

POSITION TITLE	Skilled Driver/Labourer	CLASSIFICATION	Appendix 5
REPORTS TO	Infrastructure Maintenance Coordinator		
DEPARTMENT	Infrastructure Maintenance		

OUR STRATEGIC CONTEXT



VISION	Our community is a safe, inclusive and creative city that celebrates and embraces its vibrancy of cultures.
COUNCIL PLAN	A thriving and unique place; an inclusive and healthy community; and a people-centred and future-ready city.
VALUES	Cooperation, Change and New Ideas, Learning, Achievement, Communication & Accountability.

HOW YOUR ROLE CONTRIBUTES

The purpose of this position is to perform a variety of tasks to achieve a high standard of maintenance of roads, footpaths, stormwater drainage systems, signs and street furniture within the Municipality.

RESPONSIBILITIES	KEY OUTCOMES
Infrastructure Maintenance	<ul style="list-style-type: none"> » Maintain roads, footpaths, stormwater drainage systems, street signs and street furniture within the Municipality. » Perform manual handling tasks such as lifting, digging, raking, sweeping and the use of mechanical tools. » Correctly use and maintain plant and equipment provided, including personal protective equipment, in accordance with manufacturers instructions and Council's workplace health and safety policies, procedures and practices. » Operate vehicle and tow plant as required in a safe, competent and responsible manner in accordance with the Road Traffic Regulations and Council's Policies. » Other duties as directed within the skills and abilities of a position at this level
Teamwork	<ul style="list-style-type: none"> » Maintain good working relationships and deal cooperatively with team members and members of the public. » Conduct self in a professional manner, consistent with the Council Code of Conduct, for all duties undertaken. » Ensure that due care and diligence are undertaken at all times and that actions do not create a risk to self and others. » Demonstrate care for Council property at all times and not deliberately misuse or damage Council property. When using Council property or equipment, employees are required to adhere to instructions, operating procedures and the Occupational Health and Safety Act and Regulations. » Action and respond to requests for service from the community » Provide excellent customer service, while presenting an efficient and professional image » Liaise with other units of Council, employees, the public and members of other organisations regarding the operation of Service Unit as required » Participate in induction and training programs as required » Demonstrate strong time management skills, including meeting required daily start times.
Reporting	<ul style="list-style-type: none"> » As a Stonnington employee, it is your responsibility to ensure you are fully aware and comply with the recordkeeping responsibilities detailed in the Records Management Policy » Monitor the Service Unit's facilities and resources to ensure that they are kept clean and maintained in good working order and safe condition appropriate to their intended function » Liaise with Council Officers, employees, the public and members of other organisations regarding the operation of Service Unit as required » Perform and record daily pre start vehicle checks

KEY WORKING RELATIONSHIPS



Direct reports:	N/A
Internal:	IM Coordinator and team members
External:	Contractors, Members of Public

REQUIRED SKILLS AND COMPETENCIES

Accountability and extent of authority	<ul style="list-style-type: none"> » Suitably skilled to work with minimal direction to perform tasks inherent to the position » Accountable for the quality and timeliness of maintenance of roads, footpaths, stormwater drainage systems, street signs, street furniture and services within the Municipality.
Judgement and decision-making	<ul style="list-style-type: none"> » Exercise appropriate judgment and make decisions regarding the maintenance of roads, footpaths, stormwater drainage systems, street signs, street furniture and services within the Municipality » Perform tasks with minimal direction. » Guidance and advice is available if required.
Desirable Specialist knowledge and skills	<ul style="list-style-type: none"> » Understanding of the technology and procedures relevant to the safe operation of the equipment » Ability to provide specialist training to other staff members in the use of the equipment » Thorough understanding of drainage maintenance. » Substantial knowledge in paving and concreting techniques. » Knowledge of asphaltting techniques. » Skills in maintaining street furniture or signage. » Demonstrated ability to work in a team environment. » Ability to provide traffic control.
Management skills	<ul style="list-style-type: none"> » Skills in managing time, setting priorities, planning and organising one's work » Any requirements for achieving objectives within a timetable.
Interpersonal skills	<ul style="list-style-type: none"> » Reasonable level of verbal and written communication skills » Ability to work effectively with management, staff and customers with regard to information needs » Demonstrated ability to work in a team environment » Flexibility to ensure targets are met within adequate timelines.
Qualifications and experience	<ul style="list-style-type: none"> » Previous experience in the infrastructure maintenance area would be advantageous » Current Victorian Drivers' Licence required (minimum medium rigid truck licence endorsement) » Construction Induction (White Card) Competency. » Spotters ticket and traffic control ticket are highly desirable

WHAT WE ARE ALL RESPONSIBLE FOR



Service Promises

- » We Empathise | We are Responsive | We are Transparent | We are Consistent | We Follow Through

Code of Conduct

- » We are committed to the provision of the best possible services to the community in a fair, equitable and inclusive manner and requires all employees to adhere to the standards of conduct.

Workplace Health, Safety and Wellbeing

- » We are committed to maintaining a healthy and safe work environment for all employees, contractors, volunteers, and visitors and recognise that this is an integral part of our business. This commitment extends to ensuring activities do not place any person at risk.

Diversity, Equity and Inclusion

- » We are committed to fostering a diverse and inclusive workplace that values everyone's contributions, lived experience, and expertise. A workplace where everyone is supported to thrive and be authentic.

Safeguarding Children and Young People

- » We have a zero tolerance to child abuse. All Council officers, including employees, contractors, volunteers and Councillors have a legal and moral obligation to keep children safe and promote their best interests.

Sustainability

- » We're committed to a sustainable Stonnington, working together with our community to create a healthy future for us all.