

POSITION DESCRIPTION



POSITION TITLE:	Open Spaces Maintenance Operator
DEPARTMENT:	Infrastructure and Delivery
POSITION HOLDER:	Vacant
REPORTS TO:	Coordinator Open Spaces
TERM OF EMPLOYMENT:	Casual
APPROVED BY:	Director Infrastructure and Delivery
DATE:	April 2024
CLASSIFICATION:	Band 2 in accordance with the Buloke Shire Council Enterprise Agreement

POSITION OBJECTIVE:

- This position is responsible for carrying out routine preventative maintenance and ongoing improvements to enhance the visual amenity of urban areas including continuous improvement in road, street, footpath, drainage and streetscape standards. Along with the aesthetic outlook and vibrancy of parks, lawns, public and tourist amenities provided by Council.
- Assist with continuous improvement in township/parks, garden visual standards, and streetscape maintenance techniques.
- Carry out routine, preventative maintenance and improvements to local Council roads to ensure safe local road networks in accordance with Council's Road Management Plan.

KEY RESPONSIBILITIES AND DUTIES:

- Routinely inspect footpaths, kerb, channel and drainage systems along with parks and gardens, playgrounds, public convenience facilities and public barbecues in accordance with Council's Road Management Plan, policy and procedures.
- Carry out construction and maintenance works on roads, footpaths, kerb and channel and drainage systems, streetscapes, parks, reserves, Council properties and properties under Council control.
- Construct concrete structures including concrete finishing work.
- Assist with risk assessments for development of appropriate risk controls for urban maintenance works to be undertaken.
- Routinely inspect and maintain urban drainage systems within parks and reserves to minimise potential for flooding to protect property and assets.
- Operate medium sized mechanical plant, which includes but is not limited to patrol trucks, front-end loaders, mowers and ancillary equipment to carry out parks and gardens maintenance and material movement for works and civil projects.
- Maintain functional infrastructure to users of public parks, playgrounds, reserves and public amenities managed by Council.
- Maintain the railway reserve on Broadway in the Wycheproof township.

POSITION DESCRIPTION



- Perform aerodrome maintenance.
- Maintain records including but not limited to: activities undertaken and maintenance of assigned plant and equipment.
- Ensure good housekeeping is applied consistently in all operations carried out.
- Carry out after-hours duties when available as directed by the After-Hours Duty Officer as part of Council's after-hours emergency response team.
- Carry out all other duties as reasonably requested in accordance with Council's policies and the functional requirements of the Works and Technical Services department.

ORGANISATIONAL ENVIRONMENT:

Reports to: Coordinator Open Spaces

Team Leader Urban and Parks

Directly Supervises: NIL

Internal Liaisons: CEO, Councillors and Staff

External Liaisons: Members of the community, Visitors to the Buloke Shire and Community Groups.

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- Complete tasks under the routine supervision of the Team Leader/Superintendent Urban and Parks. May be required to exercise discretion in the application of established practices and guidelines relating to maintenance and improvement of urban landscape with Shire.
- Accountable for the safe use, operation and appropriate care of assigned plant and equipment.
- Responsible for undertaking and completing training and maintaining all licences required to perform the duties of the position.
- The employee may be required from time to time to supervise and co-ordinate others in similar or related work.
- Authority to purchase and utilise resources available to achieve objectives within organisational guidelines and financial delegations.
- Responsible for keeping accurate records pertaining to plant and activates.
- The employee may, from time to time, be required to submit to medical examinations and drug and alcohol testing in order to carry out some duties required of this position.

JUDGEMENT AND DECISION MAKING:

- Works undertaken in line with Works and Technical Services procedures and decisions are made by choosing from available methods and equipment. Occasionally judgement is required to vary a method based on experience and modifying established techniques to resolve a problem.

POSITION DESCRIPTION



SPECIALIST SKILLS AND KNOWLEDGE:

- Previous experience in the operation of medium plant, ride-on and pedestrian mowers, ancillary parks and gardens tools and equipment and vehicles over 4.5 tonnes GCM to 13.9 tonnes GCM.
- Previous experience with small plant, including but not limited to, ride-on mowers, push mowers, wiper snippers, chainsaws, blower vacs, etc.
- A good understanding of OH&S requirements in the workplace.

MANAGEMENT SKILLS:

- Plan and organise allocated work within a set timeframe/work plan.
- Basic knowledge of personnel practices.

INTERPERSONAL SKILLS:

- Demonstrated oral and written communication skills and reading skills sufficient to read, understand and convey basic information to the public and other staff relating to the maintenance of urban and park environments.

QUALIFICATIONS AND EXPERIENCE:

- Experience in a wide variety of applications including concrete, maintenance of public amenities usage of wide variety of small plant and experience in operation of medium mechanical plant, including but not limited to: truck over 4.5 tonnes GCM but less than 13.9 tonnes GCM.
- Current Medium Rigid Licence.
- Competency in Chainsaw operation and maintenance, chemical handling, construction induction card, traffic controller, manual handling and aerodrome reporting officer card.
- Application of concrete maintenance techniques.
- Any licences that are required from time to time to perform all the duties of the position.

ORGANISATIONAL RESPONSIBILITIES:

- At all times, behave in a manner consistent with Council's Code of Conduct and human resource policies and guidelines (including Council's Bullying/Equal Opportunity/Discrimination/Sexual Harassment policy).
- Ensure compliance to relevant OHS regulatory requirements and implement, promote and maintain Council's OHS and Return to Work policies, procedures, training programs and initiatives
- Ensure compliance to relevant regulatory or legislative requirements; including but not limited to Information Privacy and Freedom of Information.

CHILD SAFE STANDARDS:

- The Buloke Shire Council is committed to creating a child safe and child friendly environment where children and young people are respected, valued and encouraged to reach their full potential.
- All staff must adhere to Council's Child Safe Policy and procedures and ensure that any reasonable suspicion of abuse to children or young people is reported.

POSITION DESCRIPTION



VARIATIONS TO CONDITIONS OF EMPLOYMENT:

The position description, which includes conditions of employment, your duties and your working location may be varied by Council from time to time during your employment.

ANNUAL PERFORMANCE REVIEW:

Every staff member is required to actively participate in the annual performance review/appraisal process with his or her supervisor.

KEY SELECTION CRITERIA:

- Experience in a wide variety of applications including concrete, maintenance of public amenities, usage of wide variety of small plant and experience in operation of medium mechanical plant, including but not limited to: truck over 4.5 tonnes GCM but less than 13.9 tonnes GCM.
- Current Medium Rigid Licence.
- Competency in chainsaw operation and maintenance, chemical handling, construction induction card, traffic controller, manual handling and aerodrome reporting officer card.
- Demonstrated knowledge of OHS issues in the workplace.
- Application of concrete maintenance techniques.
- Demonstrated interpersonal, oral and written communication skills are required for this position.
- Demonstrated experience in playground inspections.

VERIFICATION:

This section verifies that the position holder and supervisor/s have read the above position description and are satisfied that it accurately describes the position.

Agreed by:
Ryan Hemley
Manager Works
Date

Agreed by:
Lee Patten
Coordinator Open Spaces
Date

Agreed by:
Vacant
Open Spaces Maintenance Operator
Date