



## Position Description – Beach Team Member

<b>Division</b>	City Operations
<b>Portfolio</b>	City Maintenance
<b>Business Unit</b>	Parks and Biodiversity
<b>Level</b>	ME6
<b>Reports To</b>	Workgroup Leader – Beach, Biodiversity and Mowing
<b>Prescribed Position</b>	No

### Position Objective

To be a passionate team member with a primary focus of improving the coastal environment by undertaking works in beach maintenance including installation and repairs to sand drift fencing and reactive works at coastal sites within the Council area.

### Key Responsibilities

#### Safety

- Follow defined Work Health and Safety legislation, policies and procedures related to the work being undertaken in order to ensure own safety and that of others in the workplace.
- Actively identify, report and, where possible, fix workplace hazards.
- Responsibility for and actively involved in identifying and managing risk in day to day activities and projects.

#### Operational

- Perform duties at Council's beaches including general maintenance, installation and repairs to dune fencing, maintaining beach access ways, litter patrol and maintenance of beach rubbish bins.
- Work to daily allocated tasks to meet designated customer service levels and work standards and procedures.
- Demonstrate flexibility and a willingness to perform a variety of tasks and other reasonable duties as directed by your leader.
- Operate plant and equipment as required to carry out duties
- Responsible for the plant and equipment, including:
  - Ensuring all plant has standard operating procedures in conjunction with work health and safety procedures;

- Ensuring proper care and maintenance of plant and equipment including liaising with Fleet on plant related matters;
- Reviewing plant usage in conjunction with the leader;
- Assisting in the development of Safe Working Procedures for operations involved with the city maintenance team;
- Ensuring all plant use sheets for the team are submitted with accurate information.
- Responsible for accurate manual and digital-based records, including but not limited to;
  - Ensuring timesheets are filled out correctly and passed on to your leader;
  - Ensuring daily work forms are completed and passed on to the relevant leader;
  - Ensuring delivery dockets and contractors paperwork is recorded and passed on to the relevant leader;
  - Ensuring Traffic Management Plans are recorded and passed on to the relevant leader;
  - Operating devices as required for data entry, reporting or communication purposes.

### **General**

- Communicate with members of the public and service providers in a friendly and polite manner.
- Contribute to a broader 'team' approach across the Portfolio by undertaking duties in other work groups, relative to training, skills, competencies and level.
- Actively contribute to achieving the Portfolio Plan goals in line with the Organisational and Community Plan.
- Actively deliver an innovative customer experience that's effortless, delivered with care and exceeds our customers' expectations.
- Positively contribute to our constructive culture by living our values which guide decision making and delivery of outcomes for our community.
- Promote and maintain a child safe environment and take action as per Council's Children and Vulnerable Persons Policy.

### **Selection Criteria**

#### **Skills**

- Effective communication skills when liaising with customers, suppliers and work colleagues.
- Ability to work without direct supervision.
- Ability to manage time and resources effectively to ensure service levels are met.
- Ability to carry out general maintenance activities.
- Demonstrate a positive and constructive 'can do' attitude.
- Demonstrate self-motivation and initiative.
- Show flexibility and willingness to work across teams as required by the Workgroup Leader or Coordinator City Maintenance.
- Ability to operate a variety of heavy machinery and hand-held motorised tools in a safe manner.

- Literacy and numeracy skills to match record keeping responsibilities.
- Basic computing skills including knowledge of the Microsoft Office.
- Use of corporate technology including systems in electronic document management, land and property management, finance, customer requests, asset management systems and intranet.
- Demonstrated understanding and enthusiasm for the direction of the City and the Organisation.
- Demonstrated behaviour consistent with the organisational values.

## **Knowledge**

- Knowledge of beach maintenance.
- Sound knowledge of Customer service principles and practices.
- Knowledge of responsibilities in creating and maintaining Child Safe environments.
- Understanding and appreciation of the Charles Sturt community.

## **Experience**

- Experience in beach or civil infrastructure maintenance.
- Experience working with plant and equipment associated with civil maintenance.

## **Qualifications**

MR Truck Licence	Essential
White Card	Essential
Work Zone Traffic Management	Desirable
One of the following: Excavator / Backhoe / Skidsteer	Essential