

Position Description

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| 6Position Title | Depot / Trades Assistant | | |
| Department | Building Services | Position Number | PUS06 |
| Grade | Grade 3 | Location | Coonamble Depot Complex |
| Status | Permanent Full Time | Hours | 38hrs week / 76hrs per fortnight |
| Reports To | Trades and Maintenance Coordinator | Industrial Instrument | Local Government (State) Award 2023 |
| Date Revised | 06/11/2025 | Version Number | 2 |
| Direct Responsibilities | Depot Operations, assisting Trades and Maintenance Coordinator. | | |

Council's Vision

Coonamble Shire is a connected, respectful and diverse community, working together in a healthy natural environment that supports our vibrant local economy.

Council's Mission

Through its undertakings, maintain and improve the services to ratepayers by the efficient and effective management of assets and the environment in response to community needs.

Position Summary

This position performs operational activities using materials, small plant, machinery and other resources to ensure efficient completion of all works associated with maintenance of the depot and other Council facilities.

Position Benefits

- Adverse Working Conditions Allowance (Level 1).
- 9 day fortnight.
- Four (4) weeks annual leave per year.
- Superannuation paid by Council in accordance with legislative requirements.
- Employee Assistance Program (EAP).
- Council provided hi-vis and safety work wear and Personal Protective Equipment (PPE).
- Reasonable access to education and training, consistent with the individual's Employee Training Plan and Council's Annual Training Plan, Professional Development Policy and Budget.

Position Description

Key Responsibilities

Depot Operations

- Assist with the day-to-day operations in a variety of work situations within mainly the Council depots and council facilities including other areas if required.
- Depot is kept in a safe and orderly manner, repairs carried out and maintenance schedule adhered to, and presentation is of a high standard.
- Day to day maintenance of council's buildings and infrastructure to ensure it is maintained to a high level of presentation.
- Ensure adequate and effective security of facility and physical barriers maintained and repairs carried out as required.
- Complete general concreting works, forming up and other labouring duties as required.
- Operate vehicles such as loaders, backhoes, excavators, light trucks and other equipment to complete maintenance and repair works.
- Undertake traffic control duties and erecting of signage as required.
- Complete general laboring works including building maintenance as required.
- Regular and systematic general cleaning duties either outdoors or indoors, including plant and equipment.
- Complete regular and systematic cleaning duties for council facilities on a regular basis.

Records and Finance

- Completion of accurate timesheets with job numbers, daily plant checklists, daily running sheets and other work-related documentation.
- Seeks approval from Supervisor for expenses / claims, as required by Council's policies and guidelines.

IP&R and Strategic Planning

- Contribution towards the goals outlined in Council's Delivery and Operational Plan and any other appropriate planning / reporting frameworks that are applicable to the scope of the position.

WHS and Environment

- Completing and adhering to workplace procedures for risk identification, risk assessment and risk control.
- Participation in activities associated with the management of Workplace Health and Safety.
- Identification and reporting of health and safety risks, accidents, incidents, injuries, property damage and hazards in the workplace.
- Participate in environmental incident investigation and nominated corrective measures including the observation and reporting of any new environmental aspects and impacts.

General

- Provide excellent customer service to both internal and external customers.
- Promote the image of Council in a positive manner and actively promote good public relations.
- Behaviour complies with the Council's Code of Conduct, EEO and Anti-discrimination principles.
- Any other duties consistent with the responsibilities of the position as directed.

Position Description

Key Internal Relationships

Parks and Urban Services Section Work collaboratively with the team to ensure service continuity and contribution towards efficient operations to support Councils plans, strategies and priorities.

Council Departments Collaborate with all Council Departments to ensure service continuity and a high standard of customer service.

Direct Reports Nil

Key External Relationships

External Stakeholders and Committees Represent Council and provide a high standard of excellence and professionalism to all stakeholders.

Delegations

- Nil

Position Description

Technical Requirements

- Demonstrated literacy and numeracy levels associated with completion of Year 10 schooling or higher.
- Demonstrated experience in a similar role (2+ years) preferable, but not essential.
- Certificate II in Civil Construction, Horticulture or other relevant qualification or ability to obtain.
- Knowledge of depot operations and maintenance, or the ability to learn and apply this knowledge on the job.
- Demonstrated understanding of and commitment to the principles and legislative requirements of Work Health and Safety (WH&S).
- Ability to perform manual tasks, including general construction, machine operation and fit to undertake the duties outlined in this position description, safely.
- Australian resident or equivalent or holding a Visa allowing employment in Australia.
- Plant Licenses or Verification of Competency (VOC) in any of the following: Front End Loader (LL), Backhoe (LB), Excavator (LE) and Skid Steer (LS).
- Class P, P2 or C Drivers Licence (unrestricted)
- WH&S Construction Induction (White) Card

Desirable Requirements

- Traffic Control Tickets
- Class HR Drivers Licence (unrestricted).
- Chainsaw Operations – Basic Felling Trees
- High Risk Work Licence – Forklift (LF, Dogging (DG) and/or Vehicle Loading Crane (CV/Hiab).
- Completion of relevant training courses and certificates.
- Local Government experience.
- Aerodrome Reporting Officer Qualifications or willingness to obtain.
- Chemical handling and application qualifications.

Selection Criteria

- Demonstrated literacy and numeracy levels associated with completion of Year 10 schooling or higher.
- Demonstrated experience in a similar role (2+ years) preferable but not essential.
- Knowledge of depot operations and maintenance, or the ability to learn and apply this knowledge on the job.
- Certificate II in Civil Construction, Horticulture or other relevant qualification or ability to obtain.
- Plant Licenses or Verification of Competency (VOC) in any of the following: Front End Loader (LL), Backhoe (LB), Excavator (LE) and Skid Steer (LS).
- Class P, P2 or C Drivers Licence and WH&S Construction Induction (White) Card.
- Takes the initiative to progress own and team tasks and consistently delivers high quality work with minimal supervision.
- Makes the most of opportunities to learn and apply new skills and adapts quickly to changed priorities and work environment.
- Commitment to safety and consistently act in line with legislation and policy.
- Ability to communicate clearly and effectively, work independently with minimal supervision, and contribute positively within a team environment.

I acknowledge and understand the requirements of the role as contained within this position description.

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| Signed: | |
| Name: | |

Position Description

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| <i>Date:</i> | |
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