Construction and Maintenance Worker – Parks and Gardens	
Position Status:	Permanent Full Time
Reporting Arrangements:	Operations Manager
Location:	Council Depot, Robe Street, Robe
Number of Direct Reports:	Nil
Stream/Level:	Grade 5
Special Conditions:	Heavy Rigid (HR Class) heavy vehicle licence is required

Organisational Alignment

Committed to demonstrating the cultural values of the District Council of Robe as detailed below:

Respectful

To demonstrate being respectful:

- We value our diversity - we bring our true selves to work and feel safe and included
- We encourage open conversations and value each other's opinions and views
- We listen, allowing others to be heard
- We show each other care and consideration in our words and our actions
- We call out behavioural that doesn't align with our values

Accountable

To demonstrate accountability:

- We have a positive attitude to our work and each other
- We do what we say we're going to do, when we say we're going to do it
- We own our performance and take responsibility for our actions
- We ask each other for feedback and are open and accepting of the response
- We own our mistakes and learn from them, without laying blame

Proud

To demonstrate being proud:

- We are passionate about what we do and who we work for
- We are dedicated to achieving positive outcomes for our community
- We don't just do the job, we do it well
- We are solution focused and embrace new ideas
- We are engaged and motivated and come to work to make a difference
- We work together to find better ways of doing things

One Team

To demonstrate being one team:

- We are one team with a shared purpose
- We are loyal to one another and have each other's backs
- We understand and value the role each of us play
- We meet regularly to build and maintain positive relationships
- We recognise each other and celebrate our collective success
- We believe that together we achieve better outcomes

District Council of ROBE

Position Description – Construction and Maintenace Worker – Parks and Gardens

Position Summary

To undertake construction and maintenance operations in a safe, efficient and effective manner under the direction of Management.

Key Responsibilities

Parks, Gardens & Township Maintenance (Primary Focus)

- Participate in daily pre-start and toolbox meetings, reporting to the Operations Manager.
- Clean and maintain parks, streetscapes, playgrounds, gardens and town facilities to provide attractive, safe and hygienic public spaces.
- Repair and construct footpaths and walking trails to best practice standards.
- Operate and maintain large and small plant and equipment used in parks and town maintenance activities.
- Install and maintain appropriate traffic management signage for works within parks and township areas.
- Assist with maintenance of Council's Community Wastewater Management System and other infrastructure as directed.

Roads & Civil Works (As required)

- Safely operate and maintain Council's road construction plant, including graders, trucks, loaders, rollers and small plant in accordance with training and licensing.
- Undertake road construction, repair and maintenance activities in line with Council standards and best practice guidelines.
- Prepare and maintain work sites for road construction, including compaction, water binding and material spreading.
- Maintain plant and equipment logbooks and complete end-of-day checks to ensure operational readiness.
- Comply with Work Zone Traffic Management standards by erecting, documenting and maintaining signage and ensuring worksite safety measures are understood and followed.
- Perform general maintenance across township roads and rural road reserves, including roadside vegetation, delineators, signage, kerbing, footpaths, stormwater systems, roadside slashing and weed control.
- Carry out approved private works as directed by the Transport Team Leader, or other council staff in a leadership role.

Safety & Compliance

- Ensure all work sites are left in a safe condition, with aftercare checks documented.
- Identify and report equipment faults immediately.
- Comply with Council's WHS policies, procedures, and safe work practices.

Other Duties

- Assit with Lake Butler Marina duties as directed by the Operations Manager
- Undertake other duties as directed by the Transport Team Leader or other council staff in a leadership role.

Other Duties

- Assist in Dog and Cat Management
- Assist in Marine and Harbours (for example: boat lifts) as directed
- Waste Transfer Station operations when needed
- A commitment to reliability and availability during on-call periods is essential.
- Any other reasonable tasks and duties as directed

Health, Safety and Wellbeing Responsibilities

Employees have a legal obligation to take reasonable care for their own health and safety and to avoid doing anything that could harm others. All workers must follow safety procedures, participate in training and actively contribute to a safe and healthy workplace.

