

# POSITION DESCRIPTION



|                         |                                                                                                      |
|-------------------------|------------------------------------------------------------------------------------------------------|
| <b>Title:</b>           | <b>Works Officer 03</b>                                                                              |
| <b>Position Number:</b> | <b>Various</b>                                                                                       |
| <b>Classification:</b>  | <b>Band 3</b>                                                                                        |
| <b>Directorate:</b>     | <b>Infrastructure</b>                                                                                |
| <b>Department:</b>      | <b>Infrastructure Preservation</b>                                                                   |
| <b>Award:</b>           | <b>Greater Shepparton City Council Enterprise Agreement / Victorian Local Authorities Award 2001</b> |
| <b>Incumbent:</b>       | <b>Vacant</b>                                                                                        |

## ORGANISATIONAL RELATIONSHIPS

|                                        |                                                                                                    |
|----------------------------------------|----------------------------------------------------------------------------------------------------|
| <b>Reports to:</b>                     | Various                                                                                            |
| <b>Direct Reports:</b>                 | <ul style="list-style-type: none"><li>▪ Nil</li></ul>                                              |
| <b>Primary Internal Relationships:</b> | <ul style="list-style-type: none"><li>▪ Responsible Managers</li><li>▪ All Staff</li></ul>         |
| <b>Primary External Relationships:</b> | <ul style="list-style-type: none"><li>▪ Public</li><li>▪ Suppliers</li><li>▪ Contractors</li></ul> |

## POSITION OBJECTIVES

To deliver efficient and effective maintenance services for Council on infrastructure assets including the road, path and drainage networks, through the application of best practices techniques and be physically able to carry out the duties as specified.

## KEY SELECTION CRITERIA

- Experience working in small teams to deliver construction and maintenance tasks, providing some supervision and leadership to staff.
- Experience in safely operating and maintaining items of plant and equipment and ensuring its secure transport and storage.
- Some knowledge of using and applying material resources to construction and maintenance tasks to produce a quality finish.
- Ability to maintain records of daily works undertaken including a record of personnel, plant and resources used in completing works.
- Qualifications relevant to the role including: construction induction card, current drivers licence and traffic control certificate

## KEY RESPONSIBILITY AREAS

- Work cooperatively within flexible small teams and at times as a team leader in delivering Council infrastructure maintenance services.
- Give general direction and guidance to staff under your supervision in delivering maintenance services
- Responsible for the effective, safe and competent operation and maintenance of all plant and machinery used to perform infrastructure maintenance.
- Monitor and report any maintenance issues affecting infrastructure assets within the Departments responsibility and inform other Departments of any maintenance issues affecting them.
- Responsible for the effective and efficient ordering and application of material resources to jobs.
- Responsible for appropriate collection, recording and reporting of work outputs.
- Assistance and cooperation in striving for continuous improvement in performance and productivity
- Report to the Supervisor any work needed to be performed with regard to improving the maintenance of the area under his/her control.
- Work in conjunction with external contractors to complete maintenance and installation works.
- 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.
- An understanding and ability to apply OHS principles when delivering maintenance services.

## ACCOUNTABILITY AND EXTENT OF AUTHORITY

### **This position is accountable for:**

- Effectively implementing relevant work programs;
- Adherence to all relevant Council policies and procedures;
- The adoption and implementation of safe working practices and procedures and complying with the Council's occupational health and safety management system as well as reporting all injuries, accidents, incidents, near misses and/or unsafe plant equipment, machinery conditions in the workplace
- Correct use and maintenance of all equipment, plant and machinery;
- 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)

### **This position has the authority to:**

- Provide accurate, effective and customer focused support to meet the needs of the Council.
- Make decisions about the implementation of appropriate work practices to achieve the objectives and responsibilities of this position.
- Carry out the duties and responsibilities of the position in accordance with established procedures, business rules and standards.

### **Judgement and Decision Making**

- The selection of work practices and procedures and resources appropriate and relevant to the job.
- Safe work practices and procedures.
- Identifying and resolving issues as they arise or advising management about issues, which need specialist attention.

### **Multiskilling and additional duties**

- The incumbent of this position may be directed to carry out such duties as are within the limits of the employee's skills, competence and training, provided such duties do not result in a narrowing of the employee's skill base.

## SKILLS AND KNOWLEDGE

### **Specialist Skills and Knowledge**

- A number of years' experience and competency in operating major and minor plant and equipment.
- A number of years' experience in civil construction and maintenance work.
- Knowledge of traffic management requirements to perform works in road reserves.

### **Management Skills**

- Time management skills

- Ability to work within expected time frames and complete work program as specified.
- Supervision of a small team of staff to achieve effective work outputs.

