



Murrindindi
Shire Council

Position Description

**Infrastructure
Maintenance Officer**

Professionalism Integrity Accountability Empathy



Murrindindi 2030 Vision

We are sustainable, vibrant and resilient.

We focus on growing our business opportunities.

Our communities are safe and connected, enjoying a healthy and productive lifestyle within our wonderful natural environment.

POSITION TITLE

Infrastructure Maintenance Officer

JOB NUMBER

532

CLASSIFICATION

Murrindindi Council Enterprise Agreement
Band 3

GROUP

Assets & Environment

DEPARTMENT

Operations & Maintenance

APPROVED BY

Manager Operations & Maintenance

DATE

September 2023

Position Overview and Objective

The Infrastructure Maintenance Officer is part of Council's Roads and Parks team who are responsible for completing programmed and reactive maintenance works to Council's open space, roads and path network. The Infrastructure Maintenance Officer reports directly to either the Unsealed or Sealed Roads Team Leader, with responsibility for maintenance of Council's road and bridge infrastructure.

The key position objectives are to:

- Strengthen Murrindindi Shire Council management, control and delivery of high-quality bridge and general road maintenance activities;
- Provide specialist plant operating skills, which complement and enhance the existing operations; and
- Contribute to the development of an efficient and flexible team to meet the needs of the Council's clients.

Key Responsibilities

- Undertake the safe and proper operation, including routine maintenance, of plant including tandem tip trucks, tray trucks and backhoe, loaders, crane trucks, plant and equipment (e.g grader, rollers, tractors etc).
- Prepare estimates of resource requirements (i.e. labour, plant, materials and time) for various works as required.
- Undertake road and bridge works (new and repairs) including timber re-decking, handrail maintenance, pile and substructure repairs, road and culvert maintenance and repairs.
- At times, assist other teams complete infrastructure related work activities.
- Provide basic on the job supervision of team members allocated to projects if required.
- Comply with Council and Department policies and procedures.
- Adhere to the Business Unit's values in all interactions with fellow employees and the general public.
- Maintain appropriate Council records in relation to work such as entering and closing off Work Orders in Council's Asset Management System (Assetic) via mobile device (Phone, iPad or similar).
- Other duties as directed in line with this role and its responsibilities.

Organisational Relationship

Reports to:	Assigned Team Leader (Unsealed or Sealed Roads)
Supervises:	Team members, which may be assigned for various road maintenance tasks.
Internal Relationships:	Manager Operations and Maintenance, Coordinator Roads and Parks, Team Leaders, Murrindindi Shire Council employees including Project Delivery representatives.
External Relationships:	Residents and the general public, contractors and suppliers

Key Selection Criteria

- Demonstrated (certification desirable) experience in the operation of road maintenance related plant and equipment (as listed in Key Responsibilities) and tools including chain saws, pole saws, brush cutters, blowers and other items of small plant.
- Demonstrated experience in developing work schedules in an autonomous manner.
- Demonstrated experience in prioritising works for self and small teams.
- Demonstrated experience in delivery of construction and maintenance of small to medium size projects/works.
- Demonstrated capacity to provide accurate resource estimates.
- Demonstrated experience in maintaining records in support of OH&S, quality assurance, environmental accreditation and other requirements.
- Demonstrated experience to use computers including Microsoft Excel, Word and Outlook.
- Availability to participate in Council's after-hours callout roster.

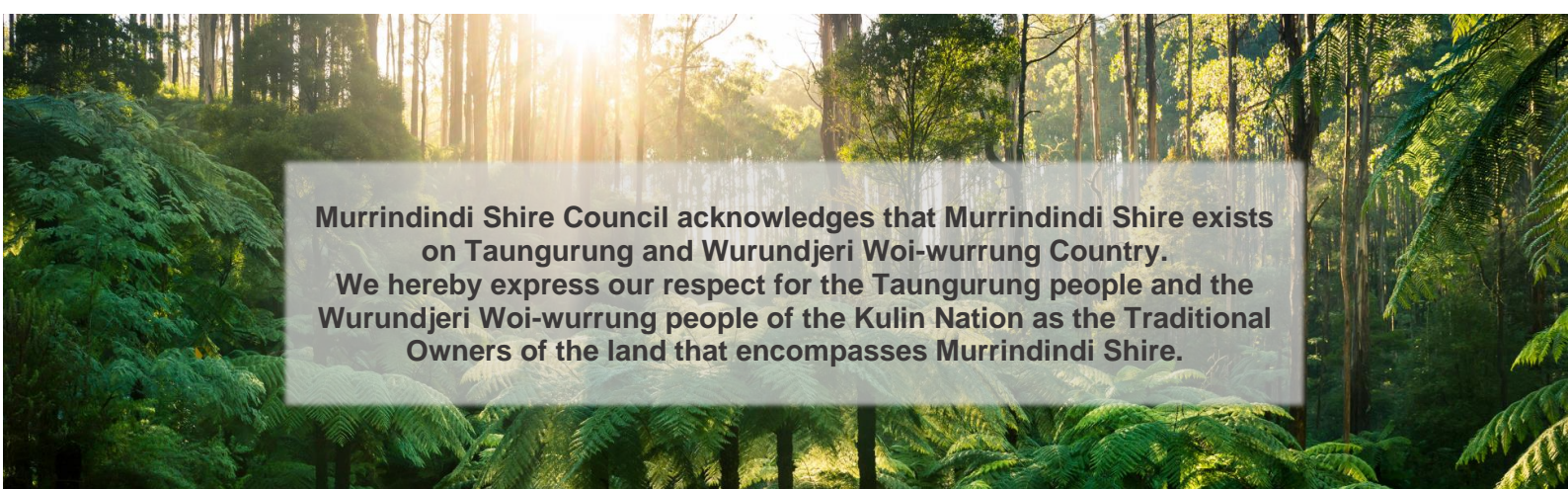
Essential Position Requirements

The following section outlines requirements specific to this job.

