

## POSITION DESCRIPTION

POSITION TITLE	Drain Layer
DIRECTORATE - SECTION	Asset Services - Asset Maintenance
LEVEL - EBA	5 - Operational
RESPONSIBLE TO	Crew Leader Drainage Maintenance

### OUR VISION

Connected Communities, Valuing Nature and Creating our Future Together.

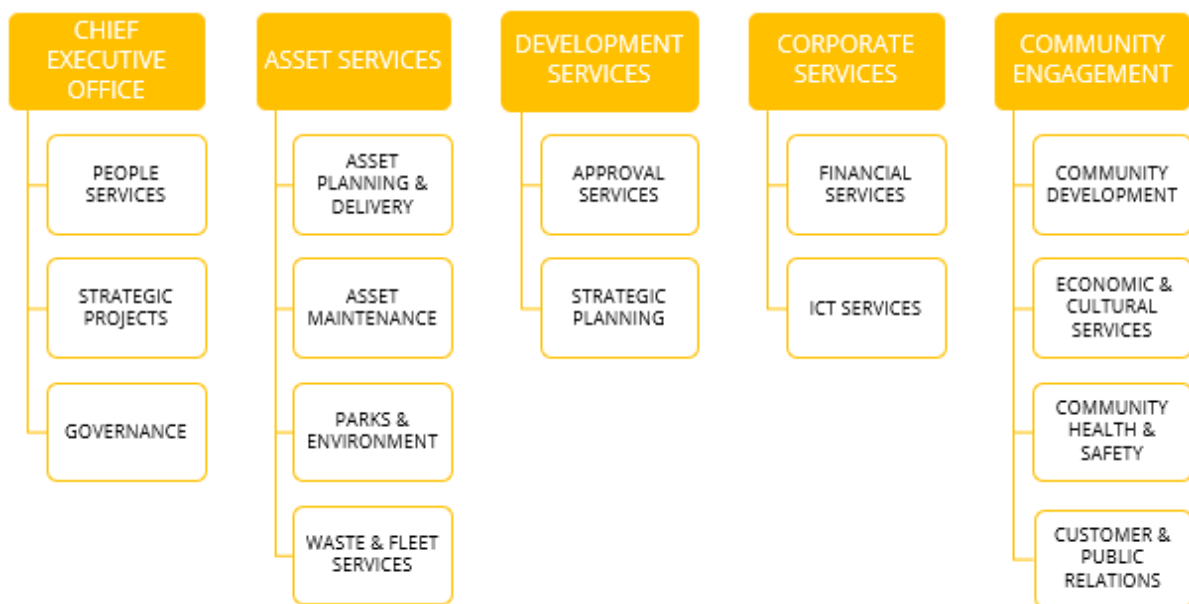
### OUR SIMPLE GUIDING PRINCIPLES

Ensure everything we do will make Kalamunda socially, environmentally and economically sustainable.

### OUR VALUES

- SERVICE** Provide excellent customer service at all times, through effective listening and understanding, in order to go beyond the commonplace when we serve others.
- PROFESSIONALISM** Maintain professionalism by upholding the corporate image, speaking carefully and acting quickly to ensure others know we are reliable, respectful and competent.
- QUALITY** Uphold quality and show initiative through clear thinking, planning mindfully, acting decisively, measuring carefully and regularly reviewing the goals to be achieved.

## ORGANISATIONAL STRUCTURE & FUNCTIONS



## THE OVERALL OBJECTIVE OF THIS POSITION

Safely and efficiently operate and maintain a variety of plant items, including a 12-tonne side-tipper, to assist in the completion of Stormwater Drainage construction and maintenance projects as part of the City's Works program, whilst providing a high level of customer service to Council's internal and external clients to ensure efficient and effective operations.

## KEY RESULT AREAS

### PLANT AND MACHINERY OPERATION

- Responsible for the safe operation and maintenance of materials, tools, machines, equipment, vehicles and plant
- Responsible for the quality and standard of work performed commensurate with a high level of operator skill
- Actively participate in the plant and equipment competency assessment process
- Hold appropriate licences and tickets prior to the operation plant and machinery
- Immediate reporting of plant defects, loss or damage to tools equipment or vehicles to the Crew Leader.

