

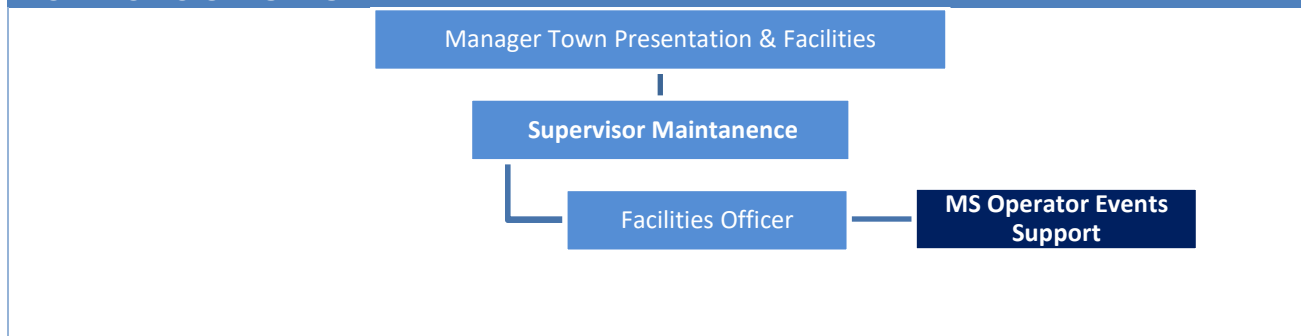
75685.79 Position Description

Position Title	<i>Multi Skilled Operator – Events Support</i>
Position Code	ENG081
Directorate	Town Presentation and Facilities
Department	Works and Infrastructure
Reports To	Supervisor Maintenance and Facilities
Direct Reports:	Nil
Position Classification	Operational Band 1, Level 4
Position Status	Full-time Permanent
Position FTE Hours	38 hours
Allowances	Adverse Working Conditions
Special Conditions	Ad hoc out of hours work may be required to undertake duties.

PRIMARY PURPOSE OF THE POSITION

Liaise directly with Council's Community and Tourism team to undertake the logistics for events conducted by and supported by Forbes Shire Council. This will include but is not limited to equipment, venues and event spaces and the co-ordination and assistance at events themselves, the application of risk management controls and additional event labour.

PORTFOLIO STRUCTURE



KEY AREAS OF DELIVERY

	<i>Est. % of time spent</i>
<i>Assisting the Community and Tourism with the planning and execution of events and associated tasks. Including but not limited to: coordination of cleaners, actioning CRM's and set up/pack down of events</i>	50%
<i>Carrying out routine urban services work including gardening activities, safe spraying of chemicals, marking and preparing sporting fields, maintaining public amenities, and servicing and maintenance of irrigation systems. Managing the yearly test and tag cycle in partnership with Facilities Supervisor.</i>	30%

<i>Operating the tractor slasher, mowers, wood chipper, chainsaw, cherry picker and other plant and equipment in an efficient and safe manner as required.</i>	10%
<i>Providing customer service to the community including answering enquiries from the public and reporting issues for further action</i>	10%

REQUIRED QUALIFICATIONS, SKILLS & EXPERIENCE

Licences and Compliance:

- MR Licence (HR Licence desirable) Drivers Licence
- Satisfactory Criminal Record Check
- General Construction Induction Card (White Card)
- Chemical certification;
- Chainsaw Operations certificate;
- RMS Traffic Control certification:
 - Traffic Controller;
 - Implement;
- Sharps Training
- Test and Tag Training

Personal Attributes:

- Works collaboratively with stakeholders and aligns competing priorities effectively.
- Quickly absorbs new information, adapts thinking, and applies learning to improve performance.
- A solid 'can do' attitude with complex problem solving and solution finding at your core
- Highly agile, resilient and able to manage multiple competing demands
- High level communication, conflict resolution and negotiation skills
- Results drive – able to set, monitor and adjust projects and work plans to achieve outcomes
- Demonstrated ability to model Council's key values and desired behaviour

