



Position Description

POSITION TITLE:

Facilities Tradesperson

DEPARTMENT:

Assets and Infrastructure Services

REPORTS TO:

Urban Services Overseer

SALARY SYSTEM GRADE:

Grade 4-5

Superannuation

REMUNERATION PACKAGE:

On call allowance (as per roster)

Access to a range of salary packaging benefits

HOURS OF WORK:

38 hours per week

Our Mission

To meet the challenges of our unique and diverse region

Purpose of Position

To assist the Urban Services Overseer with the maintenance and construction of Council Facilities including buildings, parks and gardens, sports fields, swimming pools, town streets and cemeteries.

Award Provisions

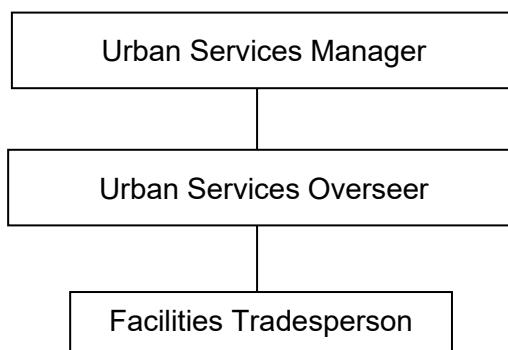
Award: Local Government (State) Award 2023

Award Grade: Trades Level 1

Organisational Relationships

WITHIN DEPARTMENT:	Urban Services Manager Executive Assistant Assets and Infrastructure Overseers and Gangers Technical and professional staff
WITHIN COUNCIL	Salary staff Contractors
EXTERNAL TO COUNCIL (e.g. community, business & other government)	Businesses Government Departments Contractors Residents Consultants

Organisational Chart



Schedule of Duties

- Supervise and undertake operation, maintenance and construction works on Council's Urban Facilities
- To perform all tasks in a manner that promotes effective teamwork and good public and workplace relations.
- Attend after hour call outs as required.
- To supervise labourers and contractors and ensure that they are provided clear direction and guidance and comply with Councils policies and procedures.
- Ensure risk assessments are carried out in consultation with staff and agreed control measures are implemented and complied with.
- Assist Councils Urban Services Overseer as directed.
- All work health and safety requirements are met including completion of risk assessments and working within safe work procedures.
- All plant and equipment checks and report of damage in accordance with Council's requirements are met
- Perform other work duties within capabilities as allocated from time to time by Overseer

Role Capabilities

This position is a 'career-graded' position. This means professionals at various stages of their career may be assessed as suitable for appointment to the position, depending on their qualifications and experience.

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: "how we do things around here". It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>

Table 1 outlines the full list of capabilities and levels of competency required for appointment at each Grade under this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities. Table 1 also outlines the qualifications and experience required for appointment at each Grade under this position.

Role Skills

To be eligible for progression through Council's salary system, staff must demonstrate the role-based skills outlined in Table 3 below, in addition to meeting the technical requirements relevant to each Grade, and demonstrating competency in the core capabilities described under the Local Government Capability Framework relevant to each Level.

Table 1: Role requirements

Technical Requirements	Grade 4	Grade 5	
Qualification	Relevant trade qualification and/or significant - industry experience	-	
Driver's Licence	Class C	-	
Role Capabilities			
Capability Group	Capability Name	Level	Level
	Manage Self	Intermediate	Adept
	Display Resilience and Adaptability	Foundation	Foundational
	Act with Integrity	Intermediate	Adept
	Demonstrate Accountability	Intermediate	Intermediate
	Communicate and Engage	Intermediate	Intermediate
	Community and Customer Focus	Foundation	Intermediate
	Work Collaboratively	Intermediate	Intermediate
	Influence and Negotiate	Foundation	Foundational
	Plan and Prioritise	Intermediate	Intermediate
	Think and Solve Problems	Foundation	Intermediate
	Create and Innovate	Foundation	Foundational
	Deliver Results	Adept	Adept

	Finance	Foundation	Foundational
	Assets and Tools	Intermediate	Intermediate
	Technology and Information	Foundation	Intermediate
	Procurement and Contracts	Foundation	Foundational
	Manage and Develop People	Foundational	Foundational
	Inspire Direction and Purpose	Foundational	Foundational
	Optimise Workforce Contribution	Foundational	Foundational
	Lead and Manage Change	Foundational	Foundational

Focus Capabilities

The focus capabilities for the position are those judged most important at the time of recruiting to the position. The focus capabilities must be met at least at a satisfactory level for a candidate to be suitable for appointment to the role. The focus capabilities for this position are outlined in Table 2 and 3.