Enterprise Agreement Ordinary Hours and Days Clause 16.2	Infrastructure Operations employee
Drivers Licence / Ability to travel	Required to enable travel to different sites (including within and outside the municipality) to undertake the requirements of the role
Physical Requirements	This role has specific physical requirements which may include a level of physical fitness or ability associated with tasks. May include manual handling activities, lifting of weights, bending, twisting, working at height, operating specialised equipment.
Psychological Requirements	All roles at Council have a public accountability and at times will be required to meet specified deadlines, general workload and completion demands and deal with some change that may be beyond the individual's personal control.
Checks	<p>Police / Criminal Record Check Yes – on commencement and during employment by self-disclosure obligation.</p> <p>Evidence of rights to work in Australia Required</p> <p>Working with Children Check Not required for this role</p> <p>COVID Vaccination In accordance with Council policy</p>
Matters relevant to the above checks	Drives or operates specialised or heavy machinery
Information Technology Literacy	Basic knowledge and experience in computer literacy, using Microsoft Suite and other computer programs.
Work location conditions	Onsite – role is required to be performed on site (due to business needs and/or customer contact requirements)
Outside ordinary hours of work	Ad hoc requirement for outside business hour or after hour work in accordance with business needs
Qualifications / Registrations / Licences / Memberships	As per key selection criteria

Band 3**(Operations & Community Services Employees)**

Accountability and extent of authority	<ul style="list-style-type: none"> • Perform work under general supervision. • Interact with the public or other employees including explaining specific procedures and practices. • May be required to supervise and coordinate others in similar or related work. • Be accountable for the quality, quantity and timeliness of work and care of Council assets.
Judgment and decision making	<ul style="list-style-type: none"> • Apply personal judgment in line with specialised procedures that are well understood and clearly documented. • Perform tasks that involve selection from a range of techniques, systems, equipment, methods or processes.
Specialist knowledge and skills	<ul style="list-style-type: none"> • Competently operate more complex equipment or use knowledge of plant, exercise judgment and adapt accordingly. • Understand and apply quality control techniques. • Perform trades and non-trade tasks related to the work. • Provide trade guidance and assistance as part of a work team. • Provide formal training programmes in conjunction with supervisors and trainers. • Undertake supervisory skills where applicable.
Management skills	<ul style="list-style-type: none"> • Perform as a “frontline” role or where applicable supervise other frontline employees. • Provide employees under supervision with on-the-job training and guidance • Have a basic knowledge of human resource practices.
Inter-personal skills	<ul style="list-style-type: none"> • Use oral and written communication skills with clients, other employees and members of the public and in the resolution of minor problems.
Qualifications and experience	<ul style="list-style-type: none"> • Hold one or more Trade Certificate or equivalent. • Complete TAFE accredited/industry based training courses. Or have equivalent knowledge and skills gained through on-the-job training appropriate to the requirements of work in this Band



Murrindindi Shire Council acknowledges that Murrindindi Shire exists on Taungurung and Wurundjeri Woi-wurrung Country. We hereby express our respect for the Taungurung people and the Wurundjeri Woi-wurrung people of the Kulin Nation as the Traditional Owners of the land that encompasses Murrindindi Shire.

Organisational Responsibilities

Code of Conduct - comply with and foster an environment where every employee can consistently meet the standards of behaviour that are outlined in the Code of Conduct. Report and address matters or concerns in a timely and appropriate manner.

Values – demonstrate and model Council’s values in all aspects of your role. These values are Professionalism, Integrity, Accountability and Empathy.

Customer Service – deliver excellent service at all levels including internal and external service delivery. Engage with customers and meet community expectations in ways that foster a positive experience and deliver services using simplified but effective processes.

Diversity, Equity and Inclusion – create a psychologically safe culture where everyone feels respected, heard, included and free to speak up.

Safeguarding children, young people and vulnerable community members – promote safeguarding actions, model expected behaviours, speak up and act, and foster communities that are safe and free from violence.

Workplace Health, Safety and Wellbeing – model and set expectations to ensure safe work practice and methods for all. Follow OHS policies and procedures, immediately report and take appropriate action regarding all hazards and incidents. Work in a manner that is safe for you or all others. Use personal protective equipment clothing or equipment (PPE), reduce risks and only perform safe tasks for which you are capable, competent, appropriately trained and where applicable licenced.

Environment & Sustainability – Champion sustainability and make associated behaviour changes that foster environmental protection and sustainability in all that Council does. Create positive impacts on the environment, including energy and water efficiency, recycling and avoiding waste, zero carbon transport and sustainable procurement.

