

Signage & Trades Maintenance Worker

Position Number	1116
Directorate	Infrastructure
Service Unit/Department	Urban Infrastructure
Location	Municipal Depot, Selkirk Drive, Horsham
Position Classification	Band 3
Position Appointment	Permanent Full-time
Enterprise Agreement	Horsham Rural City Council Enterprise Agreement Number Ten, 2022-2025
Reports to	Team Leader Urban Infrastructure

Organisation Values - **FAIR**

Flexibility

We are adaptable to changing circumstances

Accountability

We are responsible for our behaviour and actions

Integrity

We are ethical, transparent and honest in our conduct

Respect

We value diversity and appreciate others and will not tolerate sexual or others forms of harassment

1. Position Objectives

Under Direction, provide Labour and minor equipment support to the Urban Infrastructure Team in carrying out tasks related to buildings & structures, street furniture, signage, drainage, general concrete works, road marking and signage maintenance activities.

2. Key Responsibility Areas

- Provide support for the maintenance of buildings and assist with sign installation and repairs through the operation of various plant and equipment involved with that process.
- Undertake as directed cleaning of council infrastructure and buildings, for things such as but not limited to vandalism and graffiti.
- Assist to provide support for the general construction and maintenance of infrastructure within the Urban Maintenance team, as directed by the Team Leader Urban Infrastructure.
- To work in a safe, efficient and effective manner, by ensuring that duties are carried out with regard to the safety, convenience and well-being of self, other staff and the public.
- To utilise, as appropriate, any tools, implements or equipment necessary for the effective completion of duties.
- Ensure that tools supplied for the duties are regularly serviced and maintained in a clean and safe condition.
- Provide daily safety maintenance cleaning of various minor plant items or other items as directed.
- Work in a safe, efficient and effective manner, by ensuring that duties are carried out with regard to the safety, convenience and well-being of self, other staff and the public.
- Identify and report to immediate Manager/Unit Co-ordinator or Supervisor, any works or functions, which may require urgent attention for safety reasons.
- Maintain an accurate record of works undertaken, including plant usage as applicable, on a daily timesheet.

Note: In accordance with award provisions, Council may direct an employee to carry out such duties as are within the limits of the employee's skill, competence and training, provided such duties do not promote a narrowing of the employee's skills base.

3. Occupational Health and Safety (OH&S) Responsibilities

- Wear the correct personal protective equipment.
- Comply with safe work method statements and procedures.
- Report incidents and hazards.
- Don't interfere with or misuse anything at the workplace to support health, safety, and welfare.
- Participate in safety training apply learnings and requirements of the training.
- Take reasonable care for your health and safety and health and safety of others.

4. Accountability and extent of Authority, Judgement and Decision Making

- Accountable to the Team Leader Urban Infrastructure for the satisfactory completion of duties within the set time schedule; to the appropriate standard and in a safe and efficient manner in accordance with the Occupational Health & Safety Act, regulations and requirements and Council policies that apply.
- Daily organisation of work routine including client liaison as appropriate.
- Purchase materials and decide when tasks need to be referred to a tradesperson (within guidelines).
- Involved in improvements to work routine and tool purchases.
- Ability to work independently when required to set own time guidelines and production goals on day-to-day basis. Exercise independent judgment in solving day-to-day task-related problems within guidelines.
- Provide advice to supervisors about materials and procedures for repairs.

5. Skills and Knowledge

- Basic skills in building maintenance including elementary carpentry, plumbing, electrical and painting skills.
- Basic Concreting Skills
- Ability to operate a variety of smaller plant and equipment required to be used in the position. This includes mowers and other garden-care equipment, electrical tools, etc.

- Understanding of the day-to-day maintenance requirements of plant and equipment.
- Basic First Aid skills.
- A basic understanding of the requirements of the Occupational Health & Safety Act.
- A good understanding of the Horsham Rural City Council structure, aims and aspirations.

6. Management and Administrative skills

- Ability to work with other Unit members to achieve objectives as set by Team Leader/Leading Hand and within the relevant timetable and/or budget.

7. Interpersonal skills

- Ability to communicate with fellow staff and to deal with the public courteously and efficiently.
- Good oral and written English communication skills.
- Ability to work in co-operation with others and resolve problems as a team member or to work individually as required.
- Ability to liaise with trade's people and negotiate on behalf of clients.

8. Qualifications and Experience (Selection Criteria)

- Proficiency in basic building maintenance work and practical work experience carrying out of the responsibilities and duties specified.
- Good written and verbal English skills to understand and act upon given instructions in the appropriate manner.
- Physical fitness and ability to undertake manual handling tasks and to work in an open environment.
- Current Victorian Driver's Licence.

KEY SELECTION CRITERIA:

- A requirement of this position is that the incumbent will be required to undertake various other duties as part of a multi-skilling program.
- Good attitude towards public relations and understanding of public perceptions, and the projection of a positive corporate image.

9. Organisational Relationships

Reports to:	Team Leader Urban Infrastructure Leading Hand Signage & Trades
Supervises:	Nil
Internal Liaisons:	Other employees Depot Staff (Administration) Workshop (Fleet Management staff)
External Liaisons:	Trades People Hardware and building materials suppliers The Public

10. About Horsham and Horsham Rural City Council

Horsham Rural City is a vibrant, multi-cultural community situated in the heart of the Wimmera region of Victoria, approximately 300 kilometres north-west of Melbourne. The municipality has a population of approximately 20,000, covering an area of 4,267 square kilometres, with approximately three quarters of residents living within the urban area of Horsham.

Horsham is the major provider of retail, community and government services in the Wimmera, with dryland and broadacre agriculture being our major industry. There are a range of quality educational and health care facilities including secondary colleges, a university and an agricultural college.

Council is committed to working with the community to develop the municipality through strong leadership, vision, good governance, responsive services and quality infrastructure, whilst enhancing our liveability and natural environment.

Accessible and Inclusive Employer

Horsham Rural City Council supports flexible and accessible working arrangements for all staff. We are progressive, open to new approaches, and aim to be an inclusive and diverse workplace that celebrates the contribution made by all our staff.

Occupational Health and Safety/Risk Management

All employees are required to follow workplace health and safety requirements and obligations in accordance with legislative frameworks, Council policies (including the OHS Responsibility and Accountability Procedure) and other workplace procedures at all times.

Employees will also observe and comply with Council's Risk Management Policy and the application of sound risk management practices within the workplace and the community.

11. Further information

Horsham Rural City Council is an Equal Opportunity and Child Safe Employer and values Flexibility, Accountability, Integrity and Respect. We encourage and celebrate all cultures, heritage and diversity. We recognise the important and ongoing place that all Indigenous people hold in our community.

Council encourages applications from people of all abilities and can make information available in alternative formats if required.

Council and its employees also have obligations under Victoria's Charter of Human Rights and Responsibilities. See the People & Safety Department or www.humanrightscommission.vic.gov.au for further information.

Manager People & Safety
Horsham Rural City Council
PO Box 511
Horsham Victoria 3402
Email: hr@hrcc.vic.gov.au

12. Sign Off

I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Document prepared by: People & Safety Department

Approved by:
(Director Infrastructure)

Date:

Employee name:

Signature:

Date: