

# Position Description

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Position Number: WK402

## Works Officer 04

Current Incumbent:

<b>Classification:</b>	Band 4
<b>Directorate:</b>	Infrastructure
<b>Department:</b>	Works & Waste
<b>Branch:</b>	Works
<b>TRIM:</b>	M12/53629

# Position Description

## Position Objectives

- Provide assistance to meet program delivery requirements against time, quality and budget, in the delivery of maintenance services for Council on infrastructure assets including the road, path and drainage networks, through the application of best practices techniques.
- Provide appropriate levels of supervision to small work teams and other staff.
- Be physically able to carry out the duties as specified.

## Key Selection Criteria

- Experience supervising staff and providing leadership to deliver scheduled work programs efficiently and effectively.
- Experience operating and maintaining plant items, and the experience to manage how plant is utilised in the field.
- Experience in using and applying material resources to construction and maintenance tasks to produce a quality finish.
- Experience in maintaining records of daily works undertaken including a record of personnel, plant and resources used in completing works.
- Ability to work well with colleagues to foster a team environment.

## Key Responsibility Areas

- Provide leadership to small teams in delivering Council's infrastructure maintenance services and capital works programs.
- To effectively supervise the efficient use of plant and equipment in delivering capital construction and maintenance programs
- To manage and control material resources used in the delivery of Council infrastructure maintenance and capital works projects as well as be responsible for the effective and efficient ordering and application of material resources for jobs.
- To safely operate and maintain plant and equipment used in the delivery of infrastructure maintenance services.
- Work in conjunction with external contractors to complete maintenance and installation works.
- Responsible for the appropriate collection, recording and reporting of work outputs and monitor and report any maintenance issues affecting infrastructure assets within the Departments responsibility, and inform other Departments of any maintenance issues affecting their area of responsibility.
- Report to the supervisor any work needed to be performed with regards to improving the maintenance of an area under his/her control.

- To ensure compliance with the organisations maintenance activity data recording and reporting systems, including the use of mobile hand held electronic devices and time sheets.
- Experience in applying OHS principles and practices when delivering maintenance services.
- Flexibility to support team members by assisting with works and/or activities across all Council sites
- Be prepared to assist with emergency work after hours as required.

## Accountabilities

- Adherence to all relevant Council policies and procedures
- Complying with the Council's occupational health and safety management system including providing direction to staff to implement safe working practices and procedures
- Correct use and maintenance of all personal protective equipment and replacement as required
- Taking all reasonable care in performance of his/her duties so as to prevent injuries to him/herself or others (including members of the public)
- Reporting all injuries, accidents, incidents, near misses and/or unsafe plant equipment, machinery conditions in the workplace
- Direct staff and lead by example in the correct use and maintenance of all equipment, plant and machinery

## Specialist Skills and Knowledge

- At least 5 years' experience and competency in operating major and minor plant and equipment.
- At least 5 years' experience in civil construction and maintenance work.
- Experience in leading teams
- Experience in traffic management requirements to perform works in road reserves.

## Management Skills

- Time management and exhibit an ability to work within expected time frames and complete work program as specified.
- Demonstrated ability to work unsupervised in the workplace.
- Ability to manage small projects and programs supervising staff, plant and resource allocation.
- Continuous improvement in performance and productivity.

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♦ Continually innovate ♦ Start the celebration**

# Position Description

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## Judgement and Decision Making

- The selection of work practices, procedures and resources appropriate and relevant to the job.
- Safe working practices and procedures.
- Effectively resolve issues as they arise, in an appropriate manner, to avoid down time
- Advising management about issues, which need specialist attention.

## Interpersonal Skills

- Effective oral and written communication skills
- Have the ability to work effectively and successfully with a wide range of people from diverse backgrounds and groups both internally and externally.
- Have a positive and professional presentation.
- Be a committed team player.
- Have a commitment to continuous improvement
- Problem solving skills relevant to the position
- Be committed to effective, quality customer service.

## Qualifications and Experience

- Demonstrated experience in the safe and competent maintenance of roads, drains, and bridges and experience in the use of associated plant and equipment.
- Certificates in plant operation such as grader, backhoe, heavy rigid truck, forklift or other relevant plant and equipment certificates.
- Significant experience in specialist tasks such as drainage, concreting and bitumen works would be an advantage.
- Experience in the use of small tools and equipment.
- Experience in other specialised tasks such as concreting, glazing, welding and plumbing would be an advantage.
- Current Traffic Controllers certificate
- The holding of and continuing to hold a licence to drive a motor vehicle in Victoria is a mandatory requirement of the position and any other licences would be an advantage.

