

ASSET MAINTENANCE TEAM MEMBER

POSITION DESCRIPTION

Position Title:	Asset Maintenance Team Member
Responsible To:	Asset Maintenance Coordinator
Council Portfolio	City Shaping
Council Program:	City Operations
Classification Level:	CSE Grade 5

Overview of Portfolio

The City Shaping Portfolio leverages and celebrates our role as a Capital City Council and delivers the services that protect our heritage, Park Lands and urban environment and demonstrates our environment leadership now and into the future.

Overview of Program

The City Operations Program ensures our City’s assets, including streets, parks and other public spaces are attractive, clean, well presented and maintained so we all have a city to enjoy and be proud of.

Key Relationships / Interactions

Internal	Employees across the Public Realm Program
	City of Adelaide (CoA) employees across all Portfolios and Programs
External	Contractors to the Corporation
	Service Authorities
	City users, rate payers and stakeholders
	Emergency Services

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Primary Purpose

The primary purpose of the role of Asset Maintenance Team Member is:

- To carry out maintenance, and repairs to Councils assets including but not limited to:
- Monuments, Water Features, Public Art, Street & Park Land Furniture, Playground Equipment, Park Land Fencing & Gates
- The inspection of Council urban assets infrastructure to ensure compliance with maintenance service levels.

Responsibilities

The Asset Maintenance Team Member is responsible for:

- Carrying out planned maintenance & repairs of councils Urban Assets infrastructure.
- Assist with daily operations and materials ordering for maintenance activities.
- Administrative including record keeping and collation of information to assist in the ongoing maintenance planning of works.
- Carry out installation of Urban Assets to assist with the delivery of capital works and maintenance projects.
- Ensure all work is carried out safely within the area of responsibility and conforms to appropriate CoA policies, guidelines and processes and legislative requirements.
- Provide accurate and timely customer service to all internal/external customers.
- Participate in regular performance development plans and reviews
- Work cooperatively in the team environment.
- Ensuring that they work is carried out expediently, efficiently and effectively.
- Ensuring that they communicate effectively with other team members.
- Supporting the application of and demonstrably engaging in the CoA's Equal Employment Opportunity, cultural diversity and ethical practice policies.
- Assist and support the asset maintenance coordinator in the recording, inspections and repairs of urban assets.

Workplace Health and Safety & Additional Responsibilities

All employees are also responsible for;

- Complying with the Employee Behavioural Standards
- Supporting the application of and demonstrably engaging in the CoA's Equal Employment Opportunity, cultural diversity and ethical practice policies.
- Taking reasonable care to ensure their own safety and not placing others at risk by any act or omission.
- Attending WHS training and following instructions and advice provided.
- Complying with the requirements of the CoA WHS management system.
- Using and caring for equipment, including personal protective equipment, as instructed.
- Not intentionally or recklessly interfering with or misusing workplace equipment and supplies in a manner that could adversely affect health, safety or welfare in the workplace.

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Position Criteria

Qualifications	Trade certificate in a related discipline or demonstrated experience in lieu of formal qualification.	Essential
	C class drivers and forklift licence	
	MR Truck license, Elevated Work Platform above 11m	Desirable
Financial Skills & Acumen	Carry out basic planning associated with daily operations and materials supplies.	Essential
Technical Knowledge & Experience	Sound practical knowledge of the fundamental nature of a Works Depot, practices and procedures in Plant storage and general yard duties.	Essential
	Ability to carry out a multitude of trade related maintenance tasks associated with the day-to-day management of public infrastructure.	
Innovation & Initiative	Self-motivated, results oriented and able to initiate actions to ensure objectives are achieved.	Essential
	Capacity to work independently to complete designated tasks	
Resource Management & Decision Making	Ability to prioritise and be flexible when responding to changing priorities and demands.	Essential
Professional Development	A commitment to ongoing professional development and continuous learning.	Essential
	Knowledge of employee and employer responsibilities under the Occupational Health, Safety and Welfare Act and Regulations.	
Customer Commitment & Integrity	Excellent customer service skills, including the ability to effectively liaise and engage with members of the public and community groups.	Essential
	Demonstrated high level skills in dealing confidently and courteously with people both internally and externally.	
Collaboration & Communication	Proven ability to build positive relationships and consult, negotiate and communicate with all levels of management and staff, agencies and stakeholders.	Essential
	The ability to build and maintain cross team relationships.	
Administrative Skills	Effective written and verbal communication skills.	Essential
	Experience operating computers and the use of relevant Corporation software.	
Government Experience	Experience working in a government environment.	Desirable

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Our Values

Our values will guide us towards becoming a stronger, more effective organisation with a positive and mutually beneficial work environment for everyone.

