

## POSITION DESCRIPTION

|                 |                                                     |
|-----------------|-----------------------------------------------------|
| POSITION TITLE: | Municipal Worker                                    |
| DEPARTMENT:     | Infrastructure Department                           |
| TENURE:         | Permanent - Full Time                               |
| CLASSIFICATION: | Tasman Council Enterprise Bargaining Agreement 2021 |
| LOCATION:       | Tasman Council Depot – 1713 Main Road, Nubeena      |
| DATE APPROVED:  | TBC                                                 |

### POSITION OBJECTIVES

Responsible for day-to-day maintenance of Council infrastructure to a standard that meets public expectations.

Responsible for the safe operation of Council plant and equipment while working on Council construction and maintenance projects.

To actively participate as a team member, performing all responsibilities and duties efficiently and drawing upon direction and guidance from the Works Supervisor.

### KEY RESPONSIBILITIES AND DUTIES

Under routine supervision, perform a broad range of functions relating to the provision of Council services within the municipality. These would include but not be limited to: -

- Undertaking programmed maintenance of Council's infrastructure as required by the Works Supervisor.
- The safe operation of vehicles, road plant, machines and associated small equipment.
- Undertaking general labouring duties in relation to road construction and maintenance, including traffic management.
- Assisting in managing and organising of the development and operation of ongoing works and preventative maintenance programs.
- Maintaining appropriate Work Health and Safety standards.
- Assisting with the day-to-day operations of running the Nubeena Waste Transfer Station, including operating small plant and equipment onsite and utilising the point of sale.
- Maintaining appropriate signage within the Municipality.
- Applying the principles of quality assurance to works in conjunction with Council's standards.
- Suggesting changes to work methods that improve productivity.
- Assisting in capital construction and maintenance projects relevant to Council asset infrastructure as directed by the Works Supervisor.



- Assisting in the maintenance of parks and reserves including mowing, brush cutting, tree removal, weed control and minor building maintenance.
- Assisting in the repair and maintenance of Council infrastructure including buildings, bridges, cemeteries, boat ramps and jetties.
- Attending to specific customer requests from ratepayers and the general public, as directed by the Works Supervisor.
- Performing routine maintenance on plant and equipment and undertaking minor mechanical tasks.
- Participate on the 'On-Call Roster' rotation as required.
- Follow any lawful instructions issued by the employee's direct supervisor that are in-keeping with the general position description and the documented skills and abilities of the incumbent.

### ORGANISATIONAL RELATIONSHIP

|                    |                                                                                                                                                                      |
|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Reports to:        | Works Supervisor                                                                                                                                                     |
| Supervises:        | Nil                                                                                                                                                                  |
| Internal Liaisons: | General Manager, Infrastructure Manager and other Council Staff and Councillors                                                                                      |
| External Liaisons: | Members of the community, other Councils and Local Government Associations, State/Commonwealth Agencies, other appropriate companies or community groups as required |

### WORK ENVIRONMENT/TECHNOLOGY

#### The employee

- Will use computers/tablets and their relevant software, as well as telephones, photocopiers and other associated office equipment within an office environment.
- Will have access to and may be expected to drive a Council vehicle as required.
- Is expected to exercise a standard of care in the performance of their duties to minimise the exposure to risk and minimise the occurrence of accidents to themselves and others.
- Is expected to use equipment in a responsible manner, exercising due care to minimise wastage and risk to others.
- Will ensure personal work practices comply with relevant Work Health and Safety Legislation.
- Must act in a responsible manner and take into account appropriate policies and procedures ensuring that a high standard is maintained.
- Will be working in an environment where flexibility and a willingness to share responsibilities, especially those that relate to customers, are expected.

#### General

You must at all times:

- Act according to the integrity and ethical standards expected of any employment with the Tasman Council and in a manner which is consistent with Council policies determined from time to time.
- Perform duties diligently, with professionalism, objectivity and integrity.



## TASMAN COUNCIL

1713 Main Road, Nubeena TAS 7184

Tel 03 6250 9200 Fax 03 6250 9220

Email [tasman@tasman.tas.gov.au](mailto:tasman@tasman.tas.gov.au)

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ABN 63590070717

- Undertake all functions and responsibilities in an economical, effective and efficient manner.
- Observe fairness and equity in dealings with colleagues and members of the public.
- Observe all legislative requirements and other lawful directions that relate to your functions and responsibilities.
- Avoid any real or apparent conflict of interest in all matters related to your employment.
- Not accept any gift or benefit arising out of the performance of your duties without Councils permission or declaring the gift or benefit to the General Manager or Department Manager.
- Refrain from using your position to seek or obtain any financial or other advantage for yourself or any other person.
- Maintain confidentiality at all times.

