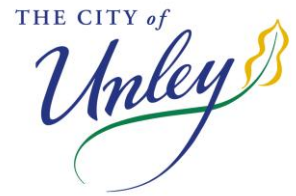


POSITION DESCRIPTION

CORPORATION OF THE CITY OF UNLEY



1. JOB IDENTIFICATION:

Title of Position: TEAM MEMBER CIVIL & RESPONSE
Business Unit: CITY INFRASTRUCTURE
Reports to: TEAM LEADER CIVIL & RESPONSE
Classification: LGTM

2. POSITION OBJECTIVES:

- Support the Team Leader Civil and Response to ensure scheduled maintenance and work plans are delivered efficiently, timely, safely and are consistent with work methods, procedures and specified standards.
- Contribute to the maintenance of Council owned assets by undertaking a range of general maintenance, repairs and cleansing activities to buildings, facilities, parks, roads, footpaths, street furniture, signage and other public amenities.
- Assist in the completion of customer requests in line with Council's Customer Service Charter.

Respond to emergency situations as required with regard to flooding, storm damage or any other identified emergency.

3. KEY RESPONSIBILITIES:

- Utilise plant and equipment including backhoe, excavator, loader, sweeper (MR), leaf blowers and chainsaws (petrol, hydraulic, pneumatic) to complete daily work plans in accordance with scheduled programs.
- Undertake construction and maintenance activities including:
 - Paving repairs, concrete works (kerb and water table) road repairs and drainage maintenance;
 - Maintaining, replacing and installing street signs and traffic management data collection devices in the Council area as part of a defined program;
 - Footpath Sweeper operation cleaning of paths, bike paths, carparks etc.
 - Street and drainage cleaning, graffiti removal;
 - Street sweeping; and
 - Responding to emergency situations as needed.
- Internal and external maintenance or repair work to Council owned buildings and facilities as required.
- Collect and record performance-measuring data as required.



Better Together



Be Progressive



Strive for Excellence

- Ensure Council's record keeping requirements for the areas of responsibility are met through the utilisation of mobility devices.
- Actively assist to develop, implement and review procedures and processes to improve efficiency.
- Assist in the implementation of environmental, and risk and safety improvement initiatives.
- Liaise with residents and assist with the resolution of customer requests and complaints.
- Respond to customer requests in accordance with Council standards, ensuring reliable and timely completion and communication with customers.
- Assist the Team Leader Civil and Response and undertake other duties related to the position as required.
- Demonstrate commitment, compliance, and performance in relation to Council's Values and expected behaviours and Enterprise Bargaining Agreement.
- Required Work hours may vary between the stipulated ordinary daily hours 6:00am-7:00pm Monday to Friday depending upon the scheduled activity required to be completed.

Staff must comply with WHS and Return to Work SA legislation requirements and relevant WHS policies, procedures and safe work practices implemented by the City of Unley.

WHS Responsibilities:

- Actively support and contribute to the City of Unley's proactive safety culture by always demonstrating safe behaviours and respectful conduct.
- Identify and promptly report hazards, unsafe conditions, near misses, injuries, incidents, aggression, or property damage to their Program Coordinator.
- Take reasonable care for their own health and safety and ensure their actions do not adversely affect the health, safety, or wellbeing of others.
- Follow all requirements outlined in the City of Unley's WHS Management System, including relevant safe work procedures and emergency protocols.
- Attend required WHS inductions, training, and briefings, and follow all instructions, guidance, and safety advice provided.
- Use plant, equipment, and personal protective equipment correctly and only for its intended purpose and report any defects or damage.
- Immediately cease work and notify their leader if they believe a task presents an uncontrolled or serious risk.
- Raise concerns respectfully where tasks, workload, behaviours, or interactions may present physical or psychosocial risk.

- Support a respectful and inclusive environment free from bullying, harassment, discrimination, or inappropriate behaviour.
- Participate in safety discussions, reviews, or improvement activities where reasonably requested.
- Comply with emergency management procedures, including evacuation and incident response instructions.

SAFE ENVIRONMENT:

- Comply with the City of Unley Safe Environment policy and all relevant policies and procedures.
- Notify the Department of Human Services if, on reasonable grounds, you suspect that a child has been or is being abused or neglected if the suspicion is formed in the course of your work while carrying out official duties.
- Notify the Department of Human Services if, on reasonable grounds, you suspect that an aged and/or vulnerable person has been or is being abused or neglected if the suspicion is formed in the course of your work while carrying out official duties.
- Seek advice and support from your Team Leader, Manager or the People & Culture team if a notification is required.
- Advise your Team Leader, Manager or the People & Culture team if there is a change in your criminal history status and undertake a Department of Human Services Screening every three or five years (time frame is related to specific clearance type), unless more regular screening is required for legislative purposes.

EQUAL OPPORTUNITY EMPLOYMENT:

Contribute to the promotion and adherence of the employee conduct standards and in particular Equal Opportunity by adhering to the provisions of relevant legislative requirements.

Actively support and contribute to the City of Unley's organisational values.

OUR VALUES





Better Together

Looks like ...

- Everyone matters
- Embrace diversity and difference
- Work as a team
- Collaborate with others
- Show care and support
- Share information and share the load
- Celebrate the wins, and the effort to get there



Be Progressive

Looks like ...

- Adapt, experiment and try new ways
- Be agile, open and take the right risks
- Seek new information & perspectives
- Learn and grow
- Embrace challenge and take action
- Shape the future



Strive for Excellence

Looks like ...

- Deliver our best work
- Set the benchmark high
- Be the best at getting better
- Reflect, evaluate and measure
- Achieve outstanding results
- Have pride in working for local government

4. PERFORMANCE AND SKILL REQUIREMENTS:

a) Qualifications/Experience

Essential

- Relevant qualifications and/or extensive experience relevant to the position.
- Experience in undertaking general internal and external maintenance work on buildings.
- Experience in the operation of hand and power tools and other equipment associated with general maintenance work.
- Experience in working in a team environment.
- Driver's Licence – 'MR' Class.
- Work Zone Traffic Management (WZTM) Accreditation.

NOTE: Copies of the above listed qualifications/licences/certificates are required as evidence on appointment.

Desirable

- Certificate III or relevant trade qualification
- Experience liaising with customers and resolving queries.
- Competent in the use of shift devices e.g. loader and backhoe, excavator.
- Experience in maintaining, replacing and installing street signs and traffic management devices

b) Knowledge

Essential

- Contemporary knowledge of civil, response, street cleansing, trades and signage operational processes and procedures

c) Skills

Essential

- Ability to contribute to problem solving and decision making.
- Organisation skills, including planning and prioritising maintenance work and job requirements.
- Willingness and ability to work as an effective team member and contribute towards team goals.
- Ability to relate to a diverse work environment and to proactively resolve concerns constructively.
- Able to adopt innovative approaches, new ideas and opportunities.
- Effective oral and written communication skills.
- Proficiency in using the Microsoft Suite of Applications, 365 and internet technologies.

By signing this position description, the employee and the employee's manager agrees that it is an accurate reflection of the responsibilities and requirements of the position:

Incumbent:

Date:

Manager:

Date: