POSITION DESCRIPTION
CITY MAINTENANCE – MULTI SKILLED WORKER

DIRECTORATE:	CITY WORKS & PRESENTATION	**DEPARTMENT:**	CITY MAINTENANCE
CLASSIFICATION:	LGE LEVEL 2/3	**REPORTS TO:**	OPERATIONS COORDINATOR

POSITION PURPOSE:

The objective of this position is to perform a range of horticulture and civil construction maintenance activities to maintain Council's:

- Civil infrastructure assets including roadways, footpaths, street amenities and traffic control devices.
- Horticultural and Recreational assets including parks, gardens, road reserves, trees, ovals, playgrounds and any other open space areas.

This role contributes towards achieving Council's overall strategic goals by ensuring our city's infrastructure and assets are maintained to a high standard.

KEY ACCOUNTABILITIES AND RESPONSIBILITIES:

HORTICULTURE

- Lawn mowing using both push and ride-on lawn mowers
- Brush cutting and edging
- Weeding (manual)
- Weed spraying (backpack and vehicle)
- Planting
- Pruning and hedging of vegetation
- Mulching
- Irrigation maintenance and repairs
- Tree maintenance and pruning using pruning saw, pole saw, chain saw, EWP, chipper
- Tree removals
- Tree planting and establishment
- Tree watering using water truck

CIVIL

- Repair of footpaths, roads, kerb and gutter including paving, concreting and bitumen works
- Repair and installation of signs, bollards and railings
- Repair and cleaning of side entry pits
- Repair and installation of street furniture and bins

SANITATION

- Blowing
- Sweeping
- Street furniture cleaning, e.g. bus stops and bins
- Footpath cleaning using mobile sanitation unit
- Road Sweeping

ADMINISTRATION AND RECORDS MANAGEMENT

- Complete documentation relating to work programs, Human Resources and Work Health safety requirements.
- Complete reports including hazards reports and reporting of maintenance issues.
- Create and capture records in all appropriate circumstances.

- Register (or submit) all required records including emails, preventing the use of personal record keeping systems.
- Demonstrate support for adequate Records Management.

CUSTOMER SERVICE

- Provide high quality customer service to City of Prospect's external and internal customers in relation to City Maintenance works.
- Positively contribute to creating and maintaining a healthy, respectful and sustainable working environment.
- Assist in the investigation of complaints relating to City Maintenance works.

CONTINUOUS IMPROVEMENT

- Assist in the development of a continuous improvement culture focussed on:
  - developing standard processes
  - measuring performance
  - eliminating waste and duplication
- Participate in training to maintain and improve knowledge and qualifications as required.

WORK HEALTH & SAFETY

- Perform duties in line with WHS legislation, City of Prospect policies, procedures, and codes of practice.
- Participate in WHS training and support safety audits and workplace inspections.
- Monitor and report WHS risks within your area of responsibility.
- Take reasonable care for your own health and safety and that of others in the workplace.
- Use safety equipment correctly and comply with reasonable safety instructions.
- Report incidents, near misses, and hazards to your Leading Hand/Team Leader/Manager promptly.
- Do not attend work or perform duties while under the influence of drugs or alcohol.
- Wear appropriate PPE and maintain a tidy work area.
- Participate in WHS initiatives, including the election of WHS representatives and return-to-work processes where applicable.

ESSENTIAL CRITERIA

KNOWLEDGE

- Knowledge of relevant legislation applicable to Local Government and infrastructure maintenance services.
- Working knowledge of infrastructure maintenance (both horticulture and civil construction) techniques and standards.
- Working knowledge of Australian Standards relevant to traffic control.

DEMONSTRATED COMPETENCIES

- Competent in undertaking horticulture and civil maintenance activities.
- Competent in the operation of a range of plant and equipment relevant to maintenance activities.
- Proven ability to apply safe work procedures.
- Demonstrated commitment to deliver timely outcomes.
- Good oral and written communication skills.

QUALIFICATIONS

- MR Licence
- White Card
- Work Zone Traffic Management Statement of Attainment

EXPERIENCE

- Experience in a similar role

DESIRABLE CRITERIA

QUALIFICATIONS

- Certificate III in Horticulture, Arboriculture or Civil Construction (or similar qualifications)
- Chainsaw Ticket
- Licence to Perform High Risk Work (Work Platform)
- Elevated Work Platform Association of Australia Ticket
- Road Sweeper operations
- Senior First Aid Certificate

ACKNOWLEDGEMENT AND AGREEMENT

I have read and understood the requirements and expectations of this position description.

I confirm that I have the ability to fulfil the inherent requirements of the position.

I accept my role in fulfilling the Corporate Values and Key Responsibilities.

I accept that the City of Prospect may amend responsibilities of the role to meet business and operational requirements as positions develop over time.

I understand that the information and statements in this position description are intended to reflect a general overview of the responsibilities and are not to be interpreted as being all-inclusive.

** Electronic Offer ** By accepting a Letter of Offer and/or an Employment Agreement electronically, I am accepting the Position Description referenced in the offer.

DIRECTOR CITY WORKS AND PRESENTATION – SAM DILENA

Signature Date

EMPLOYEE

Signature Date