



## Position Description – Construction Team Member

<b>Division</b>	City Operations
<b>Portfolio</b>	Construction and Delivery
<b>Business Unit</b>	Civil Construction
<b>Level</b>	ME5
<b>Reports To</b>	Workgroup Leader - Construction
<b>Prescribed Position</b>	No

### Position Objective

To work as a team member with a primary focus to perform civil construction and footpath maintenance and construction activities, including, but not limited to, operating plant and equipment, general labouring, and truck driving duties on a variety of road works, footpath, and drainage projects within the City of Charles Sturt.

### Key Responsibilities

#### Safety

- Follow defined Work Health and Safety legislation, policies and procedures related to the work being undertaken to ensure own safety and that of others in the workplace.
- Actively identify, report and, where possible, fix workplace hazards.
- Responsibility for and actively involved in identifying and managing risk in day-to-day activities and projects.

#### Operational

- Undertake road construction, drainage works, brick paving, excavation and base preparation concrete and bitumen works associated with civil construction and civil maintenance projects.
- Demonstrate flexibility and a willingness to perform a variety of tasks and other reasonable duties as directed by your leader.
- Operate plant and equipment as required to carry out civil construction and civil maintenance duties.
- Responsibility for the plant and equipment, including:
  - Ensuring all plant has standard operating procedures in conjunction with work health and safety procedures;

- Ensuring proper care and maintenance of plant and equipment including liaising with Fleet on plant related matters;
- Reviewing plant usage in conjunction with the leader;
- Assisting in the development of Safe Working Procedures for operations involved with the civil construction and civil maintenance teams; and
- Ensuring all plant use sheets for the team are submitted with accurate information.
- Responsibility for accurate manual and digital-based records including, but not limited to:
  - Ensuring timesheets are filled out correctly and passed on to your leader;
  - Ensuring daily work forms are completed and passed on to the relevant leader;
  - Ensuring delivery dockets and contractors paperwork is recorded and passed on to the relevant leader;
  - Ensuring Traffic Management Plans are recorded and passed on to the relevant leader; and
  - Operating computers as required for data entry, reporting or communication purposes.

### **General**

- Communicate with members of the public and service providers in a friendly and polite manner.
- Positively contribute to our constructive culture by living our values which guide decision making and delivery of outcomes for our community.
- Actively deliver an innovative customer experience that's effortless, delivered with care and exceeds our customers' expectations.
- Responsible for being actively involved in the identification and management of the day to day risks of their activities and projects.
- Promote and maintain a child safe environment and take action as per Council's Children and Vulnerable Persons Policy.

### **Selection Criteria**

#### **Skills**

- Effective communication skills when liaising with customers, suppliers and work colleagues.
- Ability to work without direct supervision.
- Ability to work as a positive and constructive team member.
- Accurate plan reading and basic surveying skills.
- Ability to operate plant, equipment and handheld motorised tools used for general construction tasks.
- Demonstrated understanding and enthusiasm for the direction of the City of Charles Sturt.
- Accurate numeracy skills.
- Demonstrated behaviour consistent with the corporate values.

## Knowledge

- Understanding of the Work Health and Safety Act and its obligations on employees.
- Knowledge of construction and maintenance techniques and principles.
- Knowledge of plant and equipment associated with civil construction and civil maintenance projects
- Basic knowledge of plan reading and levels.
- Knowledge of responsibilities in creating and maintaining child safe environments.

## Experience

- Proven experience in civil construction and civil maintenance operations.
- Proven experience in plant and equipment associated with civil construction and civil maintenance operations.
- Proven experience working in a team environment.

## Qualifications

MR Truck Drivers Licence

Essential

White Card Accredited

Essential

### One of the following:

Work Zone Traffic Management certificate

Desirable

LL Skid Steer Licence

Desirable

LE Excavator Licence

Desirable

LB Backhoe Licence

Desirable

Confined Space certificate

Desirable

Working at Heights certificate

Desirable

Certificate III in Civil Construction

Desirable