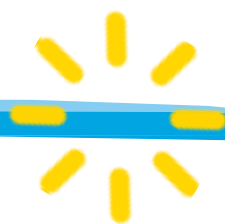


MAINTENANCE TEAM MEMBER

POSITION DESCRIPTION



Position Title	MAINTENANCE TEAM MEMBER	Position Number	
Incumbent	VACANT		
Reports to	Team Leader, Construction and Maintenance	Direct reports	Nil
Department	Infrastructure and Operations	Location	Berri Depot - various
Award	Local Government Employees Award	Status	Permanent, Full time
Stream	Municipal Employee	Grade	5

OUR VISION

To enhance the liveability and enterprise of our community.

OUR VALUES

Honesty · Accountability · Respect · Teamwork · Trust

KEY RELATIONSHIPS AND INTERACTIONS

Accountability	This position reports to the Team Leader, Construction and Maintenance and is accountable to the Manager Infrastructure and Operations.
Internal Liaison	Department Managers, Team Leaders, Team Members, Councillors and Council employees
External Liaison	Government Departments, Local Government Authorities, Businesses, Community Groups, Community Members and Service Providers
Delegations	Written delegation/authority as provided by the Chief Executive Officer

POSITION OVERVIEW

Role Purpose	To effectively and efficiently undertake duties as a member of Council's Maintenance Team in the following areas: Road maintenance, Footpath construction and maintenance, Capital works, Special projects, Cemeteries and General maintenance, under the supervision of the Team Leader, Construction and Maintenance.
Key Result Areas	<ol style="list-style-type: none"> Operations <ul style="list-style-type: none"> > Road maintenance > Footpath construction and maintenance > Capital works > Special projects > Concreting > Cemeteries > General Maintenance Asset Management Administration Communication and Customer Service

POSITION DETAILS

Key Result Areas	Accountabilities
1. Operations	<p>Under the guidance of the Team Leader, Construction and Maintenance perform work, including but not limited to:</p> <ul style="list-style-type: none">• Road maintenance• Footpath construction and maintenance• Capital works• Special projects• Concreting• Cemeteries• General maintenance
2. Asset Management	<ul style="list-style-type: none">• Operate plant, machinery, tools and equipment required to carry out the designated tasks, in accordance with the relevant approved operating procedures• Assist in the cost-effective use of plant, equipment and tools related to the Infrastructure and Operations area, and/or allocated for individual use• Contribute to the Department's planning process for work scheduling and the allocation of plant and machinery resources• Keep the Team Leader, Construction and Maintenance informed of the status/condition of infrastructure facilities and amenities as appropriate• Liaise with the Mechanic regarding maintenance work on plant and equipment, and assist if required under direction of Team Leader, Construction and Maintenance
3. Administration	<ul style="list-style-type: none">• Provide support to the Infrastructure and Operations Department by maintaining accurate and timely documentation, relating to plant and equipment, other asset records, and personal documentation including timesheets• Adequately process corporate records created and received according to Council's policies, procedures and legislation
4. Communication and Customer Service	<ul style="list-style-type: none">• Promote positive and constructive working relationships and networks at all levels of the organisation, contributing to a positive culture of teamwork and a focus on achieving work objectives.• Ensure clear workplace communications, workflow prioritizing and that any operational or customer service issues are brought to the attention of the team leader / manager in a timely and professional way• Promote a professional and client focussed image of the Council in all dealings with the community, ensuring that appropriate responses are provided within the Customer Service Charter framework• Foster and facilitate continuous improvements and best practice to ensure the delivery of an exceptional level of service to all of Council's external customers and service delivery partners• Ensure all relevant tasks, processes and communications are administered as required under the Department's operating systems and procedures• Provide an appropriate level of discretion, diplomacy and judgment in responding to inquiries from the community and Council staff

COMPLIANCE AND OBLIGATIONS

Workplace Health and Safety (WHS) and Return To Work (RTW)

All staff

- Familiarity and compliance at all times with Council's WHS and RTW policies, procedures and guidelines
- Take reasonable care for your own health and safety
- Take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons.
- Comply, so far as reasonably able, with any reasonable instruction that is given to ensure your safety.
- Participate in the RTW process if injured at work as set out in the RTW legislation.