Table 2: Focus Capabilities for Grade 4

Group and Capability	Level	Behavioural Indicators
Personal Attributes Act with Integrity <i>Be honest, ethical and professional, and prepared to speak up for what is right</i>	Intermediate	<ul style="list-style-type: none"> Maintains confidentiality of customer and organisational information Is open, honest and consistent in words and behaviour Takes steps to clarify ethical issues and seeks advice when unsure what to do Helps others to understand their obligations to follow the code of conduct, legislation and policies Recognises and reports inappropriate behaviour, misconduct and perceived conflicts of interest
Relationships Work Collaboratively <i>Be a respectful, inclusive and reliable team member, collaborate with others, and value diversity</i>	Intermediate	<ul style="list-style-type: none"> Encourages an inclusive, supportive and cooperative team environment Shares information and learning within and across teams Works well with other teams on shared problems and initiatives Looks out for the wellbeing of team members and other colleagues Encourages input from people with different experiences, perspectives and beliefs Shows sensitivity to others' workloads and challenges when asking for input and contributions

Table 2: Focus Capabilities for Grade 4

Group and Capability	Level	Behavioural Indicators
Results Deliver Results <i>Achieve results through efficient use of resources and a commitment to quality outcomes</i>	Adept	<ul style="list-style-type: none">• Takes responsibility for the quality and timeliness of the team's work products• Ensures team understands goals and expectations• Shares the broader context for projects and tasks with the team• Identifies resource needs, including team, budget, information and tools• Allocates responsibilities and resources appropriately• Gives team members appropriate flexibility to decide how to get the job done
Resources Assets and Tools <i>Use, allocate and maintain work tools appropriately and manage community assets responsibly</i>	Intermediate	<ul style="list-style-type: none">• Uses a variety of work tools and resources to enhance work products and expand own skill set• Ensures others understand their obligations to use and maintain work tools and equipment appropriately• Contributes to the allocation of work tools and resources to optimise team outcomes
Workforce Leadership Optimise Workforce Contribution <i>Hire and deploy people effectively and apply sound workforce planning principles</i>	Intermediate	<ul style="list-style-type: none">• Allocates work tasks appropriately to make the best use of the skills and strengths of people in the team• Identifies current and potential resource/capability gaps in the team and seeks advice on how to manage them• Ensures that team members make effective use of time and resources

Table 3: Additional Capabilities for Grade 5

Group and Capability	Level	Behavioural Indicators
Personal Attributes Act with Integrity <i>Be honest, ethical and professional, and prepared to speak up for what is right</i>	Adept	<ul style="list-style-type: none">• Acts honestly, ethically and with discretion and encourages others to do so• Sets a tone of integrity and professionalism with customers and the team• Supports others to uphold professional standards and to report inappropriate behaviour• Respectfully challenges behaviour that is inconsistent with organisational values, standards or the code of conduct• Consults appropriately when issues arise regarding misconduct, unethical behaviour and perceived conflicts of interest

Table 4: Skill progression

Level	Skill required
1 (Grade 4, Step 1)	<ul style="list-style-type: none">• Able to undertake maintenance duties• Able to coordinate worksite activities• Able to use technology to facilitate work• Able to implement purchasing and procurement requirements• Able to control and direct the Public• Chemical Handling Certificate
2 (Grade 4, Step 2)	<ul style="list-style-type: none">• Able to assist with measurement and calculation of materials• Undertake maintenance and minor construction projects• Able to implement WHS, risk, quality and environmental management in the workplace• Able to complete standard forms and reports• Able to undertake inspections and maintenance of Council assets• MR Heavy Vehicle Driver's Licence• Traffic Control Certificate• Working at Heights Certificate
3 (Grade 4, Step 3)	<ul style="list-style-type: none">• Able to respond to failed plant and equipment• Able to develop safe work method statements• Able to read and interpret maps, plans and drawings• Able to control and direct Traffic• Operate plant and equipment.• Able to maintain water or sewer reticulation assets
4 (Grade 4, Step 4)	<ul style="list-style-type: none">• Able to supervise the work of staff, contractors and sub-contractors• Able to solve complex problems in the workplace• Confined Space Certificate
5 (Grade 5, Step 3)	<ul style="list-style-type: none">• Assists supervisor in the development of basic work procedures guides for facilities maintenance activities• Able to undertake equipment inspection and maintenance• Ensures that work is undertaken according to plans / drawings provided• Able to use sound judgment to interpret situations and find acceptable solutions to basic problems when instructions are not clear.• Able to suggest more appropriate ways of undertaking work• Able to apply risk management
6 (Grade 5, Step 4)	<ul style="list-style-type: none">• Keeps up to date with industry changes and informs other staff• Able to assist with cost estimating of projects• Able to instruct and train others in operations and maintenance activities.

Acceptance of Position Description

I, _____, have read and understood this position description and agree to the conditions and responsibilities contained in it. I intend to commence duties on _____.

(insert date)

Signed: _____

Date: _____