

Team Member Infrastructure Operations

Department	Roads & Traffic
Division	City Assets
Location	Depot Five Dock
Classification/Grade/Band	3
Position Code	Various
Date position description approved	February 2023

Council overview

The City of Canada Bay is an active and vibrant city that captures the energy, diversity, pride and potential of its community.

Primary purpose of the position

To work as part of a team, which includes contractors, to ensure all civil maintenance, construction and repair works are carried out in accordance with service agreements and schedules.

To demonstrate a high commitment to quality performance in all work performed to support Council's goal of continuous improvement.

To project the image of Council as both efficient and courteous

Key accountabilities

Within the area of responsibility, this role:

- Carry out construction and maintenance of civil infrastructure using asphalt and concrete to road pavements and footpath, street signage and furniture, etc.
- Operate plant, equipment and tools associated with civil infrastructure works.
- Maintain site safety by implementing appropriate site security to prevent access to non-authorised personnel, and the provision of appropriate traffic control.
- Carry out routine maintenance work on plant and equipment.
- Carry out inspections of infrastructure as directed.
- Complete works as allocated and requested in the most cost effective manner.
- Take on responsibility and act up into team leader positions when required.
- Maintain a proactive approach to problem solving and team leading.
- Provide courteous, efficient and timely customer service to internal and external customers.

- Support and promote teamwork through co-operation, communication, sharing information, provision of accurate advice and maintenance of effective communication between staff across the organisation.
- Ensure that all Council policies, initiatives and practices relating to customer service are adhered to in the work environment.
- Comprehend instructions, complete basic work records and be able to clearly and positively communicate with supervisors, team members and members of the public
- Undertake other relevant duties as directed by the Coordinator/ Manager which are consistent with the employee's skills, competence and training.

Key challenges

- The City of Canada Bay is a complex organisation undergoing structural and service delivery reform.
- Deal with sensitive, complex matters appropriately and confidentially.
- The projected significant growth in service demands will challenge and guide future organisational and service delivery strategies, practices and capability and capacity requirements.

Key internal relationships

Who	Why
The Team member Infrastructure Operations is a key point of communication within Council's Infrastructure Operations' area of responsibilities.	Identify and pursue opportunities for joint approaches and innovative efficient services and practices in carrying out construction and maintenance of civil infrastructure projects

Key external relationships

Who	Why
The Team Member Infrastructure Operations is a key point of communication with external organisations.	<p>Foster and strengthen effective linkages with external stakeholders to enhance cooperation with other practitioners within Local, State and Federal Government and the private sector, the Local Government Association and union officials.</p> <p>This contact is made to liaise, consult, advise and co-ordinate infrastructure operational activities.</p>

Key dimensions

Decision making	<p>The Team member undertakes infrastructure works program and maintenance duties within their delegated authority. All work which is outside the role's delegations must be approved formally by the Coordinator/Manager.</p> <p>The position makes day to day decisions on practice approaches in infrastructure works program and maintenance duties, activities and initiatives.</p> <p>Matters that have a significant long-term effect on Council will be discussed with the Team Leader/Coordinator/Manager.</p>
Reports to	Coordinator Infrastructure Operations

Direct reports	nil
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Financial Delegation	nil
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Essential requirements




Qualifications & Experience	Current Class MR Licence Current OH&S Induction Training for Construction Industry Workers Traffic Control Certificate – Traffic Controller and Implement Traffic Control Plan, Demonstrated experience working in an asphaltic environment with the ability and willingness to work with high temperature equipment in a hot environment. Competency in use of plant including front end loader, excavator, etc.
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Capabilities for the role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>

Below is the overall set of capabilities and level required for this role. The capabilities in bold are the focus capabilities for this position, followed a list of their underlying behavioural indicators.

Local Government Capability Framework

Capability Group	Capability Name	Level
 Personal attributes	Manage Self Shows drive and motivation, an awareness of strengths and weaknesses, and is commitment to learning	Foundational
	Display Resilience and Adaptability Expresses own views, perseveres through challenges, and is flexible and willing to change	Foundational
	Act with Integrity Is honest, ethical and professional, and prepared to speak up for what is right	Foundational
	Demonstrate Accountability Takes responsibility for own actions, commits to safety, and acts in line with legislation and policy	Foundational
 Relationships	Communicate and Engage Communicates clearly and respectfully, listens, and encourages input from others	Foundational
	Community and Customer Focus Commits to delivering customer and community focused services in line with strategic objectives	Foundational
	Work Collaboratively Is respectful, inclusive and a reliable team member, collaborates with others, and values diversity	Foundational
	Influence and Negotiate Persuades and gains commitment from others, and resolves issues and conflicts	Foundational
 Results	Plan and Prioritise Plans and organises work in line with organisational goals, and adjusts to changing priorities	Foundational
	Think and Solve Problems Thinks, analyses and considers the broader context to develop practical solutions	Foundational
	Create and Innovate Encourages and suggests new ideas and shows commitment to improving services and ways of working	Foundational
	Deliver Results Achieves results through efficient use of resources and a commitment to quality outcomes	Foundational

