**Envirotechniques Pty Ltd**

**Position Description: Great Ocean Walk Maintenance Team Leader**

**From: 1 October 2021**

Responsible For: Maintenance Crew Members

This position reports directly to the Managing Director

* This position is based in Apollo Bay
* Casual/Seasonal position

**Responsibilities**

* To perform a range of maintenance tasks and associated works including:
* Completion of pruning, brush cutting and drainage works on site to a high standard
* Instruction, supervision and coordination of the activities of the maintenance crew
* Provide technical advice and skills through training new staff, safety induction and competency assessment in accordance with company safety policies and procedures
* Maintain good consistent communication with the Managing Director and liaise to ensure Parks Victoria needs are met
* Decide on priorities for on-site works and maintenance tasks in conjunction with the Managing Director and Parks Victoria
* Implement work programs in accordance within specified time frames.
* Assist the Managing Director to coordinate casual staff in conjunction with company management
* Complete spreadsheet daily reporting on the activities of the maintenance crew and upcoming works to the Managing Director. Keep detailed records of work undertaken, tasks completed and works to be done in accordance with company procedure.
* Have and maintain a high level of physical fitness and possess a current manual driver’s license and chainsaw ticket.
* Ensure that timesheets and receipts are submitted electronically by Monday 7.00am on pay day
* Consult with crew members and ensure that team members record and complete accurate timesheets
* Ensure that all team members have been inducted according to Parks Victoria procedures.
* Ensure that all team members have read understood and implement the policies and procedures as set out in the employee handbook and the occupational, health and safety handbook.
* Ensure the necessary tools and equipment for work are brought to the worksite each day, are in good working order and or organise the repair and maintenance of tools
* Liaise with management for the purchase of new tools and consumable items
* Ensure employees have necessary personal protective wear, follow safe work practices, use equipment and chemicals in a responsible manner and conform to company policies regarding occupational health and safety in the workplace
* Report work place injuries and incidents and implement strategies to minimise accidents
* Ensure staff act in a responsible manner, are punctual, courteous and cooperative at all times
* Ensure that crew members and management are assisted with help when ever needed
* Ensure the company vehicle and contents are consistently maintained in a clean, neat and tidy order. Ensure the company vehicle is booked in for servicing when due
* Ensure adherence to company policies, procedures and guidelines