



Fieldworker – Rapid Response & City Clean

Council Strategic Vision

Balancing our progress with our heritage, we lead in coastal management to deliver high-quality public spaces and services to build a welcoming, safe and active community where resident, visitor and business prosperity meet.

Our Culture

A place that proudly delivers great things.

Where we deliver on promises; value people; recognize achievements; inspire progress, respect history, build the future; grow and learn; and enjoy what we do.

Our Values

ARISE: Achievement, Respect, Innovation, Simplicity, Engagement



TITLE:	Fieldworker – Rapid Response & City Clean
LEVEL:	CHB3
POSITION OBJECTIVE:	
Responsible to assist in the delivery of Council’s maintenance programs and cleaning tasks associated with ensuring the Council area is maintained to an appropriate standard that reflects a welcoming, safe and active community.	

1. REPORTING RELATIONSHIPS

- This position reports to the Work Group Leader.
- There are no staff reporting to this position.

2. KEY PERFORMANCE INDICATORS

- Assigned maintenance activities are delivered to required standard and within required timeframes.
- Internal and external relationships are respectful and in line with the Team Charter.
- Complete annual team PDR with measurable goals and an effective development plan aligned to role requirements.

3. POSITION DETAILS

PEOPLE & CULTURE
<ul style="list-style-type: none"> • Pro-actively develop and maintain respectful and positive relationships both internally and with customers and volunteers. • Actively participate and maintain a customer focused culture. • Attend regular team meetings and actively contribute.
SYSTEMS & PROCESSES
<ul style="list-style-type: none"> • Undertake a variety of maintenance activities including general cleansing of the Glenelg Precinct area including furniture cleaning & oiling, bin cleaning, litter picking, (street, beach and open spaces), graffiti removal, construction and installation of furniture; and use of the mechanical scrubber. • Undertake street/footpath sweeping operations throughout the Council as required. • Undertake regular maintenance and minor repairs to park furniture. • Undertake regular maintenance and minor repairs (where practicable) to plant/equipment as necessary. • Assist with the full range of cleaning duties as required including Moseley Square & Jetty Road Precinct. • Undertake the installation and repair of regularity/general signage, fencing and traffic bollards. • Undertake graffiti removal, and other rapid response tasks as directed. • Operate the tractor/beach cleaner during the Summer season (30 September – 1 May). • Undertake monthly inspections of all playgrounds in accordance with AS/NZS 4685.0:2017, as required. • Assist to deliver Council’s Public Events by undertaking general set-ups and pack up as requested by Work Group Leader and/or Event Coordinator.

- Actively seek and suggest ways to improve work practices and outcomes.
- Work across other Field Services teams as required.

QUALITY & COST

- Ensure that plant and equipment is cared for, maintained and operated correctly.
- Deliver quality outcomes on time and on-budget.

DEVELOPMENT

- Explore and expand individual capabilities as related to the role.
- Actively listen to the needs, concepts and ideas of peers and the community.
- Pro-actively participate in the Professional Development & Review (PDR) process and provide suggestions on how individual and team capabilities can be expanded as they relate to the role.

4. PERSONAL CRITERIA

Qualifications

- Minimum Cert III qualification in a relevant area (eg Mechanical, Civil, Carpentry/Joinery, Electro Technology, Cabinet Making, , Painting/Decorating, Signs/Graphics) - **essential**
- Holds an unencumbered MR Australian drivers licence – **essential**
- Work Zone Traffic Management Accreditation – **essential**
- White card – **essential**
- Minimum, Level 1 Playground & Play Area Inspection and Maintenance Certificate – **desirable**

Experience & Knowledge

- Experience in a relevant area (eg carpentry, cabinet making, mechanics, painting, signage, general maintenance, heavy plant machinery operations, truck driving, street sweeper operations) – **essential**.
- Experience in the safe use and maintenance of equipment, machinery and tools – **essential**.
- Basic understanding of computers, management of databases – **highly desirable**.
- Knowledge and understanding of legislation, guidelines and standards relevant to the area of operation.
- Knowledge of safe and efficient work practices.
- Experience in using corporate digital applications – **desirable**.
- Experience with the Technology 1 suite of applications – **desirable**.

Personal Capabilities

- Self-motivated with the ability to establish credibility and deliver high quality outcomes for our community – **essential**.
- Good verbal and written communication skills – **essential**.
- Ability to prioritise workload and meet set timelines.
- Ability to be resilient, innovative, flexible and readily accommodate change.
- Ability to analyse problems, evaluate alternatives, provide solutions and make decisions based on sound judgement.
- Demonstrated commitment to exploring and expanding individual capabilities.
- Ability to work both independently and in a team environment

- Ability to share information and expertise freely.

Core Physical Capabilities

The core physical demands of this position that may be reasonably expected, within WHS guidelines, including but are not limited to:

- Capacity to undertake manual labour such as cleaning, lifting, bending, and other associated maintenance tasks.
- Capacity to sit for prolonged periods and get in and out of plant and equipment as required.

5. WORK HEALTH & SAFETY RESPONSIBILITIES

- Comply with any reasonable instruction in relation to WHS.
- Cooperate with any reasonable policy or procedure relating to WHS.
- Take reasonable care in regard to work health and safety.
- Avoid adversely affecting the health and safety of any other person through any act or omission at work.
- Ensure that you are not in such state (due to alcohol or drugs) as to endanger your own safety at work or the safety of any other person.
- Not wilfully interfere with or misuse items or facilities provided in the interest of the health and safety of workers.
- Report all accidents, incidents, injuries, property damage in accordance with agreed procedures.
- Comply with the use and utilisation of appropriate personal protective equipment.
- Participate in activities associated with the management of workplace health and safety policies, procedures and management systems.
- Support and use appropriate consultative structures.

6. SPECIAL CONDITIONS

- Wearing of Council approved uniform required.
- Where practicable, required to have lunch and scheduled breaks at assigned worksite.
- Required to work outside the normal field services depot core operating hours of 7 am to 4pm to ensure delivery of the City Cleansing programs (in accordance with the hours of work contained within the Enterprise Agreement).
- Hours of work may be varied in summer and winter. Winter hours will be between 7am-4pm and summer will be between 6am-3pm. These hours may be changed in line with the needs of Council operations.
- May be required to attend call-outs after hours and work overtime, including weekend work, from time to time.

7. OUR VALUES

As a value based organisation we demonstrate our values through our behaviours. These values guide everything we do. As an employee you will play a key role in demonstrating these values:

- **Achievement** – Deliver agreed outcomes for our Community.

- **Respect** – Act with honesty and integrity.
- **Innovation** – Seek better ways.
- **Simplicity** – Easy to do business with.
- **Engagement** – Provide opportunities for all to participate.

These are assessed on an ongoing informal basis, and formally through the Professional Development Review process.

8. ACKNOWLEDGEMENT

Employee Name:	_____	Direct Manager:	_____
Signature:	_____	Signature:	_____
Date:	_____	Date:	_____