

# Position Description

<b>POSITION TITLE</b>	Casual Senior Support Officer, Roads and Infrastructure
<b>POSITION NUMBER</b>	103134
<b>AWARD</b>	Local Government Industry Award
<b>CLASSIFICATION</b>	CDRC Enterprise Agreement – Level 4
<b>POSITION TYPE</b>	Casual
<b>DIRECTORATE/PROGRAM</b>	Roads and Infrastructure
<b>LOCATION/S</b>	Alice Springs
<b>SUPERVISOR</b>	Manager, Fleet and Plant
<b>POSITIONS SUPERVISED</b>	This position has no direct reports

## PRIMARY OBJECTIVE

The Senior Support Officer, Roads and Infrastructure is responsible for providing quality support including logistics, transport to the fleet and depot department and machinery operations support in communities in accordance with Central Desert Regional Council strategic and regional plans, policies, procedures and relevant legislation.

## KEY DUTIES AND RESPONSIBILITIES

1. Manage the on-ground operations of Council's plant, equipment and vehicles
2. Provide support to Fleet and depot in delivering Vehicles and other freight to and from suppliers
3. Operate machineries providing support for direct work crews in communities when required
4. Transport goods to and from communities in an agile manner.
5. Assist Fleet and Depot with scheduling routine maintenance and repairs of plant and vehicles.
6. Provide logistical support at the depot with goods and vehicles
7. Assist Roads and infrastructure with projects for fleet and depot works.
8. Provide verbal reports and updates as requested.
9. Ensure that a safe working environment is maintained at all times
10. Be engaged in an effective and proactive health, safety and wellbeing culture.
11. Any other reasonable duties delegated by the Supervisor which are within level.

## SELECTION CRITERIA

### Essential

1. Plant Tickets including grader, loader, roller, backhoe and other road machineries as required.
2. Current Heavy Combination Licence or Worksafe Forklift Truck (LF) Class Licence.
3. Demonstrated interpersonal skills with the ability to resolve basic issues.
4. Demonstrated ability to use judgement to resolve common workplace issues.
5. Ability to work safely in a Depot environment.
6. Basic computer skills with the ability to communicate effectively by email and use MS Outlook, Word and Excel.
7. Demonstrated ability to work as part of a team.
8. Ability to travel to and from communities on a regular basis.
9. An awareness of the socio-economic factors affecting Aboriginal people in remote locations.
10. Current C Class Licence.
11. Ochre Card.

### Desirable

1. Current Worksafe Forklift Truck (LF) Class Licence or willing to get it.
2. Plant Tickets including grader, loader, roller, backhoe and other machineries