

## POSITION DESCRIPTION

Position Number:	CONST3
Position Title:	Construction and Maintenance
Division:	City Infrastructure
Classification:	Grade 4 Year 1 - Grade 4 Year 3
Status:	Full-Time /Permanent
Hours:	76 Hours Per Fortnight
Reports To:	Construction and Maintenance Coordinator



### Position Objectives

The construction and maintenance employee will generally – but not exclusively work within the construction and maintenance area of the works department undertaking general maintenance and construction duties and when require provide support and relief functions to other departments across the organisation.

### Key Result Areas

1. Civil Construction and Maintenance Works
2. Roads Maintenance and Construction
3. Footpaths Maintenance and Construction
4. Kerb and Channel Maintenance and Construction
5. Drainage Maintenance and Construction
6. General Maintenance Works
7. Street Signage, and Traffic Management
8. Work Health and Safety

Void without CEO approval:

REVIEWED: Manager		31/08/2022
REVIEWED: General Manager		05/09/2022
APPROVED: Chief Executive Officer		06/09/2022



## Key Duties & Responsibilities

### 1. Construction & Maintenance

- Responsible for and actively involved in identifying and managing risks in day to day activities and projects.
- Follow all defined organisational systems, policies and procedures relating to the work being undertaken.
- Effective operation and maintenance of loader, roller, truck and other plant and equipment.
- Ensure all plant and equipment and tools are maintained in accordance with operating procedures.
- Road construction and maintenance functions.
- Kerb and channel construction and maintenance functions.
- Footpath construction and maintenance functions.
- Drainage construction and maintenance functions.
- Building construction and maintenance functions.
- Concreting - construction and maintenance functions.
- Installing and maintaining street signage and street furniture

### 2. Work Health and Safety

- Responsible for and actively involved in, identifying, and managing risks and hazards in day to day activities and operations.
- Exercise appropriate care and responsibility to ensure your actions do not endanger others in the workplace within the organisation and the public.
- Take responsibility for your own health, safety and fitness at work.
- Actively participate in the organisations continuous safety improvement programs.
- Abide by the organisations "Safety Always" culture by being actively involved in safety reporting processes.

### 3. Other Duties

- This position maybe required to perform any duties included within the position classification (and at lower classifications where necessary) in which the incumbent has the necessary professional and technical skills

### 4. Adhere to Council's General Conditions of Employment

- Undertake other related duties as required for the effective and efficient operation within the scope of this position.
- Follow defined work health and safety legislation, policies and procedures related to the work being undertaken in order to ensure own safety and that of others in the workplace.
- Follow defined information management practices, policies and procedures for all records created and received.



- Be responsible for and actively involved in identifying and managing risk in day to day activities and projects.
  - Follow all defined organisational systems, policies and procedures related to the work being undertaken.
  - Demonstrate and adhere to the principles of conduct and standards of behavior as defined within the Code of Conduct – Behavioural Expectations of Council Staff Members.
  - Demonstrate and uphold the organisation's Values (Lead, Connect, Deliver) that define the standards that guide our behaviours and commitment in working to accomplish the vision and mission.
- Embrace and support the organisation's customer service charter

## Key Competencies & Selection Criteria

### Inherent Essential License/s, Clearances and Checks

- A satisfactory pre-employment medical examination.
- Current satisfactory National Police Certificate
- Current and valid Driver's Licence **MR Licence**
- Current and valid White Card

### Essential

- Ability to operate a range of plant and equipment in such as manner as to deliver optimum vehicle, equipment performance and efficiency.
- Experience in the proper care and maintenance of equipment and machinery.
- Be self-motivated with the ability to complete assigned tasks to an acceptable standard and on time.
- Understanding of the application of continuous improvement principles to ensure increased efficiency and productivity of operations.
- Experience in applying the principles of risk management and safety within an operational work environment.
- Experience in concreting.
- Basic use of computers.

### Desirable

- Accreditation for front-end loaders.
- Accreditation for excavator operations.
- Work zone traffic management
- Experience with kerb and channel machine - Arrow 770
- Experience in civil construction.
- Forklift ticket
- Current First Aid Certificate





Occupant:

Date Appointed:

I have read and understood the key result areas, duties, and responsibilities of this position as described above.

Acknowledged by Occupant: \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_\_  
*Signature* *date*

