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| --- | --- |
| **Title** | Crew Member |
| **Classification/Grade/Band** | Band 1 Level 2 |
| **Group/Unit/Section** | Infrastructure Services / Roads, Construction and Maintenance / State Roads / Pavements / Local Roads |
| **Reports to (Multiple Teams)** | Crew Leader |

**Vision**

A vibrant organization 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; Be Safe, 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 is responsible for competently operating small trucks and other plant items as part of a team.

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

**Key Duties and Responsibilities**

# Safely and competently operate various types of small trucks and plant.

# Undertake general labouring duties to maintain roads and related assets, including bitumen, concrete, lawn maintenance and drainage works.

# Implement and maintain sedimentation and erosion control measures.

# Undertaking traffic control, concreting including formwork, steel fixing and finishing, pipe laying duties.

# Take direction and work as a team member to accomplish allocated tasks.

# 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 works within detailed written or oral instructions or procedures or under supervision.
* Decisions made by the job holder affect the work and activities of others within the work group or team.
* The work of the job holder influences the external environment by meeting basic standard of service.
* The job holder has little or no responsibility for budget development.
* Look for ways to save cost. 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 a 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 responsible financial behaviour and remain up to date with financial delegation processes.
* Support system improvement initiatives and willingness to learn and use new technologies.

**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 Class C Driver’s Licence
* Current RMS Traffic Controller Certificate (Blue Card)
* Current Construction General Induction card – WorkSafe or equivalent.

**Desirable**

* Current MR Driver’s Licence;

Current Provide First Aid Certificate;

RMS Traffic Control Implementation (Yellow Card);

WorkCover Certificate of competency for Dogging;

Other Competencies e.g. Confined spaces, working at heights, chainsaw ticket etc,

**EXPERIENCE**

* Demonstrated relevant experience in small truck operation associated with civil works;
* Demonstrated experience in the repair and maintenance of roads and related infrastructure;
* Demonstrated experience in the implementation and maintenance of sedimentation and erosion control measures;
* Demonstrated experience in the use of small plant;
* Demonstrated awareness of and knowledge/experience in the use of a Maintenance Management System e.g. REFLECT.

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 |
|  | Local Business |