Our Values



**ACHIEVEMENT**

**COLLABORATION**

**CUSTOMER COMMITMENT**

**INTEGRITY**

**INNOVATION**

Achievement

- Deliver what matters
- Ensure clarity of direction and unity of purpose
- Inspire excellence and strive for outstanding results



Collaboration

- Work together to build successful teams and partnerships
- Be open, inclusive, and share knowledge
- Seek, provide and act on feedback



Customer Commitment

- Know your customers and put them first
- Listen to and understand customer needs
- Be responsive, close the loop and deliver on promises



Integrity

- Own your actions, successes and mistakes
- Act with transparency, honesty and respect
- Do what you say you will do



Innovation

- Look for ways to improve and create positive change
- Think broadly and take a wider viewpoint
- Be responsive to new ideas and opportunities



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Special Conditions

- Performance will be based upon the delivery of the agreed goals recorded in your Performance Review documentation.
- Some out of hours' work may be required to meet the requirement of the role.
- An unencumbered South Australian Drivers Licence may be required.
- A satisfactory Police Clearance may be required.
- A satisfactory Medical Clearance may be required.
- Where applicable, I have reviewed and understand the delegations associated with this position

Physical Demands

Role	Assets Maintenance Team Member
Work Area	Public Realm
Physical Demand Rating	Medium Work

The below table summarises the physical demands of this role.

Physical Demand	O	F	C	Description	FCA Notes
Sitting		✓		Driving council vehicles	Critical Range of Motion: Shoulder to 160° flexion. Lift Capacity: Up to 20kg. Push / Pull Force: Moderate to high. Environmental Factors: Working indoors mostly, some outside work at the depot and council properties. Task Rotation: Able to vary posture and position at times. PPE: Specific for work area i.e. steel cap boots, high visibility long sleeve clothing.
Standing		✓		Variable terrain	
Walking		✓		Short distances mostly	
Climbing	✓			In and out of vehicles	
Push / Pull	✓			Using hand tools and equipment	
Squatting	✓			Installing furniture and clean up	
Gripping		✓		Driving vehicles, using hand tools and equipment, lifting hazards	
Forward Reach	✓			Completing repairs, accessing the truck and equipment	
Lift	✓			Equipment and hazards up to 20kg	
Carry	✓			Equipment and hazards up to 20kg	

O = Occasional (1–33%), F = Frequent (34–66%), C = Constant (67–100%)

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Summary: The work role involves various work tasks assisting the teams and rectifying hazards and damage. The work can include installation of furniture, removal of rubbish and broken infrastructure.

<u>The work involves at times:</u> • Sustained posture sitting driving • Driving a council vehicle • Inspecting and rectify hazards • Climbing in and out of the vehicle • Delivering bins and furniture • Ad-hoc repairs and rubbish removal • Placing out barriers, signage, temporary ramps and covers	<u>Manual Handling Functional Capacity:</u> • Lifting equipment, pavers and tools up to 20kg • Climbing in and out of vehicles • Moderate to high push force (up to 20kgf) • Accessing ground level, repeated squatting and kneeling	<u>Physical Work Demands include:</u> • Driving a vehicle (Very Light Work) • Handling equipment and machinery (Medium Work Category) • Hazard Repairs (Medium Work) • Item – Hazard Pick up (Medium Work) • Oil Spill Clean Up (Medium Work) • Bin Transport (Light Work) • Bench and Bin Installation (Medium Work) • Hazard Inspection (Light Work)
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***This is a general statement regarding the physical requirements of the role. The inherent physical requirements are underpinned by Job Dictionaries, which can be accessed by contacting the MySafety Team (OSCAR).**

Agreement

This Position Description is only descriptive of the type of duties to be undertaken by you during your employment and you accept the Corporation may require you to carry out any duties which are within your skills and competence.

**** Electronic Offer**** By accepting your letter of offer electronically you are agreeing to the work profile / job description attached to your offer.