

Job and Person Specification

Position: Municipal Worker
Department: Works
Reports to: Team Leader /Works Operations Manager
No of Direct Reports: Nil
Award / Level: Municipal Employees Level 4A
Incumbent:
Date Appointed:

Position Objective
<p>The Municipal Worker position will be based in St Helens and involves a range of duties related to the maintenance and construction (including plant operation) for Roads, Storm Water, Parks, Reserves & Town Maintenance.</p> <p>The Municipal Worker will also be required to perform labouring duties as required and participate in the after-hours on call roster.</p> <p>The position will require adherence to our organisational values of “Working as a team with open and honest communication; we act with integrity whilst showing respect and being positive and proactive in our actions.”</p>

Key Result Area	Key Tasks	Performance Indicators
Municipal Work	<ul style="list-style-type: none"> • Undertake semi-skilled and skilled manual work as required. • Work as part of a team, with limited supervision. • Routine maintenance of parks, reserves, recreation grounds, streets, footpaths, bridges, signage, drains and roads. • Carry out works on capital projects • Use of hand tools, small and medium, to large plant and mechanical equipment (Employees holding appropriate tickets). 	<p>Work is performed when requested and to the required standard.</p> <p>Tasks allocated are completed in a diligent manner ensuring the Team Leader is advised of any circumstances that prevent successful completion.</p>

Key Result Area	Key Tasks	Performance Indicators
Municipal Work (Task allocation will reflect team functions i.e. Parks/Storm Water/Roads)	Tasks Including, but not limited to - <ul style="list-style-type: none"> • Maintain and service items of plant allocated in accordance with defect plant procedures, bringing any defects or problems to the team leaders' attention. • Carry out Risk Management inspections as required, including playgrounds and parks. • Basic concrete and structural work such as footpath construction and replacement, storm water pit construction and repair fencing etc. including basic levelling. • Maintain road and street pavements within the limit of the equipment available. Maintain drainage systems in the nominated areas. • Monitor general area for potential risks and hazards and notify team leader. • Traffic control on construction and maintenance works including sign maintenance and erection. • Remove dead animals from roads and collection of stray animals. • Litter control in designated areas. • Liaise with members of the community when responding to allocated work requests. • Maintain Depots and equipment in good operating order, ensuring stock levels of emergency signs, lights, barriers, safety tape are adequate. • Prepare graves as required. • Distribute Wheelie Bins and help maintain records. 	Undertake all work as requested by the Team Leader or Works Operations Manager to the required standard and within the employee's skills and capabilities.
After Hours Roster	<ul style="list-style-type: none"> • Participate in the after-hours on call roster as required. 	Attend to after-hours duties when rostered.
Work Health and Safety	<ul style="list-style-type: none"> • Work in accordance with WHS legislative requirements at all times • Participate in work health and safety training • Report incidents and accidents to Work Health & Safety Coordinator • Participate in Risk Assessment activities 	Compliance with relevant Workplace Health & Safety legislation WHS training is completed as requested
Legislation and Council Policies	<ul style="list-style-type: none"> • Be aware of and ensure a thorough understanding of all relevant Council Policies and Procedures 	Compliance with policies, procedures and legislative requirements

	<ul style="list-style-type: none"> • Understand the requirements to ensure compliance with any occupational specific legislation 	
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Selection Criteria/Person Specification
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QUALIFICATIONS/EXPERIENCE	<p>ESSENTIAL</p> <ul style="list-style-type: none"> • Hold and maintain a current Australian Drivers licence. <p>DESIRABLE</p> <ul style="list-style-type: none"> • Experience and licences to operate: <ul style="list-style-type: none"> • Medium truck • Heavy truck • Earthmoving equipment • Roller • Backhoe/Tractor • Loader/Grader • Track machines. • Experience in using small plant including chainsaw, quick cut saw, lawn mower and brush cutter (Chainsaw licence desirable). • Experience in the safe use of fertilisers and chemicals (Safe Chemical Handling Certificate). • Experience in maintaining parks and reserves. • Experience in concrete laying and stenciling/previous experience with kerb & channel is highly desirable. • General experience in roads/streets and drainage construction and maintenance. • Previous experience in bridge maintenance. • Traffic management experience.
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Selection Criteria/Person Specification
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PERSONAL ATTRIBUTES	<p>This position requires the incumbent to have excellent health and be physically capable of carrying out a range of duties in an outdoors environment.</p> <p>We are also looking for a person who communicates in a professional and positive manner, has good problem solving skills, likes to work in a team environment and possesses a good work ethic.</p> <p>PHYSICAL DEMANDS</p> <ul style="list-style-type: none"> ▪ Regular and sustained physical work ▪ Exposure to variations in temperature, dust, noise and vibration (appropriate PPE supplied) ▪ Lifting and carrying up to a maximum of 25 kg ▪ Prolonged bending, shoveling and raking ▪ Squatting and kneeling
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	<ul style="list-style-type: none"> ▪ Working in confined spaces ▪ Operating small plant and equipment ▪ Driving and operating trucks and other construction equipment.
Other Specifications	
DELEGATIONS & AUTHORITY	N/A
JOB REQUIREMENTS	Current driver's licence (condition of employment is that a current licence is maintained at all times).
EEO	Ability to clearly understand and adhere to all Council policies associated with Equal Employment Opportunity, Discrimination and Harassment.
TRAINING	As required.

By accepting this position the employee understands their responsibility:

- To keep all information that they are exposed to confidential during and after their period of employment with Break O'Day Council. Information should never be disclosed outside of the organisation and only be disclosed to other employees if there is a need within the context of the task being performed
- To not access any information within Council's systems that is not directly relevant to their work

Employee
Signature: _____ Date: ____ / ____ / ____

Approved By
Departmental
Manager: _____ Date: ____ / ____ / ____

Approval By
General
Manager _____ Date: ____ / ____ / ____