



POSITION DESCRIPTION

POSITION TITLE	Crew Leader Drainage Maintenance
DIRECTORATE - SECTION	Asset Services – Asset Maintenance
LEVEL - EBA	6/7 - Operational
RESPONSIBLE TO	Supervisor Drainage Maintenance

OUR VISION

Connected Communities, Valuing Nature and Creating our Future Together.

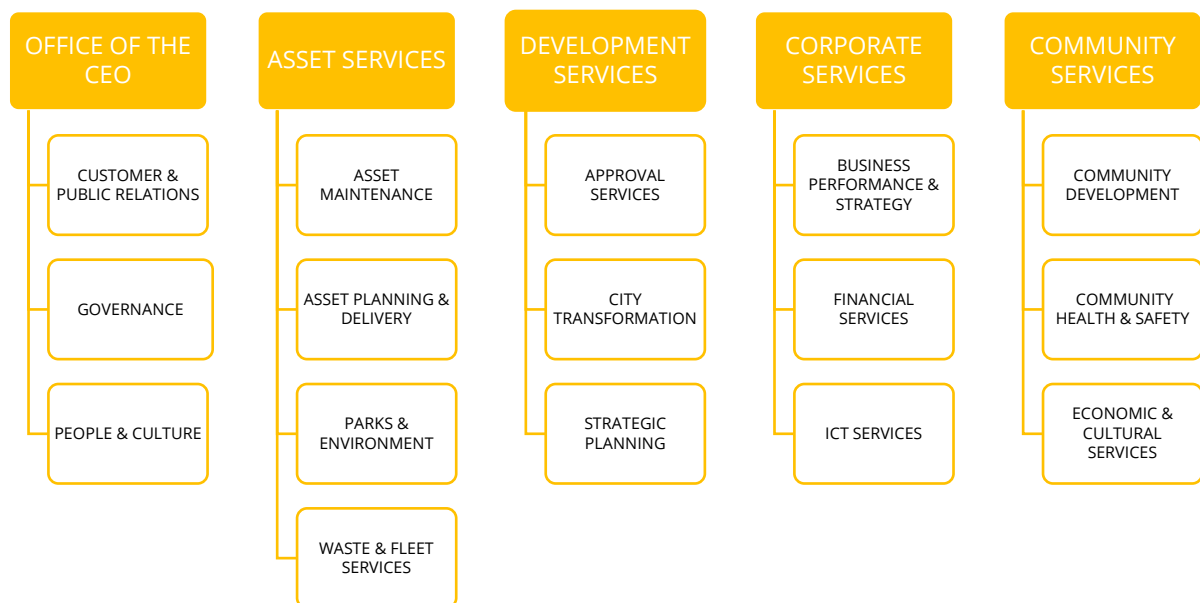
OUR SIMPLE GUIDING PRINCIPLES

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

Oversee the day-to-day duties of the allocated team to undertake the approved capital and maintenance program effectively and efficiently. Ensure works are conducted in a safe and timely manner and to a high standard.

KEY RESULT AREAS

ORGANISATION SUPPORT

- Accurately complete standard forms and paperwork, such as timesheets and WHS related documents (e.g. JSAs, SWMS, etc.), Traffic Management related documents.
- Creation and review of standard operating and working procedures.
- Preparation of store requisition forms.
- Preparation of daily timecards.
- Preparation of routine reports as appropriate.
- Management of contractors on site.
- Provide support to the Supervisor, Coordinator or Manager as required.
- Undertake meetings with the team in the mornings to ensure team are aware of the duties for the day and works required.

CUSTOMER SERVICE

- Provide a high level of customer service when dealing with general enquires and complaints from both internal and external customers.
- Ensuring consistently high standards of customer service is delivered by the teams and all contractors engaged to provide services on for and behalf of the City of Kalamunda.
- Assist in the resolution of customer complaints and queries including follow up phone requests and inspections.
- Present a positive image of Council to the public.

STAFF MANAGEMENT

- Provide leadership to staff within the service delivery area to meet the core and aspirational values.
- Ensure compliance with all legislative requirements relating to staff, including IR, WHS, EEO.
- Allocate tasks and manage resources to ensure organisational goals and objectives are effectively delivered.
- Ensure all staff operate items of plant and equipment in a safe manner that is consistent with safe work practices and in accordance with manufacturer's instructions and guidelines.

ASSET MANAGEMENT

- Provide Asset Management information, e.g. as built information.

INFRASTRUCTURE MAINTENANCE

- Undertake construction, maintenance and inspection of Council owned infrastructure and provide reports and recommendations (as required) on Council owned infrastructure.
- Assist with prioritising and managing maintenance requests and complaints using Council's customer ICS.

- Supervise minor projects including the identification of the materials required and ensuring the availability of appropriate tools and equipment to complete works on time and within budget.
- Maintain and ensure that all administrative tasks are conducted and reported in accordance with the City's policies.
- Operate items of plant and equipment in a safe manner that is consistent with safe work practices and in accordance with manufacturer's instructions and guidelines.
- Actively participate in the plant and equipment competency assessment process.
- Hold appropriate licences and tickets prior to the operation of plant and machinery operation.

WORKPLACE HEALTH AND SAFETY

- As an officer of a PCBU (Person Conducting a Business or Undertaking), you must exercise due diligence to ensure the City complies with its health and safety duties.
- Due diligence includes keeping up to date knowledge on WHS matters, understanding the nature and operations of the work and any associated hazards.
- Ensure the City has and uses appropriate resources and processes to eliminate or minimise risks including both physical and psychological.
- Ensure the City has appropriate processes for work-related incidents, hazards and risks and to respond in a timely manner.
- Complies with the duties and obligations in reporting notifiable incidents, consulting with workers and complying with lawful instructions.

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)

- Qualification relevant to the position
- Construction Induction (White Card)
- Basic Worksite Traffic Management (BWTM) and Traffic Controller (TC) accreditation or the ability to obtain such certificates
- Qualification in asbestos identification and removal (desirable)
- Confined Space Awareness and gas testing training (desirable)
- Dogging license (desirable)
- Basic First Aid Training (desirable)
- Experience in classified High-Risk Work under the WHS regulations (desirable)

SELECTION CRITERIA

1. A minimum of 5 years' experience working in the drainage construction or maintenance industry.
2. Demonstrated experience in the direction and supervision of staff and contractors with the ability to lead and motivate teams.
3. Up to date knowledge of stormwater drainage construction, materials and maintenance techniques and approaches.
4. Sound knowledge of safe operation procedures and user maintenance of tools and equipment.
5. Sound knowledge of Quality Assurance Procedures and Practices.

6. Knowledge and awareness of environmental issues associated with stormwater drainage maintenance activities.
7. High level verbal and written communication skills.
8. Proficiency in the use of computer applications such as MS Office and email.
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10. Well-developed interpersonal and problem-solving skills.

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. Possession of a current 'HR' class driver's 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.

REVIEWED BY: Manager Asset Maintenance
DATE PD REVIEWED/APPROVED: 2 April 2025
