



Position Description – Civil Maintenance Team Member

Division	City Operations
Portfolio	City Maintenance
Business Unit	Civil and Property Maintenance
Level	ME5
Reports To	Workgroup Leader - Civil Maintenance
Prescribed Position	No

Position Objective

To work as a team member with a primary focus to perform civil construction and footpath maintenance 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

- 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.
- 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.
- Take reasonable care for your own and others health and wellbeing in accordance with the Work Health & Safety Act 2012 and with Council's Work Health & Safety Managements Systems.
- 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 & Requirements

MR Truck 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