

POSITION DESCRIPTION



CITY OF
MONASH

TITLE: INFRASTRUCTURE MAINTENANCE OPERATOR

Position Number:	P061027
Banding/Remuneration:	Band 3
Division/Branch:	Infrastructure/Facilities and Infrastructure Maintenance
Reports To (Position Title):	Team Leader Road Asset Maintenance
Date Approved/Reviewed:	2022

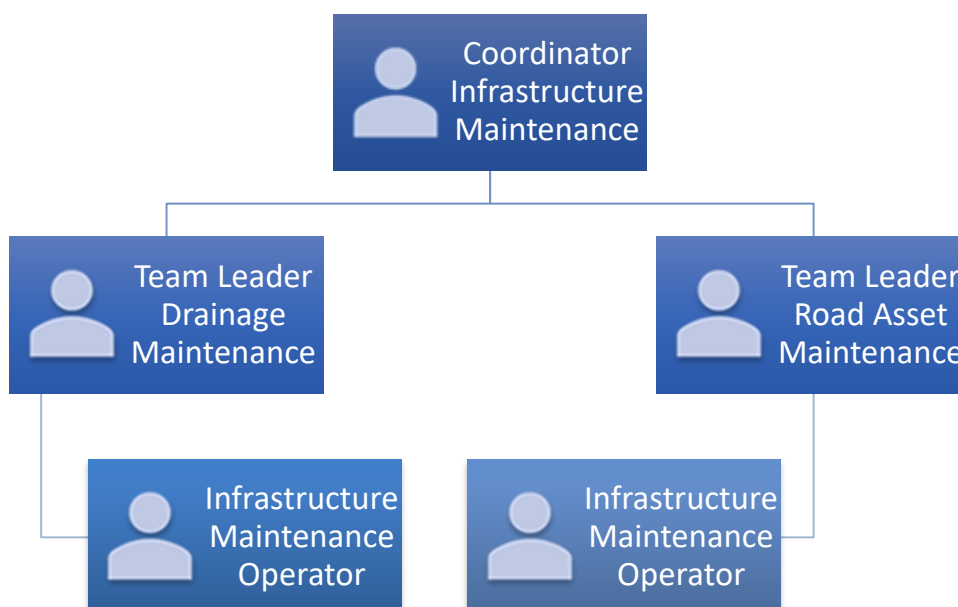
POSITION OBJECTIVES:

The Infrastructure Maintenance Operator will be responsible for assisting with the provision of services for the maintenance of Council road and drainage infrastructure assets to ensure that they are fit for purpose. This includes the maintenance of street furniture, fencing, bus shelters, fire hydrant covers, drainage pipes & pits, roads, footpaths and car parks.

The incumbent will also assist with the setting up of community events, provide traffic management services when needed and undertake other general duties as required.

It is expected that the incumbent will work with other team members in a multi skilled environment and provide afterhours response if required.

TEAM STRUCTURE:



KEY RESPONSIBILITY AREAS:

Provide a Range of Cost Effective Maintenance Services

- Respond to urgent and non-routine maintenance calls as allocated by the Team Leader. This should be done without delay to achieve minimum disruption and ensure safety of employees and the public in accordance with Council's road management plan.
- Assess any reported or identified infrastructure hazards and make safe. Aim to repair defect if it can be quickly and easily repaired.
- Interpret works orders and determine the most cost effective way of undertaking works in line with industry best practice and Council requirements.–
- Notify Team Leader of hazards or defects that are beyond immediate repair to ensure it is referred to a specifically qualified contractor or to the Capital Works Team.
- Input into database in accordance with Council guidelines.
- Report any safety issues or concerns to the Team Leader.
- Ensure that all jobs are completed in accordance with Council's OH&S requirements and with given time frames.

Traffic Management

- Collecting and organising various traffic management signage for transport to an event or nominated worksite.
- Implementation of a traffic management plan in accordance with the Australian standards for uniform traffic control and code of practice for worksite safety traffic management.
- Assess and identify the site for risks and adjust traffic management to mitigate any identified risks. Any onsite risks should be referred to the Team Leader for further assessment.
- When undertaking traffic management always remain aware of personal safety.
- Decommissioning of traffic management site in accordance with guidelines and returning all signage to operations depot.
- Periodically assess all traffic management signage and notify Team Leader of any damaged equipment or signage.

Event Setup Assistance

- Transport equipment and furniture to the site.
- Assist with set up.
- Assist Council organiser as needed.
- Pack up equipment and furniture after the event.
- Ensure area is clean.
- Return to Depot or nominated location.
- Notify Team Leader of any issues noted during event.