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## Council Values

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Values reflect what we feel is important. Organisations may have core values that reflect what is important in the organisation. These values may be guiding principles of behaviour for all members in the organisation.

**Our values are:**

<b>Respect first, always</b>	We are attentive, listen to others and consider all points of view in our decision making.
<b>Take ownership</b>	We take pride in honouring our promises and exceeding expectations, and are transparent with and accountable for our actions.
<b>Courageously lead</b>	We lead with integrity, and stand up and stand by what is in the best interests of the Greater Shepparton community.
<b>Working together</b>	We work collaboratively to create higher quality outcomes that are more efficient, thoughtful, effective and responsive. We cannot accomplish all that we need to do without working together.
<b>Continually innovate</b>	We are open to new ideas and creatively seek solutions that encourage us to do our best for our community.
<b>Start the celebration</b>	As ambassadors for our people and place, we proudly celebrate the strengths and achievements of Council and the Greater Shepparton community.

## Occupational Health and Safety

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The incumbent, in conjunction with the OH&S committee, is responsible for the effective implementation of the Greater Shepparton City Council Safety Management System and demonstrate a commitment to effective risk management and minimisation.

- Take reasonable care for their own safety and that of others at work
- Obey all instructions from their Supervisors issued to protect their own personal health and safety and that of others
- Actively participate in OH&S, safety training and awareness programs
- Follow and encouraging work group adherence to Safe Working Procedures, instructions, guidelines and practices and recommend change if considered inadequate
- Use safety devices and PPE correctly and when required
- Report any Incidents, near misses or safety hazards to supervisors, management or HSR's
- Ensure that they do not endanger any other person through any act or omission at work
- Ensure they are not affected by the consumption of alcohol, drugs, illness or fatigue as to endanger their safety or that of others
- Actively participate in work group OH&S activities such as toolbox sessions

## Customer Service

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Greater Shepparton City Council recognises customer service as a whole of council responsibility. We will strive to provide service excellence through:

- Informed professional guidance and advice
- Listening to and understanding our customer needs
- Developing skilled and motivated staff
- Strengthening relationships between staff and the customer
- Ongoing evaluation reporting and continuous improvement.

**Who are our customers?**

Our customers are persons or organisations that use or needs a service provided by Greater Shepparton City Council.

**Our Definition – Customer Service:**

We believe service excellence is the ability to provide a high quality consistent and empathetic service to our customers in line with council objectives and statutory obligations.

## Recordkeeping Responsibilities

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As an employee of the Victorian Public Service Sector, it is your responsibility to create and capture a full and accurate record of your work related decisions and activities. It is also your responsibility to ensure that all records are managed in accordance with the Greater Shepparton City Council's Records & Information Management Policy, Framework and associated procedures."

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## Accountability and Extent of Authority

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The incumbent is subject to annual review (pursuant to Local Government Authorities Award 2001) and is accountable for:

- The Officer is accountable to their Manager for providing accurate, effective and customer focused support to meet the needs of the Council.
- The position allows the Officer the authority to make decisions about the implementation of appropriate work practices to achieve the objectives and responsibilities of this position.
- The Officer has the authority required to carry out the duties and responsibilities of the position in accordance with established procedures, business rules and standards. Extensive freedom to initiate changes to policy, procedures and practices is encouraged and will be undertaken with the approval of the Manager.

### Extent of Authority

Subject to, and within the framework of, the provisions of relevant legislation and statutory requirements, and the Council's policies and procedures, the incumbent has the authority to provide advice and assistance to management and staff in accordance with: the Council Plan; relevant human resources, industrial relations, and anti-discrimination legislation; relevant Awards and certified agreements; Council's policies and procedures; and accepted organisation standards.

## Emergency Management

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The Greater Shepparton City Council understands and accepts its roles and responsibilities in emergency management operations described in the Emergency Management Act 2013 and it is a core function of Council business.

At times the incumbent may be asked to assist in Council's emergency management operations, within reason.

## Risk Management Responsibilities

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All staff members are to:

- Understand the principles and purpose of Risk Management and the associated framework
- Understand all the risks associated with their activities and assist their manager / team leader in the identification and management of risks

# Organisational Relationship

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- Reports To:**
- Group Coordinator
  - Works Coordinator
  - Team leader – Works
  - Manager - Works

- Internal Liaisons:**
- Chief Executive Officer
  - Executive Leadership Team
  - Responsible Managers
  - All Staff

- External Liaisons:**
- Contractors
  - Suppliers
  - General public

**Acknowledged:**

**Employee:**

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**Signature:**

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**Date:**

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**Counter Signed:**

**Employer Representative:**

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**Signature:**

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**Date:**

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