

POSITION DESCRIPTION

Position Title:	Customer Support Officer – Civil Maintenance		
Classification:	Band 4	Status	Full Time
Group:	Infrastructure & Environment	Business Unit:	Operations
Reports to:	Team Leader – Civil Maintenance		
Direct Reports:	N/A	Date:	March 2026

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 involves managing community requests related to maintaining our civil infrastructure network. This includes effectively communicating with the community, being transparent about expectations, and understanding the operational needs and constraints of the Civil Maintenance team. The primary focus is on delivering exceptional customer experiences, requiring excellent communication skills, strong problem-solving abilities, and a dedicated commitment to customer satisfaction.

KEY RESPONSIBILITIES AND DUTIES

Key responsibilities include, but are not limited to:

1. Customer Assistance:
 - Assist customers with courtesy and professionalism.
 - Ensure a clear understanding of customer needs.
 - Manage customer expectations and keep them informed of progress in a timely manner.
2. Investigation and Resolution:
 - Investigate and address customer requests, hazards, and defects related to civil infrastructure.
 - Address any issues impacting road, footpath and drainage asset performance.
 - Have the ability to identify and communicate site hazards and record them in SWMS.
 - Perform manual tasks such as lifting, raking and digging.
 - Conduct all inspections of road, drainage, footpath and street furniture assets in

accordance with the intervention standards and timelines as detailed in Councils Road Management Plan.

- Investigate, scope out, plan and manage the delivery of mini improvement projects on civil infrastructure.

3. Emergency Response:

- Handle emergency situations and on-call incidents.
- Attend on-site, as needed, during and after regular hours to minimise risks or address straightforward issues.

4. Equipment Operation:

- Operate earth-moving equipment (e.g., Grader, Excavator, Backhoe) and heavy trucks as required.
- Provide expert guidance on the appropriate utilization of machines for specific tasks.

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

- The work follows set guidelines, but there's room for some discretion in how established standards and procedures are applied.
- The ability to plan one's work schedule at least a week ahead is required.

JUDGMENT AND DECISION MAKING

- The results must align with specific and set objectives.
- Methods, processes, or equipment will need to be chosen from available options.
- Access to guidance and advice within a reasonable timeframe for decision-making is available.
- When needed, complex issues should be escalated promptly to ensure a timely resolution.

SPECIALIST KNOWLEDGE AND SKILLS

- Proficient in using common business computer software like Microsoft Office, Reflect, and other Council-specific programs.
- Capable of conducting precise audits of asset conditions in line with Council's Road and Asset Management Plans and provided assessment guidelines.
- Competent in examining and evaluating requirements to enhance the overall asset network. This includes identifying desired results, planning efficient work execution, and allocating necessary resources for successful delivery.
- Familiarity with the conditions and defects of road pavement, drainage systems, bridges, footpaths, and street furniture.
- Thorough understanding of the infrastructure overseen by the council, essential for conducting accurate data capturing tasks.

INTERPERSONAL SKILLS

- Demonstrated ability to stay composed and professional in difficult situations.
- Demonstrated ability to offer empathy and maintain patience when dealing with customer inquiries and complaints.



- Ability to gain co-operation and assistance from internal teams, members of the public and other agencies.
- Ability to listen actively to customers' concerns, identify the root-causes of problems, and work towards prompt and satisfactory resolutions.
- Well-developed written and verbal communication to enable the preparation of routine clear and concise correspondence and the delivery of effective phone interactions.

MANAGEMENT SKILLS

- Demonstrated ability to work unsupervised.
- Ability to work in a team environment as well as individually.
- Ability to manage your own time.

QUALIFICATIONS AND EXPERIENCE

- A valid Victorian drivers' license or an equivalent license.
- Capability to perform manual labour.
- Construction Induction Card.
- Level 2 First Aid Certificate.
- Current certificate in worksite traffic management.
- Certificate 3 in civil construction/road transport or a related field.
- Desirable: Experience in a leadership or 2IC (Second in Command) position, showcasing the ability to foster collaboration and negotiation to achieve shared objectives.

KEY SELECTION CRITERIA

- At least one year of experience in a customer-facing role.
- Demonstrated ability to work in a team environment.
- Ability to collect accurate field data, (including photographs, measurements, and narrative assessments) for road condition assessments.
- Demonstrated capacity to work safely and comply with OH&S principles.
- Demonstrated ability to operate and assess the needs to perform works with earth-moving equipment.

CONDITIONS OF EMPLOYMENT

Terms and conditions of employment are in accordance with the Cardinia Shire Council Enterprise Agreement 2021 and Cardinia's policies and procedures.

Tenure	Max Term
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 Working with Children Check.

