



# SORELL COUNCIL

## POSITION DESCRIPTION

<b>Position Title</b>	Municipal Worker – Stormwater (Standard)
<b>Workgroup</b>	Roads & Stormwater
<b>Reports to</b>	Works Supervisor – Stormwater
<b>Classification</b>	Level 2
<b>Employee Status</b>	Full Time 1.0FTE
<b>Location</b>	Depot

### Primary Position Purpose

As a member of the Stormwater Crew, the **Municipal Worker – Stormwater (Standard)** will undertake a variety routine works to assist in completing Council's Capital Works and Maintenance programs. Ensuring all work is completed at a level that meets industry, Council and current Workplace Health and Safety Legislation and statutory requirements.

## Skill Based Classification Descriptors

The position is classified as a Level 2, the following skill descriptors apply to this level.

<b>Authority &amp; Accountability</b>	Completion of basic tasks involving the utilisation of a range of basic skills under established practices and procedures. Work is monitored under supervision either individually or in a team environment.
<b>Judgment &amp; Problem Solving</b>	Judgment is limited to the tasks to be performed and may involve the use of a limited range of tools, techniques and methods within a specified range of work. An employee may resolve minor problems that relate to immediate work tasks.
<b>Specialist Skills &amp; Knowledge</b>	Obtained through on-the-job training and workplace induction training. May include off-the-job training through accredited short courses.
<b>Management Skills</b>	Not required at this level.
<b>Interpersonal Skills</b>	Limited to basic communications with other staff and possibly with the public.
<b>Qualifications &amp; Experience</b>	Completion of Year 10 and/or an appropriate labour market program or similar work/skills.

## Core Position Responsibilities

The following **CORE** responsibilities are common to all roles within the Works Department.

### Standard Municipal Worker Responsibilities

- Provide work skill instruction
- Maintain site records
- Use hand and power tools
- Read and interpret plans and specifications
- Operate small plant and equipment
- Carry out manual excavation
- Conduct tip truck operations
- Spread and compact materials manually
- Carry out basic levelling
- Handle resources and infrastructure materials and safely dispose of nontoxic materials
- Identify, locate and protect underground services
- Implement traffic management plan
- Control traffic with stop-slow bat
- Participate in environmentally sustainable work practices
- Complete workplace orientation/induction procedures

### Communication & Delivery

- Deliver and monitor a service to customers
- Plan and organise work
- Work safely and follow WHS policies and procedures
- Communicate in the workplace
- Work effectively with diversity
- Contribute to team effectiveness
- Deliver and monitor a service to customers
- Support operational plan

## Key Responsibilities

Tasks conducted under supervision and with direct instruction on a daily basis:

- Conduct local risk control
- Manually maintain drainage systems
- Respond to site-based spills
- Control construction site water table
- Construct and lay distribution pipelines with shovel
- Construct and dismantle fences and gates
- Erect and dismantle temporary fencing and gates
- Carry out concrete work
- Install trench support
- Drain and dewater civil construction site
- Install and maintain roadside fixtures with shovel
- Escort mobile works
- Conduct earthworks with shovel
- Use communication systems
- Install signs
- Position and set up a variable message sign
- Position and set up portable traffic signals
- Trim and cut felled trees, load by hand
- Work as a safety observer/spotter
- Assist with camera work to locate pipes
- Install sub-soil drainage
- Conduct pipe layer operations
- Lay reinforced concrete box culverts
- Carry out brush cutting work
- Ability to use chemical spraying

### **Standard Licences, Certificates, Tickets & Competencies**

- White Card
- Chainsaw
- Traffic Management
- Medium Rigid Licence

This role may require reasonable after-hours activities and overtime when required by business needs.

Employees may be required to undertake duties within the limits of their skill, competence and training, consistent with their classification level, in any area of Council, as directed.

## Position Dimensions

### Key relationships and influences

Who	Why
<b>Internal</b>	
Customer Services	Work in partnership with Customer Service to ensure delivery of effective customer service.
Infrastructure & Assets	Work collaboratively with Infrastructure & Assets for advice and assistance on planned and unplanned activities.
<b>External</b>	
People who live, work, or visit Sorell	This position delivers services that directly benefit our customers via Council's various customer contact channels.
Contractors	This position may be required to work in collaboration with Council approved contractors to complete planned and unplanned works.

### Resources and Budgets

<b>Direct Reports</b>	NIL	<b>Financial Delegation &amp; Reporting</b>	NIL
<b>Indirect Reports</b>	NIL	<b>Statutory Appointments</b>	NIL
<b>Total</b>	NIL	<b>Delegations</b>	NIL

## Organisational Accountabilities

Be familiar with and follow the **Council's Code of Conduct**. A copy of this is provided with your appointment letter or can be accessed on Council's Intranet.

Be familiar with and undertake all work in accordance with relevant policy and legislation, including:

- Council's Values
- Workplace Health and Safety (WHS) Legislation
- Anti-Discrimination Legislation
- Sorell Council Enterprise Agreements
- Document Management - The incumbent is required to use the TARDIS system to retain records and documents relating to Council business as part of their employment.
- Customer Service Charter - The incumbent is required to commit Council's Customer Service Charter and to consistently deliver all services with a focus on excellent customer service.
- Customer Relationship Management (CRM) systems
- Comply with all Health and Safety legislation.

### Workplace Health & Safety

Ensure Health and Safety information is provided to the broader community as required. While at work, a worker must:

- Take reasonable care for his or her own health and safety.
- Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other people.
- Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act.
- Cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.
- Avoid, eliminate or minimize hazards within your control, and immediately report.
- Attend and actively participate in training programs provided in the interests of Health and Safety.
- Ensure accidents and near misses are reported as soon as reasonably practicable; and
- Ensure assessment and control of risk is managed in accordance with the Council's Risk Management Framework.
- Complete Council's induction requirements

### Record Management

Sorell Council uses a record management system, TARDIS (Total Administrative Record and Document Information System). All Council documents and records are a State legislated record controlled by the Tasmanian Archive & Heritage Office and are therefore required to be retained either on a temporary or permanent basis. All employees of Council are required to use the TARDIS system to retain records and documents relating to Council business as part of their employment.

## Key Selection Criteria

- Experience in manually conducting earthworks and maintaining drainage systems.
- Ability in manually constructing and laying distribution pipelines.
- Able to carry out concrete works.
- Demonstrated understanding of WHS and ability to ensure WHS practices and standards are adhered to.
- Medium Rigid Licence.

## Authorisation

I hereby agree that this position description accurately reflects the work requirements.

Manager name			
Manager signature		Date	
Employee name			
Employee signature		Date	
GM Name			
GM Signature		Date	