### 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.

## QUALIFICATIONS AND EXPERIENCE

- Two years' experience (minimum) in the safe and competent maintenance of roads, footpaths, drains, and other municipal infrastructure and experience in the use of associated plant and equipment.
- Two years' experience (minimum) in the use of small tools and equipment.
- Experience in other specialist tasks such as drainage, concreting and bitumen works would be an advantage.
- Current Traffic Controllers certificate
- Construction Induction Card (white card)

## OTHER INFORMATION

This position description is an overview of the role; reasonable adjustments to the role that do not change the overall level, scope or intent of the original position may be discussed and agreed to in consultation with the incumbent.

It is a prerequisite of this position that the incumbent holds and maintains a current:

- Victorian Drivers licence

This position may work with, or around, Crystalline Silica. It is a requirement of the role to read and understand information relating to Silica:

### WHAT IS CRYSTALLINE SILICA?

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Crystalline silica is the crystalline form of silicon dioxide, or silica, a naturally occurring mineral that forms a major component of most rocks.<br>The most common type of crystalline silica is quartz, which is found in sand, stone and granite.                                                                                                                                                                                                                                                               | The OHS Regulations define crystalline silica as crystalline polymorphs of silica including the following substances: quartz, cristobalite, tridymite, and tripoli.<br><b>OHS Regulations r5</b>                                                                                                                                                                                                                                           |
| Materials containing crystalline silica are used to make a variety of products, including engineered stone, concrete, ceramic tiles, bricks and mortar. The amount of crystalline silica in these products varies depending on the type of product.<br>To find out how much, or which form of, crystalline silica is in a product, refer to the safety data sheet (SDS) or product information from the manufacturer or supplier. Generally quartz is found in engineered stone but cristobalite may also be present. | When products containing crystalline silica (such as engineered stone) are subjected to processes such as cutting, grinding or abrasive polishing, very fine dust is released into the air. Some dust particles released, known as respirable crystalline silica, are so small they cannot be seen by the naked eye.<br>Respirable crystalline silica dust can be inhaled deep into the lungs where it can lead to serious health effects. |

### EMPLOYEE OBLIGATIONS

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Employees while at work must take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions in the workplace. Employees must also cooperate with their employer's actions to make the workplace safe and to comply with a requirement under the OHS Act or Regulations. OHS Act s25(1) In a workplace where engineered stone processes are undertaken, this might include: <ul style="list-style-type: none"> <li>• following specific information, instruction or training provided for the purpose of undertaking engineered stone processes safely</li> <li>• participating in health monitoring</li> <li>• using PPE provided by their employer in the correct way.</li> </ul> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

### COUNCIL OBLIGATIONS

|                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                 |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Employers must provide and maintain, so far as is reasonably practicable, a working environment for their employees that is safe and without risks to health. <b>OHS Act s21</b> | To mitigate the risk, GSCC will provide to all employees; <ul style="list-style-type: none"> <li>• Health monitoring to be conducted on entry and exit of employment</li> <li>• Correct PPE supplied to all employees</li> <li>• Training, Education and Information</li> </ul> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

# LEGISLATION

As a Council officer the incumbent is required to be aware of and adhere to the following acts, regulations and codes (as replaced from time to time):