Workers are responsible for:

- Carrying out their roles in accordance with Council's WHS policies, procedures and safe work instructions.
- Complying with all reasonable directions relating to work health and safety.
- Following Safe Operational Procedures (SOPs), Safe Work Method Statements (SWMS), Job Safety Analyses (JSAs) and Risk Assessments to ensure safe and compliant work practices.
- Participating in WHS training and activities to stay informed and competent.
- Reporting all accidents, incidents, injuries, hazards and near misses promptly.
- Using and maintaining personal protective equipment as required.
- Not interfering with or misusing safety equipment or facilities.
- Supporting WHS consultation and raising safety concerns through proper channels.
- Leading by example and promoting health and safety at every opportunity.

Records Management Responsibilities

Ensuring compliance with Council's Records Management policies and procedures and the requirements of the State Records Act 1998 and other legislative requirements for records management and record keeping.

In particular, employees are responsible for:

- Maintaining an awareness of records management procedures
- Develop and maintaining knowledge of where records are kept in Council
- Ensuring Council records are not destroyed without authority from the Records Officer
- Maintaining confidentiality with all relevant Council related documents and information

Person Specification - Skills, Knowledge and Experience

Essential

- Heavy Rigid (HR Class) heavy vehicle licence
- Ability to use or be trained to operate a wide range of plant and equipment
- Physically mobile and able to carry out manual duties
- Loader/forklift ticket or proof of verification of competency (VOC)
- White Card
- Demonstrated willingness to accept appropriate training for competency as required under the Work Health Safety Act and demonstrate ongoing improvement as a result of training.
- Ability to prioritise work and carry out duties in an effective manner
- Good problem solving skills
- Good communication skills with the ability to liaise with other staff members
- Demonstrated time management skills
- Effective written and verbal communication skills
- A high degree of self-motivation and the ability to work with limited direction
- Sound knowledge of WHS requirements

Desirable

- Workzone Traffic Management (WZTM)

Performance/Accountability
Quality of: • overall successful delivery of key activities • contribution to plans, ideas and improvements • support to and communication with employees, peers and external customers • promotion of the image of the District Council of Robe • contribution to a collaborative, high performing **Alignment with:** • District Council of Robe's objectives, policies and procedures • Position objectives • Health safety and wellbeing requirements • Personal development activities in accordance with the principles of continuous improvement
Job Requirements
• Out of hours work as required to meet organisational demands • Compliance with Council policies and procedures and Organisational Values

Signed: _____(Employee) ...../...../.....

Approved By: _____(Chief Executive Officer) .. .../.. ..../.... .

A.5 Level 5

Level 5 covers technical, administrative and trades employees undertaking duties and responsibilities in excess of Level 4.

A.5.1 Authority and accountability: The exercise of discretion within standard practices and processes and may involve the exercise of high precision occupational skills using various specialised techniques, systems, equipment, methods or processes. Positions provide local decisions, direction, leadership and on-the-job training to supervised employees or groups of employees.

A.5.2 Judgment and problem solving: Skills to solve problems which require assessment of a range of options having elements of complexity in reaching decisions and making recommendations. For supervisors, the work processes often requires the quantification of the amount of resources needed to meet those objectives. Assistance may be readily available from other staff in the work area in solving problems.

A.5.3 Specialist knowledge and skills: Specialist knowledge in a number of advanced skill areas relating to the more complex elements of post-trades or specialist disciplines either through formal training programs or on-the-job training.

A.5.4 Management skills: May require skills in co-ordinating a team of employees, to motivate and monitor performance against work outcomes. Positions may lead large groups of employees at the 'work face'.

A.5.5 Interpersonal skills: Persuasive communication skills are required to participate in specialised discussions to resolve issues, including explaining policy to the public and/or others and reconciling different points of view.

A.5.6 Qualifications and experience: Positions require thorough working knowledge and experience of all work procedures for the application of technical, trades or administrative skills, based upon suitable certificate or post-certificate level qualifications which may include:

(a) post-trade certificate and/or other post-secondary qualification below diploma or degree; or

(b) extensive knowledge and skill gained through on-the-job training in accordance with the requirements of the work in this level.