

## Position Description

<b>Position Title</b>	<b>Multi-Skilled Operator – Events Support</b>
Position Code	ENG081
Department	Engineering
Division	Town Presentation and Facilities
Reports To	Supervisor Facilities
Direct Reports:	Nil
Position Classification	Operational Band 1, Level 4
Position Status	Full Time
Allowances	Adverse working conditions

### SPECIAL CONDITIONS

Frequent ad-hoc, out of hours work will be required to undertake the duties of this position. On these occasions, overtime will be paid in accordance with the Local Government (State) Award

### REPORTING STRUCTURE OF POSITION

Supervisor Facilities				
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Facilities and Maintenance Officer	Plant Operator: Street Sweeper	Plant Operator: Footpath Sweeper	Multi-skilled Operator: Cemetery	Multi-skilled Operator: Events Support

### PRIMARY PURPOSE OF THE POSITION

The aim of this position is to liaise directly with Council's Community and Tourism team (C&T) to undertake the logistics for events conducted by and supported by Forbes Shire Council (FSC). This will include but is not limited to equipment, venues and event spaces and the co-ordination and assistance at events themselves, the application of risk management controls and additional event labour.

<i>Areas of Delivery</i>	<i>Est. % of time spent</i>
<i>Assisting the Community and Tourism with the planning and execution of events and associated tasks. Including but not limited to: coordination of cleaners, actioning CRM's and set up/pack down of events</i>	50
<i>Carrying out routine urban services work including gardening activities, safe spraying of chemicals, marking and preparing sporting fields, maintaining public amenities, and servicing and maintenance of irrigation systems. Managing the yearly test and tag cycle in partnership with Facilities Supervisor.</i>	30
<i>Operating the tractor slasher, mowers, wood chipper, chainsaw, cherry picker and other plant and equipment in an efficient and safe manner as required.</i>	10
<i>Providing customer service to the community including answering enquiries from the public and reporting issues for further action</i>	10

## **POSITION RESPONSIBILITIES**

- Assist in event logistics in accordance with the Calendar of Events and in conjunction with the Community and Tourism / Event Team. This will include but not limited to the following
  - Cleaning
  - Set up and Pack Down of Events – This may include but not limited to fencing, gazebo's, umbrella's, stage, dancefloor, seating, lighting etc.
  - Maintenance of equipment, Event resources and event sites (i.e. Tables, Chairs, BBQ's, Gazebo's, ground works, car parks, fencing etc.)
- Oversee the delivery of internal and external hire equipment e.g. Stages, lighting towers, toilets etc.
- In conjunction with the Supervisor Facilities, liaise with cleaning contractors to ensure event venues are cleaned and maintained to an agreed standard both prior to the Event and at the conclusion of the Event;
- Liaise with the Supervisor and Team Leader Town Presentation to ensure outdoor event venues are maintained to an agreed standard both prior to the Event and at the conclusion of the Event;
- Maintain Council's Event Storage Areas ensuring the Collection and Return of all items in an appropriate condition. This will include responsibility for inventory management and quarterly stocktakes of all resources and the co-ordination of any repairs;
- Liaise with Supervisor Urban Services regarding staffing requirements (rostering) for Event Setup, Pack down and Traffic Management;
- Liaise with Supervisor Facilities regarding staff requirements for Plant Operator Footpath Sweeper and Plant Operator Street Sweeper prior to an event and following Event.

- In conjunction with Council officers responsible for Waste, liaise with external stakeholders where necessary including JR Richards regarding Waste Collection during and following Council Events;
- Liaise with Engineering Supervisors and where necessary, Council's representative on the Traffic Advisory Committee around Traffic Guidance Schemes for Events;
- Carry out a broad range of labouring and maintenance duties relating to Event preparation including set up and pack down, cleaning and maintenance including
  - Maintaining and preparing grounds for sporting events;
  - Waste collection – clean, empty and maintain bins in Event locations;
  - Aid in the installation and removal of street banners and flags and other promotional calendar materials i.e. Christmas lights;
  - Traffic Control including Stop / Slow and Implement Traffic Control Plans
  - Coach trainees in safe work practices and provide operational assistance.
- Conduct visual inspections of Event locations and venues prior to, during and at the completion of the Event to ensure the professional delivery of events;
- Maintain the Urban Services / Event area at the Depot and other locations including event storage units ensuring they are neat, tidy and safe;
- Providing customer service to the community including answering enquiries from the public and reporting issues for further action;
- Full accountability for managing Council's test and tag procedure, plan and execution including reporting, and issues management in a safe way. Must be fully trained and ensure 100% of Council's assets (from computer screens, kitchen items, to larger store electrical items) are fully compliant. Maintain a register of all devices and test and tag status in conjunction with Supervisor Facilities.
- Identifying and reporting problems in relation to Council events around the Shire to ensure they are promptly addressed;
- Partner with supervisor / managers to ensure activities related to safety, quality and environmental protection requirements are met;

## Plant Operations

- Ensuring the safe operation of all plant used prior to commencing and during work and diagnose mechanical problems to ensure minimum downtime including:
  - Maintain vehicle and workspace to a high degree of cleanliness;
  - Undertake pre-start checks;

- Complete and lodge plant sheets;
- Daily risk assessments via Council's WHS Management System;
- SWMS compliance;
- Greasing of plant and blade changes.





