

BENALLA RURAL CITY

EMPLOYMENT INFORMATION PACK

**Maintenance Officer
Full-Time**

Information Pack

Maintenance Officer

Full-Time

Thank you for your interest in applying for the position Maintenance Officer with the Benalla Rural City Council

This information package includes the following documents:

- Employment Details
- Benefits of working with Benalla Rural City Council
- Position description including the 'Key Selection Criteria'.
- 'How to Apply'
- Application Cover Sheet

For general details of the Council, please refer to the following web site: www.benalla.vic.gov.au

For further information about the position and a confidential discussion, please contact Works Coordinator Phillip Spencer on 03 5760 2628.

If you wish to apply for this position, please refer to '**How to Apply**' notes at the end of this document.

Employment Details for the Position

Status:	Full-Time
Location:	The position will be based at Benalla Depot – Gillies Street Benalla
Agreement:	Benalla Rural City Council Enterprise Agreement 2021.
Classification:	Band 3
Payment Details:	Salary is paid on a fortnightly basis into a nominated bank account by direct bank deposit.
Superannuation:	Council will contribute 11.5% of salary to a complying superannuation fund nominated by an employee. If an employee fails to nominate a complying fund the council will make the contributions to the Local Authorities Superannuation Fund, known as Vision Super.
Long Service Leave:	Three (3) months after ten (10) years of service. Eligible Employees are able to access their Long Service Leave (LSL) entitlements pro-rata after seven (7) years continuous service. LSL may be subjected to portability arrangements for Local Government employees in certain circumstances.
Professional Development:	Council recognises the importance of the employee maintaining adequate level of skill and will allow for appropriate training opportunities.

Benefits of working with the Benalla Rural City Council

Working at Benalla Rural City Council, you will be rewarded with flexible working arrangements, work/life balance, an attractive salary, study assistance programs and an encouraging and supportive work environment.

As the Council provides a diverse range of services to the Benalla community, employment opportunities can vary from Administration, Engineering, Planning and Management with the majority of staff working on a full-time basis and the remainder part-time and casual.

Family Friendly and Flexible Working Arrangements

- 14 Weeks paid maternity leave
- 2 weeks paid paternity leave
- Ability to purchase leave

Employee Assistance Program (EAP)

- Telus Health is Council's preferred EAP supplier
- Designed to help staff deal with any work related or personal problems
- Confidential

Professional Development

- Committed to developing staff by strategically identifying, developing and evaluating learning opportunities
- Access to learning opportunities will be based on corporate, team and individual needs and developments

Equal Employment Opportunity

Benalla Rural City Council aims to provide a workplace that is free from any form of discrimination, bullying and harassment.

All forms of harassment and bullying are unacceptable and we are committed to creating an environment in which harassment and bullying are not tolerated at any level.

Child Safe

Benalla Rural City Council is committed to creating and maintaining a child safe organisation. Protecting children and young people and preventing and responding to child abuse is embedded in the everyday thinking and practice of our organisation.

Benalla Rural City Council encourages and supports the participation and empowerment of all children and young people and recognises that the safety of our children is a whole of community responsibility and is everyone's business.

Benalla Rural City Council has zero tolerance to child abuse.

Code of Conduct

The purpose of the Staff Code of Conduct is to provide staff with guidance on, and an understanding of the values and standards of behaviour that apply to all Council staff in their daily work activities. It is essential that the Council's affairs are conducted legally, ethically and with the highest standards of integrity and professionalism. These are the values and standards upon which the Council's reputation has been built and will continue to be based. Adherence to these values is fundamental to further building on the partnership and trust between the Council and the community.



Maintenance Officer Position Description

Classification	Band 3
Division	Corporate
Department	Assets and Infrastructure
Reports to	Coordinator Works

Position Objectives

Responsible as part of a team for maintaining roads and related infrastructure including drainage, footpaths, kerb and channel in a safe and serviceable condition for use by the community. Be available to assist other areas of the assets and infrastructure department as directed.

Key Responsibilities

- Undertake maintenance of Councils road verges, footpaths, kerbs, drainage system, signs and guideposts as directed.
- Maintain equipment in a clean, safe and serviceable condition in accordance with recommended operating practice.
- Ensure all production records are kept on a daily basis.
- To be available to undertake after-hours callouts as required.
- Undertake the safe and competent operation of medium and heavy mechanical plant. This may include routine maintenance, of heavy vehicle plant including various trucks, backhoe, loaders, general plant and equipment (e.g. grader, rollers and tractors).
- Report to Team Leader all mechanical problems on plant under direct control.
- Provide assistance to the other areas of the Asset and Infrastructure team as required.
- Provide assistance with Municipal Emergency Services as required.
- Undertake all paperwork and administration associated with the position.
- Ensure compliance with Benalla Rural City Council policies and procedures.
- In line with operational priorities you may be required to provide assistance to the Parks and Gardens team and Benalla Resource and Recovery Centre.
- Perform other duties as directed in accordance with the responsibility and skill level of the position.