Skills and Experience:

- Some experience working in similar environments would be beneficial but not essential
- Experience in irrigation system inspection and basic maintenance, including fault finding (desirable)
- Proven commitment to work health and safety, including safe use of tools, plant, chemicals and traffic control practices
- Demonstrated capacity to work effectively with minimal supervision, using sound judgement and initiative
- Strong customer service skills, including responding professionally to community enquiries and reporting issues for further action
- Ability to work collaboratively within a team to meet operational priorities and service standards
- Willingness and capability to work outdoors in varying weather conditions and undertake physically demanding tasks
- IT: Confident in the use of mobile phone applications, basic computer skills for Timesheets, WHS document management and other business requirements.

POSITION ACCOUNTABILITIES AND DUTIES

- Assist in event logistics in accordance with the Calendar of Events and in conjunction with the Community and Tourism / Event Team. This will include but not limited to the following
 - Cleaning
 - Set up and Pack Down of Events – This may include but not limited to fencing, gazebo's, umbrella's, stage, dancefloor, seating, lighting etc.
 - Maintenance of equipment, Event resources and event sites (i.e. Tables, Chairs, BBQ's, Gazebo's, ground works, car parks, fencing etc.)
- Oversee the delivery of internal and external hire equipment e.g. Stages, lighting towers, toilets etc.
- In conjunction with the Supervisor Facilities, liaise with cleaning contractors to ensure event venues are cleaned and maintained to an agreed standard both prior to the Event and at the conclusion of the Event;
- Liaise with the Supervisor and Team Leader Town Presentation to ensure outdoor event venues are maintained to an agreed standard both prior to the Event and at the conclusion of the Event;
- Maintain Council's Event Storage Areas ensuring the Collection and Return of all items in an appropriate condition. This will include responsibility for inventory management and quarterly stocktakes of all resources and the co-ordination of any repairs;
- Liaise with Supervisor Urban Services regarding staffing requirements (rostering) for Event Setup, Pack down and Traffic Management;
- Liaise with Supervisor Facilities regarding staff requirements for Plant Operator Footpath Sweeper and Plant Operator Street Sweeper prior to an event and following Event.
- In conjunction with Council officers responsible for Waste, liaise with external stakeholders where necessary including JR Richards regarding Waste Collection during and following Council Events;
- Full accountability for managing Council's test and tag procedure, plan and execution including reporting, and issues management in a safe way. Must be fully trained and ensure 100% of Council's assets (from computer screens, kitchen items, to larger store electrical items) are fully compliant. Maintain a register of all devices and test and tag status in conjunction with Supervisor Facilities.
- Partner with supervisor / managers to ensure activities related to safety, quality and environmental protection requirements are met;

Plant Operations

- Ensuring the safe operation of all plant used prior to commencing and during work and diagnose mechanical problems to ensure minimum downtime including:
 - Maintain vehicle and workspace to a high degree of cleanliness;

- Undertake pre-start checks;
- Complete and lodge plant sheets;
- Daily risk assessments via Council's WHS Management System;
- SWMS compliance;
- Greasing of plant and blade changes.

KEY RELATIONSHIPS

Internal (Council)	• <i>Supervisor Facilities provides day to direction, work allocation, safety oversight, performance guidance and escalation support.</i> • <i>Community and Tourism Team, working collaboratively.</i> • <i>All Council Departments to ensure operational delivery, safety, resourcing, fleet and planning.</i>
External (Industry)	• <i>Contractors and suppliers</i> • <i>Regulatory Authorities</i> • <i>Community members/ General Public</i>

