

Position: Mountain Bike (MTB) Trail Maintenance Worker
Department: Works
Reports to: Trail Maintenance Team Leader
No of Direct Reports: Nil
Award / Level: Municipal Employees Level 4
Incumbent: Vacant
Date Appointed:

Position Objective
<p>This position ensures that:</p> <ul style="list-style-type: none"> The council’s Mountain Bike Trail Network and associated support infrastructure is maintained, repaired and improved across the network to fit for purpose standards. The network is maintained in such a manner that natural, cultural and social values are respected and enhanced. All work and activities conducted are to be in accordance with council values. “Working as a team with open and honest communication; we act with integrity whilst showing respect and being positive and proactive in our actions.” The position includes other general labouring duties as required.

Key Result Area	Key Tasks	Performance Indicators
MTB Trail Network Work	<ul style="list-style-type: none"> Undertake maintenance of the MTB network including removal of fallen vegetation, trail repairs, trail grooming and maintenance of drainage systems using primarily hand tools and where appropriate small plant. Weed control on trails and areas adjacent by using manual removal methods and or application of suitable herbicides. Conduct regular risk management inspections of trail networks and infrastructure to ensure trails are fit for purpose and offering the best riding experience as designed and constructed. Respond to storm event damage such as tree/rock falls and scour erosion to ensure trails are open and safely accessible within appropriate time frames. Assist and collaborate with other teams in ensuring the trails and supporting infrastructure is safe, clean and in optimal condition when events are being held on the network. 	<p>Trails are maintained to agreed standards and in accordance with trail construction standards.</p> <p>Infrastructure and facilities that support the MTB networks are in optimal working and safe condition at all times.</p> <p>Tasks allocated are completed in a diligent manner ensuring the Works Operations Manager is advised of any circumstances that prevent successful completion.</p>

Key Result Area	Key Tasks	Performance Indicators
	<ul style="list-style-type: none"> • Take photos, record issues and provide information of daily operations on checklists as required. • Report inappropriate activity on the trails to Works Operations Manager. • Undertake litter control in designated areas. • Assist with an ongoing trail development program focussed on enhancing and improving the overall network. • Maintain items of plant in accordance with safety and best practice requirements, bringing any defects or problems to the Works Operations Manager’s attention. • Attend and participate in toolbox and other meetings as required. • Other duties as directed. 	<p>Feedback on trail network durability, sustainability and rider experience is provided.</p> <p>Plant and equipment are maintained in a safe and appropriate manner.</p> <p>Meetings and training are attended with active participation.</p>
At times may be required to be participate in broader Council works activities	<ul style="list-style-type: none"> • Undertake semi-skilled and skilled manual work as required. • Routine maintenance of parks, reserves, recreation grounds, streets, footpaths, bridges, signage, drains and roads as required. • Carry out tasks on capital projects as required. 	Tasks allocated are completed in a diligent manner.
After Hours Roster	<ul style="list-style-type: none"> • Participate in the after-hours on-call roster. 	Attend after-hours tasks when required.
Work Health and Safety	<ul style="list-style-type: none"> • Safely and responsibly ride a motor bike, a mountain bike and drive council vehicles to access trails when necessary, using appropriate PPE. • Undertake traffic control on roads adjacent or crossing the trails as required, including sign maintenance and erection. • Work in accordance with WHS legislative requirements at all times. • Participate in work health and safety training as required. • Report incidents and accidents to WHS Coordinator. 	<p>Compliance with WHS policies, procedures, and legislation.</p> <p>Training is completed and actively participated in as required.</p> <p>Incidents reported in an accurately and timely manner.</p>
Risk Management	<ul style="list-style-type: none"> • Risk management responsibilities as outlined in the BODC Risk Management Framework. • Understand and maintain an excellent knowledge of the Trail Maintenance Plan. • Participate in ongoing improvement of operating procedures relating to trail maintenance activities. 	Awareness of and compliance with Risk Management processes.

Key Result Area	Key Tasks	Performance Indicators
Legislation and Council Policies	<ul style="list-style-type: none"> Be aware and ensure a thorough understanding of all relevant Council Policies and Procedures and relevant legislation. 	Legislation and Council Policies/Procedures are understood and complied with.

Selection Criteria/Person Specification	
QUALIFICATIONS/EXPERIENCE	<p>ESSENTIAL</p> <ul style="list-style-type: none"> High level of fitness and experience working in an outdoor environment. High level skills in use of motorcycle in off road situations as the use of a motorcycle is a primary vehicle used to access trails. Relevant experience and skills in trail construction/maintenance and/or landscaping, in an environmentally sensitive area. Understanding of weed/pathogen management. Understanding of principles of trail sustainability and longevity. Knowledge of MTB trail principles such as trail grading systems and associated signage. Current Australian car drivers' licence. Current Australian motorbike licence.
QUALIFICATIONS/EXPERIENCE	<p>DESIRABLE</p> <ul style="list-style-type: none"> Experience in using small plant equipment such as chainsaw, lawn mower and brush cutter, pole saw, blower etc. Experience in the safe use of fertilisers and chemicals (Safe Chemical Handling certificate). Experience in maintaining parks and reserves and mountain bike trails. General experience in roads/streets and drainage construction and maintenance. Current Work Zone Traffic Management ticket. Current First Aid Certificate – Wilderness First Aid. Current Australian truck licence (LT / HR)
KNOWLEDGE/SKILLS	<ul style="list-style-type: none"> Experience in working in remote/isolated environments in a safe and responsible manner at all times. Good written and oral communication skills. Good problem-solving skills. General mechanical and plant servicing knowledge.
Selection Criteria/Person Specification	
PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> This position requires the incumbent to have excellent health and be physically capable of carrying out a range of duties in an outdoor environment. Desire to work in an outdoor environment.

Selection Criteria/Person Specification	
	<ul style="list-style-type: none"> Ability to work effectively as an individual with limited supervision or as a member of a team. A positive and proactive attitude towards trail maintained, team members and the local environment. Strong communication skills to ensure relationships are maintained and projects are completed effectively. <p>PHYSICAL DEMANDS</p> <ul style="list-style-type: none"> Regular and sustained physical work. Exposure to variations in temperature, dust, noise and vibration (appropriate PPPE supplied). Lifting and carrying loads with the help of a team lift or mechanical lifting assistance. High force - which occurs when increased muscle effort is required in response to a task. Prolonged bending, shovelling, and raking. Squatting and kneeling.
Other Specification	
DELEGATIONS & AUTHORITY	<ul style="list-style-type: none"> N/A
JOB REQUIREMENTS	<ul style="list-style-type: none"> Current drivers licence (condition of employment is that a licence is always maintained).
EEO	<ul style="list-style-type: none"> Ability to clearly understand and adhere to all Council policies associated with Equal Employment Opportunity, Discrimination and Harassment.
TRAINING	<ul style="list-style-type: none"> Will be provided as required.

By accepting this position, the employee understands their responsibility:

- To keep all information that they are exposed to confidential during and after their period of employment with Break O’Day Council. Information should never be disclosed outside of the organisation and only be disclosed to other employees if there is a need within the context of the task being performed
- To not access any information within Council's systems that is not directly relevant to their work

Employee Signature: _____ Date: ____ / ____ / ____

Approved By Departmental Manager: _____ Date: ____ / ____ / ____

Approval By General Manager: _____ Date: ____ / ____ / ____

Date Position Created: ____ / ____ / ____ Date Position Reviewed: ____ / ____ / ____