Risk Management

- Actively reduce Council's exposure to losses related to security, public liability and professional indemnity and reporting any matters of hazards within the district of the Council affecting the health and safety of the general public and work colleagues, as part of Council's Risk Management responsibilities.

Code of conduct, Equal Employment Opportunity and Diversity

- Ensure professional conduct is in accordance with Council's Code of Conduct for Employees and as legislated; Anti-Discrimination and Equal Employment Opportunity standards.
- Advocate and foster harmonious, connected communities, recognising the community's values and celebrated differences through mutual respect, understanding and sense of belonging.

Sustainability

- Within the scope of the position procure goods and services giving consideration to sustainable principles; and incorporate sustainable objectives and targets into projects, programs and services.
- Promote and participate in a culture of sustainability.

Professional Development

- Identify and participate in professional development or training opportunities as approved or directed by the Manager Infrastructure and Operations.

Performance Planning and Review

- Participation in Performance Review and Planning

SELECTION CRITERIA

Qualifications & Licences	<ul style="list-style-type: none">• Current SA Driver's Licence with Class HR as a minimum level• Govt. SA, Construction Induction – White Card• Workzone Traffic Management Accreditation (<i>or willingness to obtain</i>)• First Aid Certificate (<i>or willingness to obtain</i>)• Qualifications and competencies to operate plant and machinery according to classification	Essential
	<ul style="list-style-type: none">• Qualifications in plant operations or civil works e.g., Certificate III Civil Works (<i>or demonstrated experience in operating various plant, machinery and equipment</i>)• ChemCert certification or similar qualification in chemical handling	Desirable
Experience, Skills & Knowledge	<ul style="list-style-type: none">• Sound knowledge of the operation, maintenance and minor repair of machinery and equipment• Demonstrated ability to operate specialised plant and machinery• Demonstrated ability to undertake the operation, maintenance and minor repair of machinery and equipment• Willingness to undertake further training as required of the position• Ability to cooperate with others to achieve goals and expectations• Basic computer skills	Essential
	<ul style="list-style-type: none">• Experience in concreting	Desirable

SPECIAL CONDITIONS

- Work outside of normal hours – undertake work outside of normal hours of operation when directed, including assisting in community events and emergency management
- Undertake other duties as described in the criteria under the classification level of this position or lower, providing such duties are performed within the limits of skills, competency and training.
- Screenings (initial and ongoing) apply and are not limited to:
 - Preplacement Medical including hearing assessment, and
 - Functional Capacity / Work Suitability Assessment where identified due to the inherent physical requirement of the job; and/or where a preferred candidate indicates a pre-existing medical condition that may impact on their ability to perform the inherent requirements of the role, and
 - General employment probity screening, and
 - National Police Certificate, including disclosure of any pending charges.
- Confirmation of qualifications; accreditations and licences (initial and ongoing)

* refer to letter of offer / contract for any additional conditions

POSITION DESCRIPTION AGREEMENT AND SIGNATURES

Council acknowledges that a multi-skilled workforce provides a broader range of skills which bring a greater flexibility to the work area, you may therefore be asked to comply with reasonable direction to perform duties outside the scope of the Position Description.

This position description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Incumbent Name	VACANT		
	Signature:	Date	
Manager Name	DAVID PLUCKHAHN – Manager Infrastructure and Operations		
	Signature:	Date	
Chief Executive Officer	TIM PFEIFFER		
	Signature:	Date	
PD Agreement Date		PD Review Date (12 months)	
Commenced employment with Berri Barmera Council			
This PD supersedes previous PD Date: (if applicable)		Not applicable	
Record Number			