POSITION CAPABILITIES – Local Government Capability Framework

		 Foundational	 Intermediate	 Adept	 Advanced	 Highly Advanced
Group	Capability Name	Level Required				
 Personal Attributes	Manages Self	Adept				
	Displays Resilience and Adaptability	Adept				
	Act with Integrity	Adept				
	Demonstrate Accountability	Adept				
 Relationships	Communicate and Engage	Adept				
	Community and Customer Focus	Adept				
	Works Collaboratively	Adept				
	Influence and Negotiate	Intermediate				
 Results	Plan and prioritise	Intermediate				
	Think and solve problems	Adept				
	Create and Innovate	Intermediate				
	Deliver Results	Adept				
 Resources	Finance	Intermediate				
	Assets and Tools	Adept				
	Technology and Information	Intermediate				
	Procurement and Contracts	N/A				

CORPORATE VALUES

As a values-based organisation, Council demonstrates its values through workplace behaviours. These behaviours provide a framework for staff to model behaviour across the organisation. Underpinning the behaviours is the Forbes Shire Council Code of Conduct. Council's corporate values are listed below:



Authentic

We are trusted, accountable and predictable in all of our engagements.



Connected

We connect with each other, our community and our stakeholders to listen, understand and deliver.



Decisive

We act with clear purpose, plans and sound judgement to courageously create and seize opportunities.



Consistent

We have clear and transparent frameworks and processes governing our directions.

COUNCIL WIDE RESPONSIBILITIES

- Ensure compliance with the WHS Act 2011 and its regulations, including:
 - Report any injury, damage, unsafe condition or hazard to the immediate supervisor, or an appropriate person;
 - Wear protective clothing or equipment in the manner intended (if required);
 - Take reasonable care for the health and safety of all persons who are at their place of work;
 - Ensure that the worker themselves and employees comply with Council's psychosocial safety management plan and foster a culture of positive and proactive management of psychosocial risk;
 - Ensure that all employees and contractors under their direction or control receive adequate instruction for the safe and efficient performance of their duties;
 - Correct unsafe and/or unhealthy practices or conditions in areas under the control of the position to the full extent of the position's authority or refer to relevant Supervisor, Manager, or Manager People and Strategy;
 - Cooperate with the supervisor in the measures taken to ensure Work Health and Safety;
 - Undertake prompt and direct reporting of all WHS related matters through Council's online system or via phone call to Supervisor within reporting timelines.
- Participate fully in prompt investigation of all serious or potentially serious accidents which result in, or could have resulted in either injury to persons or damage to property, or human resource implications so that remedial action may be effected promptly;
- Work cooperatively in a team environment and provide support and/or technical advice as required across other areas of Council in a timely manner and within SLAs.
- Assess and continuously improve work practices and procedures on a regular basis, via consultation and daily practice to achieve Council's goals;
- Comply with all Council's policies and procedures and Code of Conduct;
- Complete other reasonable duties as directed by the nominated Supervisor;
- Financial delegation as per Council's delegation register.
- Undertake other relevant duties as directed which are consistent with the employee's skill, competence and training.

ASSETS

IT Assets • Lone Worker device – Pendant • Laptop	Fleet Assets • Council fleet vehicle available for daily duties
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OTHER REQUIREMENTS

- Australian Drivers Licence
- National Police Check (Compliance with Councils Criminal Check Protocol)
- Working With Children Check – NSW (WWCC)
- Australian Working Rights
- Council's WHS management plan and health surveillance strategy identifies potential health risks within role. You may be required to maintain certain immunisations (e.g. Q fever) and/or participate in Council's Health Monitoring Plan (Asbestos monitoring).

N.B. These form part of formal employment contract prior to valid offer.

GENERAL

- The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.
- You will sensibly and responsibly use all Council issued assets and devices (vehicles, mobile phone, laptop, tablets and lone worker devices and comply with the Workplace Surveillance Policy.
- Local Government (State) Award conditions apply to all entitlements.
- The Position Description links to the overall Organisational Delivery/Operational Plan which ties into an employees' key performance indicators (KPIs) as part of their annual performance review.
- Position descriptions may be amended from time to time in accordance with business needs and in consultation with the incumbent of the position.

I acknowledge that I have read and understood the duties, responsibilities and delegations of the position as outlined in the above Position Description

Full Name of Employee	
Signature of Employee:	
Date:	

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