements of the works program and the efficient maintenance and operation of the unit.
- Responsible to ensure that all contractors are trained in safe working practices and in the safe operation of equipment and made aware of all occupational, health and safety policies and procedures.
- Responsible for proper and efficient conduct of duties under the supervision of the Team Leader Parks, Gardens and Environment/ Coordinator Depot Operations.
- Freedom to act within policies, budgets and objectives set by the Council with regular reporting for works identified by Council's programs/maintenance schedules.
- Able to evaluate alternative directions of action for consideration

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JUDGEMENT AND DECISION MAKING:

- Expected to use sound judgement and decisions in the field to provide a high level of service to the community, in consultation with Team Leader Parks, Gardens and Environment/ Coordinator Depot Operations as required.
- Responsible for decision making and planning / programming tasks delegated by management.
- Guidance and advice are always available within time.

SPECIALIST KNOWLEDGE AND SKILLS:

The following knowledge and skills are required to be utilised:

- To have a thorough understanding and knowledge of the theoretical and practical principles and processes associated with the position. Experience in a works environment requiring technical skills and or contract management skills.
- To have the ability to foresee possible problems associated with works and put into place remedial actions considered necessary to rectify these problems.
- To be able to develop and implement maintenance and construction work schedules, together with new developed communication skills.
- An understanding of Councils procurement policy and requirements
- Demonstrated proficiency in computer skills with experience in report writing, computer based budgeting programs, spread sheet and data base software packages including electronics files.

MANAGEMENT SKILLS:

The following management skills are required to be utilised:

- Demonstrated skills in program planning and monitoring and consistently meet work timeframes.
- To have an understanding of basic personnel policies and practices including Equal Opportunity and OHS.
- Good decision making and programming skills appropriate to the position.
- Demonstrated achievement and completion of tasks of works in accordance with required service standards.

INTERPERSONAL SKILLS:

The following interpersonal skills are required to be demonstrated:

- Well-developed oral and written communication skills including the ability to develop reports and respond to correspondence.
- Demonstrated ability in people skills which promotes a customer service driven operation.
- Well-developed negotiation skills.
- Well-developed dispute resolution capabilities.
- Able to gain co-operation and assistance from contractors/clients/staff.
- Well-mannered and approachable personality – staff/public can liaise with on sensitive and confidential issues relevant to the position.

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- Legible, literacy and numeracy skills including report writing.

QUALIFICATIONS AND EXPERIENCE:

The following qualifications and experience are required for the position:

- Experience in a works environment requiring technical skills and or contract management skills.
- Relevant experience/qualifications in arboriculture, horticulture, parks gardens and environmental and natural resource management, sports field preparation, project/works management.
- Demonstrated knowledge of Local Government procedures.
- Knowledge of Safe Work Practices and relevant Legislation related to QA and OH&S.
- Current Victorian Driver's Licence.
- Forklift Licence essential
- Skills in playground maintenance and building maintenance activities
- Heavy Truck Licence desirable
- Front End Loader and other heavy plant experience desirable

TERMS AND CONDITIONS OF EMPLOYMENT:

The Terms and Conditions in this Position Description are to be read in conjunction with the Warrnambool City Council Enterprise Agreement.

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:	

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