Council vehicles

- Carry out daily checks on Council Vehicles prior to using vehicle.
- Record on checklist in accordance with Council requirements.
- Ensure Council vehicles are kept clean and well maintained.
- Arrange vehicle services as needed.

Administration Requirements

- Maintain currency of technical knowledge, appropriate licences and accreditations.
- Contribute towards ensuring that Council drainage and road assets are safe for all users including the community, staff and contractors.
- Ability to use the Council Management systems and input information as required.
- Ensure customer requests and priorities are well understood.

Maintain Health and Safety Standards

- Maintain knowledge, awareness and maintenance of OHS standards in accordance with safe work practices including the reporting of hazards and incidents in accordance with Council policies.
- Actively identify unsafe work practices, potential risks, security implications and implement control processes where necessary.

Communication and Interpersonal skills

- Communication with Council staff, contractors and members of community.
- Achieve a resolution on basic issues and complaints and consult with the Team Leader where issues are more difficult to resolve and assistance is required.

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- Ensures that all work meets the required and agreed standards within expected time frames.
- Contact with the public to explain basic procedures and practices as required.
- Identifies and completes the reporting of hazards and incidents in accordance with Council policies.

JUDGEMENT AND DECISION MAKING:

- Execute allocated work in line with well documented and understood procedures.
- The incumbent is required to make judgements, decisions and determine appropriate actions in accordance with Council's policies whilst maintaining special regard to safety, health, amenity, compliance and effective customer service delivery.
- Able to deal with basic incidents but guidance and counsel is always available from the Team Leader.

SPECIALIST KNOWLEDGE AND SKILLS:

- Safe and competent operation of heavy mechanical plant including trucks
- Ability to inspect, assess and report on minor civil engineering maintenance issues.
- Safe handling skills and well developed knowledge of hazardous materials and the Council's OHS policies and procedures.
- Demonstrated ability to safely operate small plant and machinery, including ladders and platforms.
- Ability to use basic computer functions to enter data into computer programs for reporting and timesheets.
- Knowledge of traffic management principles and requirements.

MANAGEMENT SKILLS:

- Ability to prioritise and organise work orders and appointments for efficient use of time and resources whilst providing prompt customer service.
- Understanding of Council HR policies, OHS and EEO.

INTERPERSONAL SKILLS:

- Skills in oral communication with contractors and public.
- Basic skills in written communication for routine correspondence
- Ability to gain co-operation and assistance from clients and other employees
- Ability to discuss and resolve minor problems both internally and externally

QUALIFICATONS AND EXPERIENCE:

- Trade Certificate or equivalent experience
- Traffic management qualification to meet VicRoads requirements
- Medium (MR) or Heavy Rigid (HR) Licence
- Specialist training in confined spaces

KEY SELECTION CRITERIA:

- Experience working in the Civil Infrastructure industry in Maintenance or Construction.
- Hold relevant qualifications to implement a traffic management plan and direct traffic using a stop/slow bat (RIIWH205D and RIIWH302D) to meet VicRoads requirements.
- A current Victorian or equivalent drivers licence is required however a Medium (MR) or Heavy Rigid (HR) category is desirable.
- Relevant experience in minor civil works particularly in relation to infrastructure maintenance for Council drainage and road assets.
- Good communication and interpersonal skills and ability to perform as an integral team member within the organisation.
- Ability to work unsupervised and meet deadlines.
- Basic computer literacy.
- Willingness to undertake work outside of normal hours as may be required.

ORGANISATIONAL CONTEXT:

The City of Monash has a growing, passionate and cosmopolitan population estimated around 193,000 residents (2021). We are one of Victoria's leading Councils, serving a large well established community with very highly skilled and well-educated population. Monash is a proud multicultural community with almost half of our community born overseas and coming from more than 106 countries.

These key directions are driven by a commitment to a sustainable city, inclusive services, enhanced places and good governance, across six (6) Divisions:

- Executive
- City Development
- City Services
- Corporate Services
- Communication and Customer Experience
- Community Services

Our Vision: *"To be the most liveable city in Victoria"*

Our Mission: *"Make a difference through commitment, leadership and expertise."*

Our Values:

- **Accountability**
We are responsible for our actions and behaviours every day.
- **Respect**
We value diversity and appreciate others.
- **Teamwork**
We work collaboratively to achieve shared goals.

Monash Council is committed to be a **flexible, safe, equal, and inclusive workplace** where we embrace and support diversity.

We are committed to being a child safe organisation and have zero tolerance to child abuse.