### CONSTRUCTION/MAINTENANCE WORKS

- Have the willingness to lead the team when crew leader is not available or is on leave.
- Have the ability and experience to lead the team when constructing new drainage pipe, read drawings, work out and transfer levels from pegs, use instruments such as laser levels, grade rods, or transit levels.
- Instruct plant operator on how and where the trenches need to be dug, grade or level trench bases, align and position pipes, check slopes for conformance to requirements using levels or lasers, and cover pipes.
- Take lead role in cutting pipes to required lengths, connect pipe pieces and seal joints.
- Ability to work as part of the team and share work whilst doing maintenance work. Can operate and maintain a variety machinery items such including but not limited to excavator, trucks, backhoe, and other plant items used by drainage maintenance team.
- Carry out other duties as directed and in accordance with the Councils Maintenance program.

### ADMINISTRATION

- Accurately complete standard forms and paperwork, such as timesheets, log books, work orders, and OSH related documents.
- Assist in the creation and review of working procedures.
- Preparation of store requisitions forms.
- Preparation of routine reports as appropriate, including weekly routine maintenance and plant reports.

### COMMUNICATION AND CUSTOMER SERVICES

- Liaise and communicate with fellow crew members and supervisors regarding work activities, daily programs etc.
- Provide a high level of customer service when dealing with general enquiries and complaints from both internal and external customers.
- Present a positive image of Council to the public.

- A positive focus is proactively fostered and maintained in terms of internal and external communication and customer service, with communication and customer service strategies incorporating the City's Organisational Values.

### **ETHICAL BEHAVIOUR & COMPETENCY**

- Be respectful to your fellow crew members, all City staff and residents.
- Follow instruction and be respectful towards your crew leader, supervisor coordinator and higher management team.
- Effectiveness of the role will require skills in problem-solving as well as excellent skills in communication.
- Ensuring staff are lead through effective planning tools, and difficulties arising within the team are swiftly dealt with, to maintain a culture of high performance.

### **WORKPLACE HEALTH AND SAFETY**

- Employees must take reasonable care for their own health and safety and that of others who may be affected by their actions or omissions.
- Comply, so far as they are reasonably able, with any reasonable instruction given by the City to allow the City to comply with WHS laws.
- Cooperate with any reasonable policy or procedure of the City relating to health or safety at the workplace.

### **WORKPLACE COMPETENCY**

Uphold the City's values of Service, Professionalism and Quality and demonstrate behaviours that reflect the organisations values, supports cross functional teams and meets customer and organisational needs.

### **TRAINING/QUALIFICATION(S)**

- Current WA Construction Industry Card (CIC) White card
- Basic Worksite Traffic Management (BWTM) and Traffic Controller (TC) tickets
- Quickcut Saw and Confined Space Ticket
- Front End Loader ticket is desirable

### **SELECTION CRITERIA**

1. Demonstrated understanding and experience in drainage construction and maintenance duties associated with Stormwater Drainage networks.
2. Experience in operating trucks and other plant and machinery (such as backhoe, mini excavator, etc) and maintaining them in good condition.
3. Experience in a wide range of power and hand tools i.e. plate compactor, concrete cutter, bitumen cutter, chain saw.
4. Knowledge and awareness of environmental issues associated with Stormwater Drainage maintenance activities.
5. Knowledge and awareness of OSH rules and regulations, including a sound knowledge of safe working practices.
6. Demonstrated communication skills, both written and oral with an ability to deal with members of the public and other council officers.
7. Demonstrated experience in physical labouring.

## PHYSICAL REQUIREMENTS

The City welcomes people with a disability to apply for this position. Reasonable workplace accommodations and aids are available as required.

- Hearing, vision and cognitive abilities required to engage with members of the public/stakeholder and other staff by phone, in person and in writing.
- Manual dexterity needed for operating of vehicle control panels.
- Loading, reaching and preparing vehicle for daily activities.
- Climbing in and out of vehicles, steps and ladders, accessing toolboxes and back of vehicle for equipment
- Carrying equipment
- Manual dexterity needed for labouring, digging and moving material.

## DIVERSITY

The City of Kalamunda is committed to and values the advantages and benefits that equity, diversity, and inclusion (EDI) brings to all its staff. The City seeks to integrate the principles of EDI throughout the organisation, to enrich our perspective, improve performance, increase community value, and enhance the probability of achievement of our goals and objectives.

## DRIVERS LICENCE

1. Current unrestricted Heavy Rigid (HR) or Heavy Combination (HC) licence allowing the holder to drive legally in Western Australia.

## AGILITY

This position description reflects the City's requirements at a point in time and is subject to change. The City may modify this position description at any time, provided the skills, qualifications, competence and training remains within a reasonable range of the original position.

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REVIEWED BY: Coordinator Infrastructure Services

DATE PD REVIEWED/APPROVED: 24 May 2023

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