

# Role Description

## Crew Member Construction



<b>Title</b>	Crew Member Construction
<b>Classification/Grade/Band</b>	Band 1 Level 3
<b>Group/Unit/Section</b>	Infrastructure Services / Roads Construction & Maintenance / Construction Delivery
<b>Reports to</b>	Team Leader Construction

### Vision

A vibrant organisation doing great things.

### Purpose

To provide valuable services which 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 Construction is responsible for the delivery of construction projects, predominantly in the roads and drainage field and acting as a member in a team of in-house construction staff.

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

### Key Duties and Responsibilities

- Ensure all Council policies and procedures are understood and applied at all times. This includes construction documentation comprising specifications, standard drawings, Work Health Safety (WHS) and Environment Management System (EMS) documentation;
- Carry out construction labouring duties associated with the completion of roads, drainage and concreting works;



- Where required, carry out water and sewer adjustments and relocations to facilitate the progression of road and drainage construction projects;
- Complete all tasks in adherence of WHS, EMS and Risk Management Policies, initiatives on the worksite and practices for the Unit;
- Contribute towards the cost effective and efficient use of Council resources through applying sound construction principles and standards;
- Operate small plant and equipment including rollers, other compaction equipment, electrical tools, levelling lasers, chainsaws, concrete saws etc;
- Prepare and maintain job sites including safety and environment controls and directing traffic;
- Identify opportunities to improve efficiency of operations leading to improved service delivery and/or cost savings and improved revenue opportunities;
- Relieve in a crew leader role when required;
- 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;
- Decisions are either guided by practices, procedures and precedent or made in consultation with the immediate supervisor;
- Decisions affect the work and activities of others within the section or from a specific project team;
- The work of the Crew Member Construction influences the community within a specified service line through the application of technical skill or application of regulatory requirements;



- The Crew Member Construction complies with operational requirements in co-operation with or under the supervision of other employees. Other employees or members of the Public may be affected by the employee's acts or omissions;
- 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, timeframes and standards without guidance and contribute to the allocation of responsibilities and resources to ensure achievement of tasks;
- 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;
- Purchase under delegation and comply with procedures;



- 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**

- General Induction Card (White) for Construction Works or equivalent;
- Class C Driver's Licence;
- Traffic Controller Licence or willingness to obtain;
- Safe Work near Overhead Power Lines; or willingness to obtain

### **Desirable**

- Supervisory experience in a Leading Hand or Crew Leader role;
- LR or MR Licence;
- Implement Traffic Control Plans licence or willingness to obtain;
- WorkCover Certificate of competency for Dogging;
- Confined Space Certificate;
- Chainsaw Certificate;
- Other relevant Certificates for example: First Aid, Cert IV Operations, Trade Certificates.



## EXPERIENCE

- Demonstrated recent experience in construction works, preferably in the sector of roads and drainage;
- Skills and ability in the operation of minor plant and equipment associated with Construction works, in particular pavements, concreting and civil works;
- Demonstrated experience in concrete construction works including formwork steel fixing and finishing;
- Demonstrated ability to communicate effectively verbally with staff and the public;
- Demonstrated knowledge of and commitment to Work, Health & Safety and Environmental Principles;
- Demonstrated sound knowledge of road safety signage and safety procedures relevant to construction work;
- Proven ability to work as a Team Member.

## Key Relationships

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