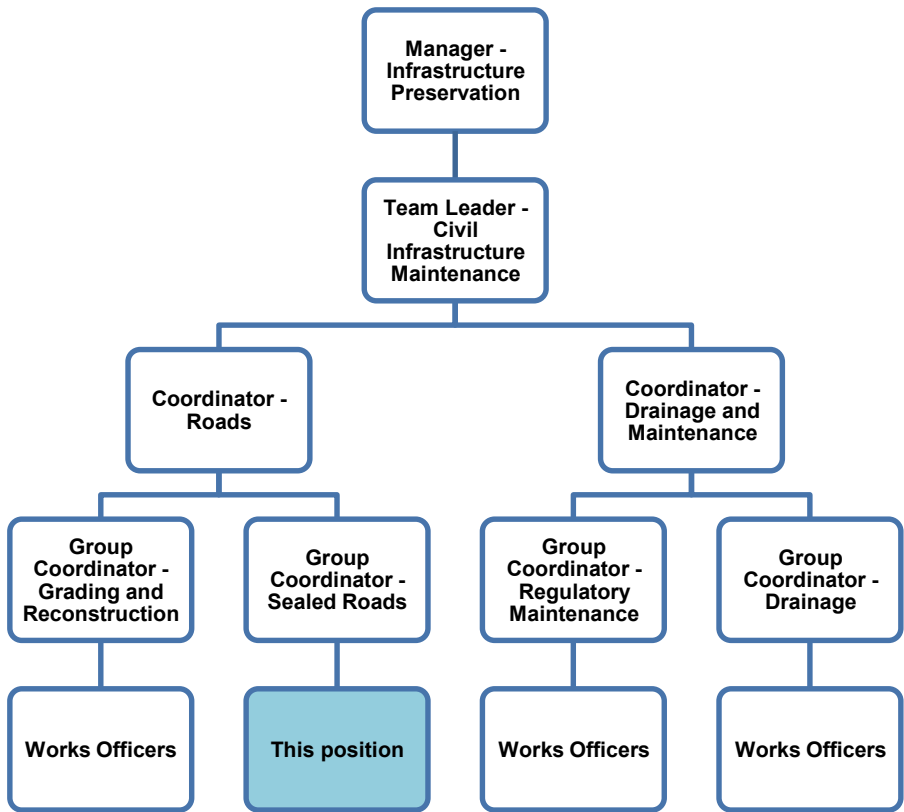
- Local Government Act 2020
- Occupational Health and Safety Act 2004
- Occupational Health and Safety Regulations 2017 (Victoria)
- Equal Opportunity Act 2010
- Greater Shepparton City Council – Employees Code of Conduct

This is not an exhaustive list and individual roles may have responsibilities under other forms of legislation.

# ORGANISATIONAL CONTEXT

## Departmental Overview

The Infrastructure Preservation Department provides Council's infrastructure maintenance works and aerodrome operations. The department strives to ensure all works/ operations are completed efficiently, effectively, within budget and in accordance with the relevant Council plans and statutory requirements.



# VALUES

Our 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.

**Respect first,  
always**

We are attentive, listen to others and consider all points of view in our decision making.

**Take  
Ownership**

We take pride in honouring our promises and exceeding expectations, and are transparent with and accountable for our actions.

**Courageously  
Lead**

We lead with integrity, and stand up and stand by what is in the best interests of the Greater Shepparton Community.

**Working  
Together**

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.

**Continually  
Innovate**

We are open to new ideas and creatively seek solutions that encourage us to do our best for our community.

**Start the  
Celebration**

As ambassadors for our people and place, we proudly celebrate the strengths and achievements of Council and the Greater Shepparton Community.

# SHARED ORGANISATIONAL RESPONSIBILITIES

## Occupational Health and Safety

All employees are responsible for the effective implementation of the Greater Shepparton City Council Safety Management System and demonstrate a commitment to effective risk management and minimisation. This includes:

- Taking reasonable care for their own safety and that of others at work.
- Obey all instructions from their supervisors to protect their own personal health and safety and that of others.
- Actively participate in OH&S training and awareness programs.
- Follow and encourage work group adherence to safe working procedures, instructions, guidelines and practices and recommend change if considered inadequate.
- Using safety devices and PPE correctly and when required.
- Reporting any incidents, near misses or safety hazards to supervisors, management or HSR's.
- Ensuring that they do not endanger any other person through any act or omission at work.
- Ensuring they are not affected by the consumption of alcohol or other drugs, illness or fatigue or endanger their safety or that of others.
- Actively participate in work group OH&S activities such as toolbox sessions.

## Customer Service

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

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.

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.

## Recordkeeping

As an employee of the Victorian Public Service Sector, you have a statutory obligation to maintain the confidentiality, integrity and availability of public sector information. It is your responsibility to ensure you are fully aware of the recordkeeping responsibilities detailed in the Greater Shepparton City Council's Records and Information Management Policy, Framework and associated procedures. It is a requirement for all staff to create, capture and protect the full and accurate records of all work related decisions and activities into relevant approved corporate systems.

## Emergency Management

Greater Shepparton City Council understands and accepts its roles and responsibilities in emergency management operations described in the Emergency Management Act (1986 & 2013) and it is a core function of Council business.

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

## Risk Management

All employees are to:

- Understand the principles and purpose of Risk Management and the associated framework activities.
- Understand all the risks associated with their activities and assist their Manager/Team Leader in the identification and management of risks.

## Child Safety

Council is a child safe organisation with zero tolerance for child abuse. Council adheres to the Victorian Child Safe standards and related legislation and Council acknowledges the cultural safety, participation and empowerment of all children especially children from Aboriginal and Torres Strait Islander, or culturally and/or linguistically diverse backgrounds and those with a disability. As such, all staff must ensure that their behaviours and actions are consistent with these standards.