 Resources	Finance Is a responsible custodian of Council funds and applies processes in line with legislation and policy	Foundational
	Assets and Tools Uses, allocates and maintains work tools appropriately and manages community assets responsibly	Foundational
	Technology and Information Uses technology and information to maximise efficiency and effectiveness	Foundational
	Procurement and Contracts Understands and applies procurement processes to ensure effective purchasing and contract performance	Foundational

Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
Personal Attributes Manage Self	Foundational	<ul style="list-style-type: none"> • Checks understanding of own role within the team • Proactively seeks instruction and guidance • Approaches work tasks with energy and enthusiasm • Stays up to date with knowledge, training and accreditation in relevant skills areas • Is willing to learn and apply new skills • Learns from mistakes and the feedback of others
Personal Attributes Demonstrate Accountability	Foundational	<ul style="list-style-type: none"> • Takes responsibility for own actions • Completes tasks he/she has agreed to on time • Is aware of the decisions that need to be referred to a manager or supervisor and acts accordingly • Takes care of own and others' safety and wellbeing by following safe work practices • Identifies and speaks up about risks in the workplace
Relationships Community & Customer Focus	Foundational	<ul style="list-style-type: none"> • Shows awareness that they are working for the community • Shows respect, courtesy and fairness when interacting with customers and members of the community • Listens and asks questions to understand customer/community needs • Informs customers of progress and checks their needs are being met
Results Deliver Results	Foundational	<ul style="list-style-type: none"> • Takes the initiative to progress work tasks • Clarifies work required and timeframe available • Identifies what information/ resources are needed to complete work tasks • Checks own work for accuracy, quality and completeness • Completes tasks under guidance, on time and to the required standard

SCHEDULE OF OPERATIONAL RESPONSIBILITIES

1. Work, Health & Safety Responsibilities

1.1. Worker

A worker's responsibilities include, but are not limited to:

- Taking reasonable care for his/her own health and safety.
- Taking reasonable care that his or her acts or omissions do not adversely affect the health and safety of others.
- Compliance, so far as the worker is reasonably able with any reasonable instructions that are given by Council or a Person Conducting a Business or Undertaking (PCBUs) for City of Canada Bay where applicable.
- Cooperating with any reasonable policy or procedure of the City of Canada Bay or PCBUs working at or for City of Canada Bay or where applicable at the workplace that has been notified to workers.
- Reporting all incidents, hazards and near misses to their direct supervisor.
- Actively participating in injury management and rehabilitation programs.
- Using Personal Protective Equipment (PPE) where required and in accordance with the manufacturer's instructions.
- Maintaining all tickets, licences, operative training etc, required for the job either by legislation or through Council's or a PCBU's policies and procedures and advise Team Leaders of any change to these.
- Attending all specified training and induction courses.
- Contributing to workplace practice and procedure reviews.
- Advising Team Leaders/Coordinators of any WHS issue that they believe should be addressed in the workplace.
- Ensuring all hazards identified are reported to their immediate supervisor and appropriate forms completed.
- Participating in workplace inspections.
- Ensuring appropriate supervisory staff are advised of any person who is not engaging or complying with safe work practices or Council policies and procedures.

1.2. Coordinator/Supervisor

In addition to the responsibilities of a worker, a Coordinator's/Supervisor's responsibilities also include, but are not limited to:

- Providing advice to the Manager on WHS issues.
- Organise prompt provision of first aid or medical attention for injured workers when required.
- Ensure incidents and injuries are recorded in the Incident Injury Reporting book within 48 hours of the incident occurring.
- Ensure all incidents and hazards are investigated and remedial actions are initiated in their area of responsibility.
- Report incidents and accidents to the RAW Coordinator and if serious in nature, to the WHS Coordinator.
- Cooperate with the WHS Coordinator in any incident or accident investigation that may be required.
- Providing alternative duties/employment for injured workers as an integral part of the return to work process.

- Consulting with workers and other stakeholders to ensure the Injury Management Program and Rehabilitation Program operate effectively.
- Including safety training and equipment in budgets.
- Ensuring the staff under your area of responsibility hold and maintain all tickets, licences, operative training etc required for their job by legislation or through the organisation's policy/procedures, and ensure a record of certification is maintained.
- Ensuring all workers have attended relevant induction and essential safety courses.
- Monitoring the use of Personal Protective Equipment (PPE) in accordance with Council's policies.
- Undertaking workplace inspections in accordance with the City of Canada Bay's policies and corrective action taken if required.
- Ensuring purchases comply with the City of Canada Bay's requisition procedures and purchasing policy.
- Maintaining awareness of legislation which regulates activities you are responsible for.
- Advising managers of any person who is not engaging or complying with safe work practices or the organisation's policies and procedures.
- Ensuring hazards identified are investigated, assessed and remedial actions adopted to eliminate or control risks.
- Ensuring all measures (including procedures and equipment) that are adopted to eliminate or control risks to health and safety are properly used and maintained.
- Ensuring workers are supervised by a competent person.
- Ensuring amenities are maintained in a safe and healthy condition at all times.