Key Selection Criteria

- Demonstrate experience in the operation of heavy mechanical plant and tools including grinders, chainsaws etc.
- Demonstrated experience in prioritising works for self and small teams.
- Demonstrated experience in developing work schedules in an autonomous manner.
- Demonstrated experience in delivery of construction and maintenance of small to medium size projects/works.
- Demonstrated experience in road maintenance activities, drainage or concrete works.

Qualifications and Experience

Essential

- Current Victorian Driver Licence.
- Capacity to lift and carry items within approved weight.
- Able to walk on uneven ground (outdoor work).
- Able to undertake repetitive manual tasks.
- Able to drive equipment for several hours (with appropriate breaks).
- Capacity to operate heavy machinery and small plant.

Desirable

- Secondary education and industry based training or experience in operations or construction.
- Good literacy and numeracy appropriate to role.
- Certificate of competency/licence for the operation of a range of heavy mechanical plant which may include:
 - Rigid trucks
 - Backhoes/loader
 - Tractor (slasher or roller combinations).

Our Guiding Principles

Benalla Rural City Council recognises that great organisations are built on shared and demonstrated values. All Council staff are expected to demonstrate commitment and act in accordance with the following guiding values.

- **Fairness, Equity and Respect:** Lead by example to build an inclusive workplace that recognises and encourages the value in everyone.
- **Leadership:** Embracing, encouraging, and recognising effective leadership at all levels.
- **Continuous Improvement and Innovation:** Consistently finding better ways of delivering services and value.

Occupational Health and Safety

- Comply with all requirements of the OHS Management System and legislation.
- Work safely and not place at risk the health and safety of other workers or the public.
- Actively contribute to the hazard identification process.

Risk Management

- Understand and observe the Risk Management Policy, Framework, and related procedures.
- Immediately notify their supervisor of any incidents, risks, or recommendations for risk management of which they become aware.
- Report any illness, injury, hazard, damage to Council property or assets, near miss or incidents and losses as soon as they are detected to their supervisor.

Child Safety

- Ensure the behaviours and actions are consistent with the Victorian Child Safe Standards, related legislation, and Council's Child Safe policy.

Diversity and Inclusion

- Ensure compliance with equal opportunity, diversity, anti-discrimination and gender equality legislation, policies, and procedures.

Accountability and Extent of Authority

- Ability to perform work under general supervision.
- Accountable for the quality, quantity and timeliness of one's own work in so far as available resources permit, and for the care of assets entrusted to them.
- Skills in contact with the public and other employees which may involve explanation of specific procedures and policies.

Judgement and Decision Making

- Exercise personal judgement in making day to day decisions regarding work under one's direct control within developed standards, guidelines and accepted work practices. The nature of the work is usually specialised with procedures well understood and clearly documented.
- Particular tasks to be performed will involve making a selection from a range of techniques, systems, equipment, methods or processes.

Specialist Knowledge and Skills

- Ability to safely and competently operate vehicles up to 13.9 tonnes GCM.
- Able to competently operate tip truck, crane truck and backhoe/loader and a range of other heavy items of plant including rollers and tractors.
- Working knowledge of the requirements of Unsealed and Sealed Road maintenance works including line marking, drainage, signage installation and traffic management.
- Skills and knowledges to operate and maintain medium mechanical plant.
- Knowledge of types and safe handling of materials.
- Ability to safely operate a chainsaw in the trimming and cross cutting of roadside trees.

Interpersonal Skills

- Skills in face-to-face communication with other staff and members of the public.
- Ability to work co-operatively within a team environment.
- Customer focus and able to provide information and explanation to public in keeping with direction provided.
- Good written and verbal communication.
- Positive problem solving approach towards work and the organisation.

Terms and Conditions

The Maintenance Officer position is classified as a Band 3 within the *Benalla Rural City Council Enterprise Agreement*. The salary range for this position is within Band 3 plus superannuation in line with legislation per annum commensurate with qualifications and experience. Membership of a superannuation fund is compulsory (default fund is Vision Super). Annual, sick and long service leave accruals will apply in accordance with the *Victorian Local Authorities Award 2001* and the *Benalla Rural City Council Enterprise Agreement 2021*.