### **Additionally**

- You must not disclose or use for personal advantage or for advantage of any other person any information gained during and in consequence of your employment except as may be required by law.
- Upon termination or expiry of this agreement, you must return to the Council or its authorised representatives, any property belonging to Council.
- You must not, whether during or after your employment with the Council, make any improper disclosure or use of any confidential information.
- You must use your best endeavours to prevent the improper publication, disclosure or use of any confidential information by anyone else.

### **Multi-skilling**

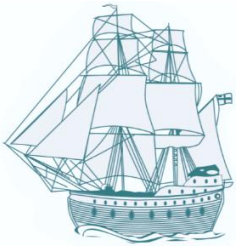
A Department Manager or the General Manager may direct an employee to carry out such duties or responsibilities as may be necessary for the effective administration of the Council, provided that the general provisions of the appropriate Award and/or Enterprise Bargaining Agreement are complied with.

### **Judgement and Decision Making**

- Provision of accurate, timely and meaningful advice to the General Manager, Infrastructure Manager, Works Supervisor and other senior Council Officers and the general public.
- Proven experience to select the most appropriate procedure, method, equipment and/or course of action to meet deadline to improve or develop new procedures where considered necessary.
- Capacity for initiative and innovation in approach to all aspects of the position.

### **Specialist Knowledge and Skills**

- Demonstrate excellent organisational and time management skills in a busy outdoor environment.
- An understanding of the roles and functions of the Departments and Local Government responsibilities.
- An understanding of the function of the position within its organisational context, including relevant policies, regulations and procedures.



### **Interpersonal Skills**

- Ability to gain cooperation and commitment from both the public and other staff members in order to exchange information, seek advice and coordinate services and activities.
- Demonstrate the ability to communicate effectively with a range of people ensuring a high standard of public relations.
- To maintain a courteous, cooperative working relationship with Managers, other departments and the general public to project a high public image of the Council.
- Maintain a high level of confidentiality and discretion in the handling of a wide range of information and projects.
- Ability to contribute to the operations of a strong and cohesive team.

### **Work Health & Safety**

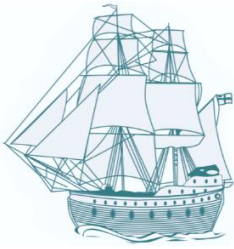
- Comply with all Work Health and Safety Legislation.
- Ensure Work Health and Safety information is provided to the broader community as required.

While at work, a worker must:-

- Take reasonable care for their own health and safety;
- Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons;
- Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with the *Work Health & Safety Act 2012 (Tasmania)*;
- Co-operate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers;
- Avoid, eliminate or minimize hazards within your control, and immediately report;
- Attend and actively participate in training programs provided in the interests of Work Health and Safety;
- Ensure accidents and near misses are reported as soon as reasonably practicable; and
- Ensure assessment and control of risk is managed in accordance with Council's Risk Management Framework.

### **QUALIFICATIONS AND EXPERIENCE**

- Demonstrated high level of communication and interpersonal skills including the ability to liaise with a broad range of stakeholders, and the capacity to deal with conflict and aggressive customers.
- Demonstrated qualification or experience with municipal maintenance programs and civil construction works
- Previous experience in a customer service oriented environment.



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## VARIATION TO CONDITIONS OF EMPLOYMENT

These conditions of employment, your duties and your location may be varied by Council during the term of your employment. The Terms and Conditions in the Position Description are to be read in conjunction with the Conditions of Employment.

## KEY SELECTION CRITERIA

Selection will be based on the following Selection Criteria, however, reference will also be made to other listed skills, knowledge and attributes as required in the Position Description.

### Essential Criteria

1. Demonstrated ability to set priorities, meet deadlines and work with minimal supervision.
2. Proven ability to undertake programmed maintenance of Council's infrastructure.
3. Demonstrated practical experience in road construction, parks and garden maintenance, and other civil works.
4. Experience in the safe operation of road plant and machinery.
5. Demonstrated ability to work in a team environment to manage work to achieve group outcomes.
6. Current Tasmanian Driver's licence and licence to operate heavy plant and equipment.

### Desirable

1. Demonstrable and practical skills in civil construction and routine maintenance.
2. Prior experience in landscaping and gardening.
3. Understanding of Local Government operations.

The following signatures are required to indicate understanding, agreement and approval of the position description. This position description is current at the date of issue and is subject to review annually, in consultation with the employee.

### AUTHORISATIONS

Acting General Manager – Jess Dallas

Signed \_\_\_\_\_

Date \_\_/\_\_/\_\_\_\_

Employee

Name \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_/\_\_/\_\_\_\_