

POSITION DESCRIPTION

Position Title	Bridge Maintenance Officer	Classification	3
Group	Infrastructure and Environment	Business Unit	Operations
Direct Reports	N/A	Date	July 2026
Reports to	Team Leader Township Maintenance		

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 responsible for maintaining the Council's bridge infrastructure in order to provide a safe travelling environment for all road users and a well-maintained amenity to the Community.

KEY RESPONSIBILITIES AND DUTIES

Key responsibilities include, but are not limited to:

General Duties

- Conduct level 1 inspections of bridges and culverts.
- Plan and prioritise maintenance works based on inspection results.
- Provide assistance into design options for steel fabrication, woodwork and concrete works that will maintain and improve asset lifecycles.
- Correct use of corded and battery-operated hand tools.
- Undertake steel fabrication, woodwork and concrete works as instructed by your Supervisor.
- Assist with the development of council staff in respect to bridge maintenance practices and procedures.
- Operate a range of mechanical equipment and plant associated with bridge maintenance works.
- Recommend to the works supervisor purchases of materials and equipment.
- Carry out regular servicing of any plant or minor equipment.

- Perform general labouring work as required, not limited to steel fabrication, woodwork, concrete works and minor landscaping.
- Any other duties within the limits of the employee's skill, competence and training (multi-skilling).

Corporate Responsibilities

- To ensure that Council's image is enhanced and protected by performing all duties in a courteous, efficient and professional manner.
- To inform Management via your appropriate Supervisor of any issues likely to adversely affect the performance, image or public perception of the organisation or the image of the Council.
- To be respectful, encouraging and helpful to all fellow employees and observe the principles of equal opportunity.
- To refrain from making public statements or issuing comments to the media unless specifically authorised by the Manager.

POLICY AND PROCEDURE COMPLIANCE

- Comply with all corporate policies, procedures and practices.
- Adhere to policies and standards for cyber security measures and follow best practices in IT safety.

OCCUPATIONAL HEALTH & SAFETY RESPONSIBILITIES

- Take reasonable care for the health and safety of yourself and others in the workplace, ensuring we provide and maintain a working environment that is safe and without risk to the health of employees, contractors, visitors and the general public, as far as is reasonably practicable.
- Ensure all legislative and regulatory responsibilities are addressed and met in relation to occupational health and safety.
- Responsible for ongoing consultation with employees, employee health and safety representatives and supervisors to identify and eliminate hazards and risks in the workplace
- Ensure hazards, incidents, near misses and injuries are reported immediately and recorded within the appropriate system.
- Actively participate in the planning and execution of Return-to-Work plans as required.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Undertake duties as directed by the Supervisor and/or Coordinator.
- Accountable for conducting inspections of bridges and culverts and the development of maintenance plans based on inspection results.
- Ensuring that all works are conducted to agreed quality and time frames as directed by the Supervisor and/or Coordinator.
- Exercise discretion within standard practices and processes, undertaking and implementing quality control measures.
- Responsible for taking reasonable care for your own health and safety (including the use of relevant personal protective equipment) and that of others affected by your activities.
- Responsible for the care in the use of equipment issued or entrusted to you, and that proper maintenance is carried out on a regular basis.

JUDGMENT AND DECISION MAKING

- Make recommendations on the purchase of materials and equipment to the Supervisor.
- Make recommendations on bridge closures to the Supervisor, if structural defects are found.
- Develop repair techniques based on specialist skills and knowledge.
- Guidance and advice are always available.

SPECIALIST KNOWLEDGE AND SKILLS

- Sound knowledge of repair techniques including material and equipment selection relating to bridge maintenance.
- Proficient in the operation of Medium Rigid Truck, Crane and Light equipment including chainsaws, power tools, hand tools, generators and pumps.
- Proficient in safe dogging & rigging techniques and bridge scaffolding including fall arrest systems.
- Proficient in Welding and cutting (mig, arc and oxy/acetylene).
- Knowledge and understanding of working at heights legislation.
- Ability to understand construction drawings.

INTERPERSONAL SKILLS

- Ability to discuss and resolve problems.
- Ability to work in a team environment as well as autonomously.
- Sound verbal and written communication skills.
- Ability to train others when required.

MANAGEMENT SKILLS

- Planning and time management.
- Ability to train other staff in bridge maintenance practices.

QUALIFICATIONS AND EXPERIENCE

- Experience in bridge maintenance and repair including material/equipment.
- Construction Induction Card (formerly Red Card).
- Certificate in worksite traffic management.
- Knowledge of Bridge Maintenance techniques.
- Certificate 3 in Bridge and Marine Construction (desirable).
- Mobile crane truck license (desirable).
- Current Level 2 First Aid Certificate (desirable).
- Level 1 Bridge Inspection qualification (desirable).
- Elevated Work Platform Certificate (desirable).

KEY SELECTION CRITERIA

- Qualifications / significant experience in commercial carpentry or similar Qualifications / significant experience in steel fabrication and concrete works.
- Current Victorian Drivers License with Medium Rigid Truck Endorsement (minimum).
- Demonstrated experience in bridge maintenance and repair including material/equipment.
- Good communication skills.
- A commitment to and an understanding of the importance of Occupational Health and Safety.
- Ability to work independently or within a team.
- Ability to carry out regular servicing of own vehicle.
- Ability to embrace the Cardinia Values Framework.

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 ongoing 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.

