



## POSITION DESCRIPTION

<b>Position Title:</b>	<b>Civil Maintenance Officer</b>		
<b>Classification:</b>	<b>Band 3</b>	<b>Status</b>	<b>Full Time</b>
<b>Group:</b>	<b>Infrastructure &amp; Environment</b>	<b>Business Unit:</b>	<b>Operations</b>
<b>Reports to:</b>	<b>Team Leader Civil Maintenance (Sealed Roads, Unsealed Roads, or Drainage – depending on allocated tasks)</b>		
<b>Direct Reports:</b>	<b>Nil</b>	<b>Date:</b>	<b>December 2023</b>

## ORGANISATIONAL CONTEXT

Cardinia Shire Council is committed to building a sustainable shire for present and future generations to enjoy. Council plays an important role in contributing to life in our community. We provide services which supports the wellbeing of our residents now and into the future.

To deliver on our commitment, we are developing a skilled and professional workforce that embraces our organisational culture, values, and demonstrates key leadership capabilities. Our culture is defined by working together, working differently, and working for the future. We value teamwork, respect, accountability, communication, and customer focus. These values underpin our work and our behaviours ensuring we deliver on the Council's vision while maintaining a healthy, engaging, and inclusive workplace.

## POSITION OBJECTIVES

This position is directed principally towards operating machinery to maintain Council's infrastructure in order to provide an effective and safe road network and drainage system.

## KEY RESPONSIBILITIES AND DUTIES

Key responsibilities include, but are not limited to:

- Efficient execution of a wide range of maintenance and construction tasks, usually within the road reserve, including (but not limited to) drainage, unsealed and sealed road maintenance and minor construction, concreting, street signs and furniture installation and maintenance, asphaltting and street sweeping.
- Safe and efficient operation of a range of plant associated with maintenance and construction activities, which may include (but not limited to), skid steers, excavators, tip trucks, backhoes, graders, Flocon, compaction equipment, and street sweeper trucks.
- Perform manual tasks such as lifting, carrying of materials, raking, and digging.
- Carry out regular inspections/checks and regular daily maintenance of any plant or equipment.



## **Occupational Health and Safety / Risk Management**

- To examine each work site and task to evaluate for hazards and potential risk to staff, contractors, or members of the public.
- To ensure that that appropriate risk controls are selected and communicated with all persons working on or near the work site. If appropriate controls or equipment are not available, to communicate to the appropriate supervisor and not attempt works.
- To adhere to OH&S policies, procedures and guidelines and use all necessary safety equipment and to report any defect in any such equipment or workplace hazards as soon as it comes to your attention.
- Ensure any issues identified as a risk to the public, contractor or members of staff are reported in accordance with Council's incident reporting procedure.

## **POLICY AND PROCEDURE COMPLIANCE**

- Adhere to (and promote) HR, IT, OH&S/Risk Management policies, procedures and practices.
- Demonstrate understanding and accountability for record keeping policy including the accuracy and capture of data, the sensitivities involved and the release and destruction of documents.

## **ACCOUNTABILITY AND EXTENT OF AUTHORITY**

- Performing work under general supervision
- Explaining procedures and practices to the public and other employees
- Being accountable for the quality, quantity, timeliness and safety of their own work

## **JUDGEMENT AND DECISION MAKING**

- Work is clearly defined with established procedures well understood and clearly documented.
- Exercise judgement in making day to day decisions regarding works under one's direct control within established procedures.
- Guidance and advice are always available.

## **SPECIALIST SKILLS AND KNOWLEDGE**

- Safe and competent operation of Heavy Mechanical Plant (e.g. grader, skid steer, excavator).
- Safe and competent driving of Vehicles over 8 tonnes GVM
- Good knowledge of and proficiency in applying the techniques and practices applicable to maintenance activities and associated works.
- Ability to carry out regular servicing of any plant or minor equipment as required.

## **INTERPERSONAL SKILLS**

- Ability to work in a team environment as well as individually.
- Ability to communicate with the team, supervisors, service providers and if required members of the public.
- Support others by being respectful, encouraging and helpful, and align well with Cardinia's values.

## **MANAGEMENT SKILLS**

- Basic skills in managing time and planning and organising own work.



- May, from time to time, provide other employees on-the-job training and guidance
- Ability to follow work schedules utilising electronic devices such as handheld tablets.

## QUALIFICATIONS AND EXPERIENCE

### Mandatory:

- Construction Induction Card.
- Current Victorian Driver Licence with at least a *Medium* rigid category.
- Demonstrated ability to use electronic devices, such as handheld tablets, to send and receive messages and correspondence, join meetings online and follow work schedules.
- Commitment to obtaining -within 3 months of being eligible- an upgrade to a *Heavy Rigid* Victorian Driver Licence category. Cardinia will allow paid work time to achieve this but will not reimburse any costs.
- Commitment to obtaining – within 3 months of being eligible - an upgrade to a *Heavy combination* Victorian Driver Licence category. Cardinia will allow paid work time to achieve this but will not reimburse any costs.

### Desired:

- Experience in infrastructure maintenance, particularly road and drainage maintenance.
- Proven ability to operate a range of trucks and/or plant in an infrastructure maintenance environment.
- Certificates of competency and or significant experience in maintenance of plant and equipment such as excavator, skid steer, backhoe, grader etc.
- Certificate 3 in Civil Construction/Road Transport or similar.
- Chainsaw and manual handling certificate.
- Chemical handling certificate.
- Traffic management certificate
- Level 2 First Aid.

## KEY SELECTION CRITERIA

- Interest in the maintenance and operation of plant equipment.
- Demonstrated ability to work in a team and a collaborative environment.
- Proven excellent verbal communication.
- Ability to learn quickly and manage change.
- Alignment with our values: teamwork, respect, accountability, communication, and customer focus.

## CONDITIONS OF EMPLOYMENT

Terms and conditions of employment are in accordance with the Cardinia Shire Council Enterprise Agreement 2024 and Cardinia's policies and procedures.

### Tenure

This is a full-time on-going position.

### Pre-employment checks

All appointments are subject to a National Police Record Check, pre-employment medical check, and a six-month probationary period (new employees only). Certain positions may also require a Financial Background Check, Traffic Check or Working with Children Check.