



POSITION DESCRIPTION

Position Title	Civil Maintenance Officer	Classification	Band 3
Directorate	Infrastructure and Environment	Department	Operations
Direct Reports	Nil	Date	August 2026
Reports to	Team Leader Civil 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 supporting the community by delivering a wide range of services that enhance the wellbeing of residents now and into the future.

To support the delivery of these services, Council is focused on building a skilled and professional workforce with the capability to respond to current priorities and future challenges. Employees are expected to contribute to high-quality service delivery, demonstrate sound professional judgement, and work collaboratively to achieve positive outcomes for the community.

Council is committed to providing a safe, inclusive and supportive working environment that enables employees to perform at their best while contributing to the achievement of Council's strategic objectives.

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.

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

- 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

JUDGMENT 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 KNOWLEDGE AND SKILLS

- 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.
- Demonstrated understanding of Child Safe Standards and the procedures for identifying and reporting concerns relating to the safety and wellbeing of children and young people.

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, policies and requirements.

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

- Sound accuracy, attention to detail and commitment to quality service
- 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 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.