Signatures

Employee

Manager:

Name:

Name:

Signed:

Signed:

Date:

Date:

Position – Inherent physical requirements				
Summary – Maintenance of roads and related infrastructure, including drainage, footpaths, kerb and channel.				
<i>Physical Demands of the Role</i>				
Physical Demands of the Task and % of time allocated	NEVER 0%	OCCASIONAL 1-30%	FREQUENT 31%-60%	CONSTANT 61%-100%
Sitting		✓		
Driving			✓	
Standing			✓	
Walking			✓	
Steps / Stairs		✓		
Squatting			✓	
Kneeling		✓		
Looking Up			✓	
Looking Down			✓	
Bending Spine Forwards			✓	
Bending Spine Backwards			✓	
Working with hands above shoulder height		✓		
Reaching forwards or sideways			✓	
Gripping or Grabbing			✓	
Fine Hand Coordination		✓		
Lifting from Floor to Waist			✓	
Lifting at waist height			✓	
Lifting from waist to overhead		✓		
Carrying equipment e.g., tools, plants etc				
Pushing			✓	
Pulling		✓		
Exerting force with one hand or one side of the body e.g. digging		✓		
Holding, Supporting or Straining	✓			
Adaptive Device(s) Available	Description of their use			
Ergonomic assessment of office workstation (For office based positions)	Minimise effects of long periods of sitting			
Ergonomic Chair (For office based positions)	Minimise effects of long periods of sitting			

How to Apply

These notes are provided to assist you in the preparation of your application and to help the selection panel judge your application.

Application Cover Sheet

Please ensure you complete the 'Application Cover Sheet' and include in your application. The personal information collected on this form will be used solely by the Council for that primary purpose for which it was collected or a purpose the person would reasonably expect. If this information is not collected your application will not be processed. The applicant understands that the personal information provided is for recruitment purposes and that he or she may apply to the Council for access to and/or amendment of the information.

Addressing Key Selection Criteria

The Key Selection Criteria is listed in the Position Description. Each criterion must be addressed and it is essential that the information you provide is clear, concise and most importantly relevant, so that the selection panel can readily assess your application for the above position. It is up to you to demonstrate that you understand the requirements of the position and that you have the necessary knowledge, experience and qualifications to successfully carry out the duties of the position. It must be noted that it is not practical to interview all applicants and therefore only those who best meet the requirements will be short-listed for interview.

Applications

- Ensure that you have read the position description and understand the requirements of the position
- Your application should include:
 - Application Cover Sheet
 - A covering letter
 - A document addressing the key selection criteria
 - A current resume

All applications will be treated with the strictest confidentiality and are to be submitted by email to: employment@benalla.vic.gov.au

Alternatively, you may post your application to;

"Private and Confidential"
Rhonda McDonald
Human Resources Coordinator
Benalla Rural City Council
PO Box 227
BENALLA VIC 3671

*Please use a paperclip to secure all documents; **do not staple your application** or enclose your application in a folder.*

Applications close: **5 pm Monday 24 March 2025.**
Please Note: Late Applications cannot be accepted.

Application Cover Sheet

Position Applied for: _____

Note: *Applicants are required to respond to the Key Selection Criteria in their applications*

Full Name: _____

Address: _____ Suburb: _____

State: _____ Post Code: _____

Email Address: _____

Phone: _____ Mobile: _____ Other: _____

Do you have?

Current Driver's License	Y/N
Current First Aid Certificate	Y/N
Current Police Check (not more than 6 months old)	Y/N
Are you willing to undertake a Police Check if required?	Y/N
Have you completed the attached Professional Referees form?	Y/N
Have you read and understood the Position Description ?	Y/N
Have you read 'How to Apply' instructions in the Information Pack?	Y/N

What is your availability to work e.g. hours, days and date of commencement? (Applicable for part time only)

Where did you see this position advertised?

****** Don't forget to attach your Resume and address the Key Selection Criteria ******

PRIVACY ACT INFORMATION AND DECLARATION

The personal information requested on this form is being collected by the Council for recruitment purposes. The personal information will be used solely by the Council for that primary purpose for which it was collected or a purpose the person would reasonably expect. If this information is not collected your application will not be processed. The applicant understands that the personal information provided is for recruitment purposes and that he or she may apply to the Council for access to and/or amendment of the information. Requests for access and or correction should be made to the responsible officer and/or the Privacy Officer.

Professional Referees

I hereby agree to the following nominated persons acting as referees and being contacted for the purpose of seeking referee information regarding my previous employment performance and my suitability for future employment:

Name of Referee (Direct Manager if possible)	Company and Position	Contact Phone Number
1.		
2.		
3.		

I confirm that the above referees have been contacted by me and have consented to acting as referees on my behalf. I understand that failure to gain the consent of the persons listed above to act as referees may result in the Benalla Rural City Council not considering me for employment.

I further understand that only information which may assist me gain employment or assess my suitability for employment will be sought from the referees, and that such information will be handled in accordance with the Benalla Rural City Privacy Act Policy and *Victorian Information Privacy Act 2000*, including the provision of access to that information.

Name of Applicant:

Signature:

Date:



BENALLA

RURAL CITY COUNCIL

Benalla Rural City Council
November 2014

PO BOX 227
BENALLA VIC 3671

(03) 5760 2600
council@benalla.vic.gov.au

www.benalla.vic.gov.au