



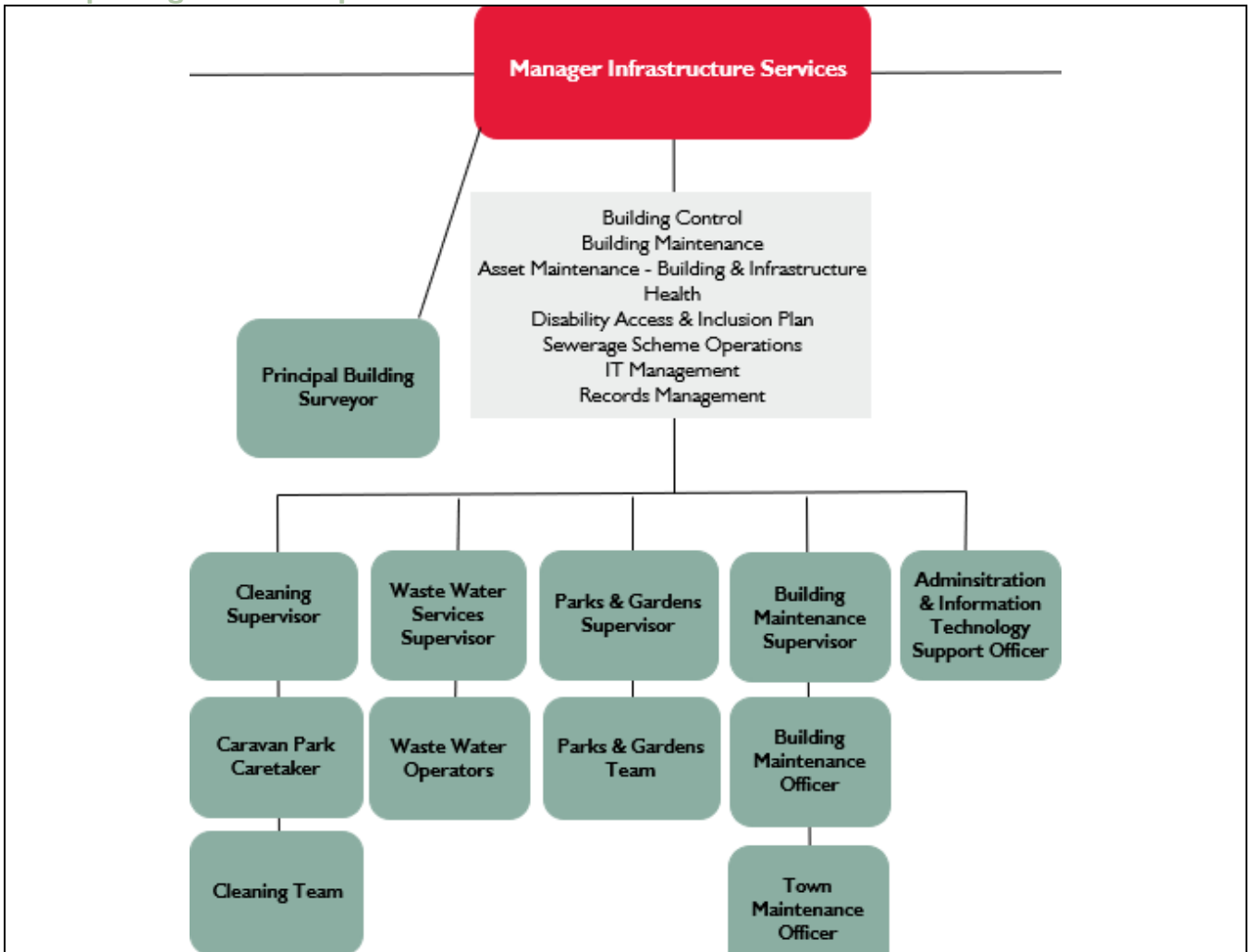
SHIRE OF MOORA

Position Description

1. Position Identification

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| Title: Town Maintenance Officer | |
| Department: Infrastructure Services | Location: Within Shire |
| Level: Level 3-5 of the <i>Municipal Employees (Western Australia) Award 2021</i> | |

2. Reporting Relationship



3. Context

Every employee at the Shire of Moora is an ambassador of our organisation. We value our team, as each member contributes to the organisations vision and mission.

Our vision:

Shire of Moora – a vibrant, affordable Regional Centre with a growing, caring community.

Our mission:

To provide the leadership, services and infrastructure that meets the needs of the community and surrounds.

Our values:

The key values that the Shire will uphold in all its activities are:

- **Leadership** – by example and through a passion for what we do
- **Accountability** – for our actions, guided by principles of honesty and integrity
- **Respect** – for others, through understanding, tolerance, and inclusiveness
- **Professionalism** – by thinking strategically and working with a local and regional perspective
- **Consultative** – regularly engaging, consulting, and communicating with our community

Our Customer Service Charter:

Our services will help people to navigate their way.

The Shire will interact with its clients by being:

- Professional in all our dealings.
- Patient, friendly and helpful.
- Responsive and timely.
- Accurate.
- Fair in our processes.