## Organisation – Operations

- Ensuring compliance with the WHS Act 2011 and its regulations, including:
  - Report any injury, damage, unsafe condition or hazard to the immediate supervisor, or an appropriate person;
  - Wear protective clothing or equipment in the manner intended (if required);
  - Take reasonable care for the health and safety of all persons who are at their place of work;
  - Ensure that all employees and contractors under their direction or control receive adequate instruction for the safe and efficient performance of their duties;
  - Correct unsafe and/or unhealthy practices or conditions in areas under the control of the position to the full extent of the position's authority or refer to relevant supervisor, manager, or Manager People and Strategy;
  - Cooperate with the supervisor in the measures taken to ensure Work, Health and Safety;
  - Undertake prompt and direct reporting of all WHS related matters through Council's online system or via phone call to Supervisor within reporting timelines.
- Participate fully in prompt investigation of all serious or potentially serious accidents which result in, or could have resulted in either injury to persons or damage to property, or human resource implications so that remedial action may be affected promptly;
- Work cooperatively in a team environment and provide support and/or technical advice as required across other areas of Council;
- Assessing and improving work practices and procedures on a continuous basis to achieve Council's goals;
- Compliance with all Council's policies, procedures and Code of Conduct;
- Complete other duties as directed by the nominated supervisor;
- Undertaking other relevant duties as directed which are consistent with the employee's skill, competence and training.

## KEY RELATIONSHIPS

Who	Why
<b>Internal</b>	
Supervisor Facilities	Direct Supervisor, guidance and support
Supervisor Urban Services	Guidance, Direction and support
Manager Town Presentation and Facilities	Guidance, Direction and Support
Traffic Advisory Committee Representative	Traffic Management in relation to Events
Director Engineering	As required in relation to work carried out
Community and Tourism team	Liaison, Guidance, Direction and Support
Human Resources / WHS Teams	HR - enquiries, investigations, payroll, training. WHS – advice, incidents and investigations.
Town Presentation and Facilities Team	Colleagues
<b>External</b>	
Business and Community Members	Stakeholder liaison
Cleaning Contractors	Stakeholder liaison
Contractors	Stakeholder liaison
JR Richards	Waste Collection

**POSITION CAPABILITIES**

<b>LGNSW Capability Framework</b>		
<b>Capability Group</b>	<b>Capability Name</b>	<b>Level Required</b>
 Personal Attributes	Manages Self	Adept
	Displays Resilience and Adaptability	Adept
	Act with Integrity	Adept
	Demonstrate Accountability	Adept
 Relationships	Communicate and Engage	Adept
	Community and Customer Focus	Adept
	Works Collaboratively	Adept
	Influence and Negotiate	Adept
 Results	Plan and prioritise	Adept
	Think and solve problems	Adept
	Create and Innovate	Adept
	Deliver Results	Adept
 Resources	Finance	Intermediate
	Assets and Tools	Adept
	Technology and Information	Intermediate
	Procurement and Contracts	Adept

## PERSON SPECIFICATION

### Essential

- Demonstrated relevant industry experience;
- Must be capable of using technology to complete forms, risk assessments, incident reports – mobile phone; tablet and online systems essential;
- Able to work with minimum supervision using judgement and initiative;
- Demonstrated ability to organise work with high level time management and organisational skills;
- Ability to provide high level customer service to the community;
- Developed high level communication skills with the ability to effectively communicate within a diverse range of stakeholders;
- WHS Construction Induction (White Card);
- Class C (Standard) Drivers Licence.

### Essential Tickets or ability to Obtain

- MR Licence (HR Licence desirable) Drivers Licence;
- Chemical certification;
- Chainsaw Operations certificate;
- Safe Work Traffic Control Licence:
  - Traffic Controller;
  - Implement Traffic Guidance Schemes;
- Sharps training;
- Working Safely near Electrical Apparatus;
- Worker on Foot certification;
- Working At Heights;
- Elevated Work Platform certification;
- Hiab certification;
- Working with children check;
- First aid certificate.

### Desirable

- One or more of the following WorkCover certificates of competency:
  - Forklift Trucks (LF);
  - Front End Loader (LL);
  - Front End Loader/Backhoe (LB);
  - Front End Loader of the Skid Steer Type (LS);
  - Excavator (LE).

### Authority and Accountability

- Worker level responsibilities in regards to WHS Legislation.



## ACKNOWLEDGEMENT

This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements. Continuing development, change and improvement of processes, practices, knowledge, skills and behaviors are expected at Forbes Shire Council.

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by Forbes Shire Council from time to time as necessary.

Employee's Signature:

Date:

## HR USE ONLY

Does this position require a Working with Children Check?	Yes / No
Does this position require the incumbent to undergo a criminal reference check?	Yes / No
Does this position have a financial delegation?	Yes / No Level:
Does this position require the incumbent to possess a specific license or qualification?	Yes / No