1.3. Manager

In addition to the responsibilities of a worker, this position is also responsible, as a Manager, for:

- Advising the Executive of WHS issues.
- Organise prompt provision of first aid or medical attention for injured workers when required.
- Ensure incidents and injuries are recorded in the Incident Injury Reporting book within 48 hours of the incident occurring.
- Ensure all incidents and hazards are investigated and remedial actions are initiated in their area of responsibility.
- Report incidents and accidents to the RAW Coordinator and if serious in nature, to the WHS Coordinator.
- Cooperate with the WHS Coordinator in any incident or accident investigation that may be required.
- Providing alternative duties/employment for injured workers as an integral part of the return to work process.
- Ensuring all workers attend appropriate induction courses/programs and that all such training is fully documented.
- The inclusion of health and safety requirements, including safety training and equipment in budgets.
- Performing the required workplace inspections and audits as per the City of Canada Bay's policies, and ensuring required remedial action is completed and recorded.
- Ensuring that all equipment purchased meets the City of Canada Bay's WHS requirements and is maintained and inspected in accordance with designers, manufacturers and suppliers, recommendations or Council's policies and procedures.
- Performing on the job inspections to ensure compliance with working procedures for safe working practices.

- Ensuring all Job Plans and Position Specifications include responsibilities under the City of Canada Bay's WHS policy.
- Ensuring safe work method statements are developed and implemented in consultation with relevant personnel for tasks that are identified as high risk tasks.
- Effective procedures are in place, and are implemented, to identify hazards.
- All required work activities have a corresponding Safe Work Method Statement (SWMS) which are provided to workers and PCBUs undertaking the work activity.
- Programs are in place for issue, use and maintenance of Personal Protective Equipment (PPE).
- Appropriate amenities are available for all workers and PCBUs whilst they are in the workplace.
- That documents used in relation to the WHS Risk Management System are retained in a secure environment.

2. Workplace Behaviour Standards and Expectations

2.1. Employees' Responsibilities

- In addition to complying with Equal Employment Opportunity (EEO) legislation and Council's Workplace Behaviour Standards and Expectations Policy employees are responsible for:
- Embracing diversity and supporting inclusive workplaces
- Recognising different styles and perspectives
- Contributing to open communication and information sharing
- Taking seriously any incidents of bullying or harassment for themselves and other employees and reporting them promptly

In addition to the responsibilities of an employee, this position is also responsible, as a Manager, for:

2.2. Managers' Responsibilities

- In addition to complying with Equal Employment Opportunity (EEO) legislation and Council's Workplace Behaviour Standards and Expectations Policy managers are responsible for: promoting open communication, sharing information
- Not diminishing or seeking to excuse reported instances of harassment or bullying
- Providing constructive, regular, reasonable performance guidance
- Embracing diversity and supporting an inclusive workplace
- Recognising and appreciating different working styles and perspectives
- Allocating duties fairly, setting clear expectations and realistic deadlines
- Monitoring potential for and acting promptly on, bullying or harassing behaviour

2.3. Child Safe Organisation

- The City of Canada Bay is a Child Safe Organisation that recognises and advocates for the rights of Children and Young People. We aim to reduce the likelihood of harm to children, to increase the likelihood of identifying and reporting harm and respond appropriately to disclosures, allegations or suspicions of harm.

3. Sustainability Responsibilities

Contribute to Council's environmental sustainability objectives and targets through active participation and compliance with Council's policies & procedures.

4. Record Keeping Responsibilities

Comply with Council's Records Management Policy and the State Records Act 1998.

5. Designated Person Classification

This position is not classified as a "designated position" under section 449 of the Local Government Act 1993 and is therefore not required to complete a 'Disclosures by Councillors and Designated Persons Return'.

or

This position is classified as a "designated position" under section 449 of the Local Government Act 1993. As such a 'Disclosures by Councillors and Designated Persons Return' will need to be completed annually which discloses pecuniary interests and other matters as prescribed by Part 8 of the Local Government (General) Regulation 2005.

6. Code of Conduct Obligations

Comply with the requirements of Council's Code of Conduct.

7. Delegations

Delegations for the position are listed in the Register of Delegations and are to be exercised in accordance with the requirements of the register and the "Delegations Practice Guide".

8. Organisation Values

Value	Value Statements
We act with integrity	We are accountable to ourselves and our community. We are honest, fair and ethical in all we do. We are clear and transparent in our actions. We do what we say we will.
We empower our people	We invest in our people and build leaders. We encourage our people to be decision makers and to take action. We take ownership of our actions. We are approachable and lead by example.
We are respectful	We listen to each other with an open mind. We build relationships on mutual respect. We are open, honest and constructive in our communication. We are inclusive and embrace diversity. We will respond to our community in a timely and responsible manner.
We work together	We care about each other and about our community. We are committed to building and maintaining a safe environment for our people. We support our people to perform at their best and celebrate achievements. We collaborate to get the best out of each other. We work with our community to build a better future.
We innovate	We encourage and value ideas that will improve services for our community. We are creative problem solvers and are committed to creative thinking. We will be better tomorrow than we are today, building on past success. We continuously improve and challenge ourselves to deliver better outcomes.