Integrated, streamlined, and connected.

4. Position Objective / Key Responsibilities

The Shire of Moora Town Maintenance Officer is a positive and proactive team-player, working within the Maintenance team to deliver efficient and effective town upkeep.

Duties include:

- Executing tasks delegated by the Building Maintenance Supervisor and Manager Infrastructure Services relating to the Shire's parks, drains and street scape maintenance programs.
- Working flexibly in dealing with a variety of **manual** handling tasks, with a vigilant focus on Workplace Health & Safety.
- Operating and maintaining a variety of light and heavy machinery.
- Maintaining work standards as a collaborative member of the Maintenance team.
- Carrying out preventative and responsive drains, culvert and street maintenance
- Performing general town maintenance, tree lopping, slashing, spraying etc.
- Assisting with building maintenance where required.
- Assisting with workload during emergency incidents (eg. road blocks, water drainage etc.)

Corporate Responsibility (All Staff)

- In all actions, be accountable and employ ethical decision making and good governance in line with Council's Code of Conduct, values, policies, and procedures.

- Demonstrate an ongoing commitment to the Shire's Customer Service Charter.
- Provide a high level of customer service.
- Promote and maintain harmonious relationships in the workplace.
- Ensure efficient and appropriate use of resources.
- Promote the development of efficient work practices.
- Maintain good relations with the public and always promote Council's operations in a professional manner.
- Adhere and follow the Shire's Record Keeping Plan.
- Carry out other duties as requested by management which may be reasonably expected within the scope of the classification level and skill base of the employee.

Work Health & Safety (WHS) (For all Staff)

- Comply with all work procedures for hazard identification, risk assessment and risk control.
- Actively participate in WHS activities or programmes associated with the management of WHS.
- Follow policy and procedures as required.
- Take reasonable care to ensure his/her own safety and health at work.
- Avoid adversely affecting the safety of any other person.
- Identification and reporting of health and safety hazards, accidents, incidents, injuries, property damage at the workplace.
- Ensure the correct personal protective equipment is worn or used for the task or activity as required or directed.

5. Selection Criteria

Essential

- Current C class licence
- White Card
- Developed communication skills
- Demonstrated ability to work as a team member
- Safe operation and user maintenance of plant and heavy vehicles
- Ability to display a high level of initiative
- National Police Clearance
- Medical including drug and alcohol testing

Desirable

- Completion of an approved Traffic Management Course.
- HR/HC class licence.
- Ability to use specialised hand tools and other equipment.
- Previous plant operator experience.
- Knowledge of roadworks and drainage.
- Knowledge of the Shire district.
- First Aid certificate.
- Forklift licence.

6. Key Accountabilities

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| <p><u>Within Department</u></p> <ul style="list-style-type: none"> To work in the most effective manner as part of the Infrastructure Services team. To ensure that all tasks are performed to a high standard and timeliness with focus on WHS practices. <p><u>Within Organisation</u></p> <ul style="list-style-type: none"> To ensure that Council's policies and procedures are adhered to, providing the best possible service to Council and the ratepayers. |
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7. Principal Contacts

| Who | Core Values |
|---|--|
| <p>Internal</p> <ul style="list-style-type: none"> Building Maintenance Supervisor Manager Infrastructure Services All Shire Employees <p>External</p> <ul style="list-style-type: none"> Contractors/Suppliers Shire Residents & Ratepayers | <p>Communication Consult, collaborate and communicate with the community, internal/external customers and stakeholders.</p> <p>Respect Always recognise and respect the individual and unique requirements of all people and cultures and groups.</p> <p>Integrity To be honest, equitable and ethical in all business dealings and the way in which we work with residents, staff and all stakeholders.</p> <p>Transparency To ensure a high level of openness and accountability in all activities.</p> <p>Courtesy To provide courteous service and helpful solutions to customer enquiries.</p> |

8. Extent of Authority

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| Works within the confines, standards and procedures under general supervision of the Building Maintenance Supervisor and Manager Infrastructure Services. |
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9. Performance & Personal Development Plan

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| <p>The Town Maintenance Officer will meet with the Manager Infrastructure Services for a performance appraisal and evaluation:</p> <ul style="list-style-type: none"> At the completion of the Probation Period as stipulated in their Employment Contract; and Annually, from the date of Employment Commencement. <p>The annual Performance Appraisal is an opportunity for two-way feedback between the Officer and Supervisor and Manager, focusing on goal setting, professional development continual improvement.</p> |
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10. Position and Incumbent Details

All parties are to sign and date the areas provided to indicate their mutual agreement of the requirements of the position. The original of all updated Position Descriptions must be returned to Human Resources.

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| Current Incumbent: | |
| Incumbent Signature: | Date: |
| Manager's Signature: | Date: |

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| Date employee appointed to Council: |
| Date employee appointed to this position: |

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| Approved by Chief Executive Officer: |
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| Date position description created: 14 November 2024 |
| Position description prepared by: Manager Corporate Services |