

POSITION DESCRIPTION

OUTDOOR WORKER



Position Summary

The Outdoor Worker maintains, repairs and builds a range of municipal assets including roads, bridges, footpaths, parks, gardens and buildings.

Position Details

Title	Outdoor Worker
Classification	Band 2/3
Category and status	Permanent full time
Reports to	Team Leader
Supervises	NIL
External relationships	Community members, Contractors
Date PD approved	Sep 2019

Position Key Responsibilities

Road Maintenance	<ul style="list-style-type: none">• Pot hole repairs, edge repairs, crack sealing, dig outs, grading works and any other maintenance works as requested.• Maintenance of road signs, guide posts according to Australian standards.
Park Maintenance	<ul style="list-style-type: none">• Maintain open space areas including mowing and maintenance of garden beds• Weed management (manual and chemical)
Plant operations	<ul style="list-style-type: none">• Operate, maintain, inspect and adjust a range of associated plant and equipment
Footpath	<ul style="list-style-type: none">• Construct, repair and maintain Council's footpath network in accordance to Councils Asset Management Plan.
Drainage and Culvert works	<ul style="list-style-type: none">• Clean and maintain storm water pits• Assist with repairs or installation of new assets
Administrative requirement.	<ul style="list-style-type: none">• Accurately complete daily time sheets, Incident and Hazard reports.• Use Council's Asset Management System (Confirm) through the use of IPADS
Other duties	<ul style="list-style-type: none">• Carry out any other duties as may be required by the Team Leader / Supervisor as requested.
OH&S	<ul style="list-style-type: none">• Demonstrate an understanding of Occupational Health and Safety and Risk Management practices and procedures.• Be actively involved in the completion of SWMS, JSA, and tick and flick's and be able to demonstrate the role they perform.

Position Organisational Responsibilities

Leadership	Not applicable.
Strategy and policy	Required to follow all relevant policies and procedures, including SOPs and OH&S requirements.
Budget	Not applicable.
Internal meetings	Position will be required to participate in all Depot toolbox meetings
External collaboration	Not applicable.

Risk management	Responsible for identifying and minimising risk to Council and for ensuring that all O.H &S obligations are met.
Corporate records	Not applicable
Legislative framework	Not applicable
Customer Service	Accountable for responding to any customer/community enquiries in a positive and professional manner at all times. Need to inform Team Leader/Supervisor if any issues arise from customer /community enquiries.
Council values	Position will demonstrate and encourage behaviour in line with Council's values.
Behaviour	Will demonstrate behaviour of the highest of integrity; behaviour that is free from bullying, harassment and discrimination and that abides by the Code of Conduct.
Emergency management	Position may be required to take a role in Municipal emergencies as detailed in Council's Municipal Emergency Management Plan.

Position accountability, judgement, skills and qualifications

Accountability and extent of authority	The Outdoor Worker will perform work under general supervision and will be accountable for the quality, quantity and timeliness of their work in so far as available resources permit. Position will be accountable for the care and safe use of all plant and equipment entrusted to them.
Judgement and decision making	The nature of work is usually specialised with procedures clearly documented. The particular tasks to be performed will involve selection from a range of techniques, systems, equipment, methods or processes however advice and guidance will always be available.
Specialist skills/knowledge	Knowledge of the correct, safe and competent use of a range of heavy plant and equipment is required. Understanding of workplace health and safety
Management skills	Not applicable
Interpersonal skills	Position requires good verbal communication skills and basic writing skills.
Qualifications/experience	Medium rigid drivers licence. Construction White Card. Cert III in Local Government (Operational Works) is required for progression to Band 3.

Selection Criteria

Qualifications	Relevant licences (medium rigid truck preferred) and relevant tickets
Workplace Safety	Understanding and application of OH&S and Risk Management principles
Communication	Good communication skills with the ability to deal courteously with the community, contractors and staff
Experience	Experience in the use of plant, equipment, road maintenance and bridge repair and open space areas.

Acceptance of Position Description		
Approved: Chief Executive Officer	Signature:	Date:
I have read and understand the content of the Position Description and undertake to meet the duties and responsibilities of this position.		
Approved:	Signature:	Date:

Position Description: Outdoor Worker
Altus ECM reference: INT23/3AED3486
Position Description developed: September 2023
Position Description reviewed: February 2024