## INHERENT PHYSICAL AND COGNITIVE REQUIREMENTS

The frequency of the physical and psychosocial demands required of the position are defined as:

|                         |                                                                                       |
|-------------------------|---------------------------------------------------------------------------------------|
| <b>Never (N)</b>        | Does not occur                                                                        |
| <b>Rarely (R)</b>       | May occur but does not occur daily or weekly. (1% - 5% of the time spent)             |
| <b>Occasionally (O)</b> | Does occur, time is set aside to perform this activity. (6% - 33% of the time spent)  |
| <b>Frequently (F)</b>   | Occurs daily or takes up a large percentage of the day. (34% - 66% of the time spent) |
| <b>Constantly (C)</b>   | Primary activity for this position. (67% - 100% of the time spent)                    |

|                                                      | N | R | O | F | C |
|------------------------------------------------------|---|---|---|---|---|
| <b>Work Environment</b>                              |   |   |   |   |   |
| Indoors                                              |   |   | X |   |   |
| Outdoors                                             |   |   |   |   | X |
| Slippery Surfaces                                    |   |   |   | X |   |
| Uneven ground/Sloped areas                           |   |   |   | X |   |
| Work in isolation                                    |   |   | X |   |   |
| Work in confined spaces                              | X |   |   |   |   |
| Work at heights                                      | X |   |   |   |   |
| Work in dusty/fumes/foul smells                      |   |   |   | X |   |
| Exposure to loud noises requiring hearing protection |   |   |   | X |   |
| Exposure to personal waste                           |   |   | X |   |   |
| Exposure to Crystalline Silica                       |   |   | X |   |   |
| <b>Body Posture</b>                                  |   |   |   |   |   |
| Standing                                             |   |   |   | X |   |
| Sitting                                              |   |   |   | X |   |
| Squatting/Crouching                                  |   |   |   | X |   |
| Kneeling                                             |   |   |   | X |   |
| Twisting                                             |   |   |   | X |   |
| Bending                                              |   |   |   | X |   |
| <b>Manual Handling</b>                               |   |   |   |   |   |
| Reaching or working overhead (above shoulder)        |   |   | X |   |   |
| Reaching forward                                     |   |   |   | X |   |
| Gripping/fine motor movement                         |   |   |   | X |   |
| Pushing/restraining                                  |   |   |   | X |   |
| Driving a vehicle                                    |   |   |   | X |   |
| Lifting floor to waist                               |   |   |   | X |   |
| Lifting waist to overhead                            |   |   | X |   |   |
| Lifting from a truck/trailer                         |   |   |   | X |   |
| Lifting 0 - <5kg                                     |   |   |   | X |   |
| Lifting 5 - <10kg                                    |   |   |   | X |   |
| Lifting 10 - <15kg                                   |   |   | X |   |   |
| Lifting 15kg+                                        |   | X |   |   |   |
| Carrying awkward loads                               |   | X |   |   |   |
| Climb steps/stairs/ladder                            |   | X |   |   |   |
| Exposure to vibration                                |   | X |   |   |   |
| <b>Psychosocial</b>                                  |   |   |   |   |   |
| Give direction to others                             |   |   | X |   |   |
| Dealing with aggressive customers                    |   | X |   |   |   |
| Dealing with upset? customers                        |   | X |   |   |   |
| Supporting dependent persons                         |   | X |   |   |   |

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|                         |                                                                                       |
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|                               | N | R | O | F | C |
|-------------------------------|---|---|---|---|---|
| <b>Cognitive</b>              |   |   |   |   |   |
| Written communication         |   |   | X |   |   |
| Verbal communication          |   |   |   | X |   |
| Comply with legislation       |   |   |   | X |   |
| Problem solve                 |   |   |   | X |   |
| Reason/make sense of things   |   |   |   | X |   |
| Make critical decisions       |   |   |   | X |   |
| Ensure accuracy/details       |   |   |   | X |   |
| Remember names/details        |   |   |   | X |   |
| Show creativity               |   |   | X |   |   |
| Examine/observe others        |   |   | X |   |   |
| Work quickly                  |   |   |   | X |   |
| Concentrate amid distractions |   |   |   | X |   |

## ACCEPTANCE AND AUTHORISATION

### Employee

I have read and understand the requirements and expectations of the Position Description. I agree that I have the physical and cognitive ability to fulfil the inherent requirements of the position and accept my role in fulfilling the key responsibilities and corporate values. I understand that the information and statements in this position description are intended to reflect a general overview of the responsibilities and are not to be interpreted as being all-inclusive.

**Employee Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### Authorising Officer

By signing below the Authorising Officer indicates their agreement with and approval of the position description.

**Authorising Officer Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_