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| **Title** | Crew Member Operator |
| **Classification/Grade/Band** | Band 1 Level 3 |
| **Group/Unit/Section** | Roads, Transport, Drainage & Waste / Roads Construction and Project Management / Construction Delivery |
| **Reports to** | Team Leader Pavements & Contracts |

**Vision**

A vibrant organisation doing great things.

**Purpose**

To provide valuable services that strengthen and support the Central Coast Community.

**Values**

Decisions, actions and behaviours are governed by our Corporate Values; Serve, Collaborate, Improve, Be Your Best and Be Positive. All employees have a responsibility to uphold and champion these values.

Primary Role Statement

In contributing to the overarching vision and purpose, the role of Crew Member Operator is responsible for working as part of the Spray Sealing Crew, and as part of that team, be responsible for the efficient delivery of Council’s Spray Sealing Program. This program is part of the Road Treatment Program and Councils Capital Works Program. Sealing works will also be undertaken for the other sections of Council and external contractors, when required.

The position of Crew Member Operator is required to provide quality customer service and create value for the community.

**Key Duties and Responsibilities**

* Operate and maintain aggregate spreaders when required;
* Drive and maintain the Sealing Crew’s trucks, when required;
* Operate and maintain plant as required, such as a loader, street sweeper and multi-tyred roller;
* Perform manual tasks associated with Spray Sealing;
* Perform general road construction work, including concreting, pipe laying and traffic control;
* Form, pour and spread materials such as concrete, road base and asphalt;
* Operate small plant and equipment including electrical power tools, pneumatic hammers, vibrators, hand compactors and chainsaws;
* Perform landscaping works such as levelling dirt, planting turf and plants, and building retaining walls;
* Perform any other duties, tasks or projects the employer may assign, having regard to the incumbent’s skills, training and experience.

**Authority and Accountability**

* Take care of your own health and safety and that of others. Comply with any reasonable instructions and apply Council’s Safe Systems of Work consistent with the Responsibilities, Authorities and Accountabilities of your role;
* The Crew Member Operator works within detailed written or oral instructions or procedures or under supervision;
* Decisions affect own work only;
* The work of the Crew Member Operator influences the external environment by meeting basic standards of service;
* The Crew Member Operator is accountable for own work performance. Liability generally lies with the supervisor or Council as the employer;
* Has little or no responsibility for budget development;
* Look for ways to save costs. Be conscious of budget constraints and be aware of cost implications of own actions within own work area.

# Personal Attributes

* Be adaptable, flexible and focused when dealing with change;
* Represent Council honestly, ethically, professionally and lead by example;
* Be committed to achieving work goals and maintains motivation when tasks are challenging and actively seek feedback from colleagues and stakeholders;
* Be responsive to the input of others and works to understand their perspectives.

**Interpersonal Skills**

* Listen to others and asks appropriate, respectful questions and monitors non-verbal cues and adapts behaviour accordingly;
* Support and promote a culture of quality customer service identify and respond quickly and provides solutions to meet customers’ needs;
* Build a supportive and cooperative team environment, share information and learning across teams and solve issues and challenges in collaboration with others;
* Respond to conflict without inflaming the situation and knows when to refer to a supervisor for assistance and/ or withdraw from a conflict situation.

**Business Enablers and Technical Skills**

* Complete tasks to agreed budgets, timeframes and standards without guidance and contribute to the allocation of responsibilities and resources to ensure achievement of team goals;
* Understand the team/ unit objectives and responds proactively to changing circumstances and adjust plans and schedules when necessary;
* Identify issues that may impact on task completion and provides appropriate solutions;
* Understand delegations and act within authority levels;
* Exercise fiscally responsible behaviour and remain up to date with financial delegation processes;
* Support system improvement initiatives and embrace new technologies;
* Understand project goals, action tasks and expected outcomes and identify and escalate project variances.

**Team Work**

* Recognise and acknowledge individual/ team performance;
* Monitor and use resources responsibly to achieve team objectives;
* Accommodate changing priorities and respond flexibly to uncertainty and ambiguity.

**QUALIFICATIONS**

**Essential**

* Current MR Drivers Licence;
* Demonstrated recent experience in road construction operations;
* Proven ability to work as a team member;
* Valid Construction General Induction Card, NSW WorkCover or equivalent.

**Desirable**

* Safe Work Near Overhead Power Lines Certificate;

* Current RMS Traffic Control Certificate;
* Front-end Loader Operations Certificate of Competence.

**EXPERIENCE**

* Demonstrated experience in bitumen spray sealing operations, including cockerel spreader operation;
* Demonstrated experience in general roadworks including concreting, pipe-laying, installation of soil erosion control measures and traffic control;
* Demonstrated sound knowledge of road safety signage and safety procedures relevant to construction work;
* Proven ability to work as an effective team member, with the ability to communicate effectively verbally and in writing with staff and the public;
* Ability to complete work and deliver according to project schedules and deadlines;
* Demonstrated knowledge of and commitment to Work, Health and Safety Principles; Environmental Management Principles; and Equal Opportunity Principles.

Key Relationships

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| Internal | External |
| Section Managers/Team Leaders | Members of the Public/residents/ratepayers |
| Other Council employees (not including direct reports) | Professional/Industry associations including Unions |