

Position Description

Position Title:	Field Worker – LATM (Local Area Traffic Management)
Directorate:	Infrastructure & Property
Service Unit:	Civil Construction & Maintenance
Salary Point:	1-2
Position Reports To:	Field Supervisor – LATM
Staff Management:	Nil - responsible for own work only
Budget Responsibility:	Nil
Date PD Reviewed:	May 2019

Organisation Context of Position
<p>City of Newcastle employs over 900 staff and is responsible for a local government area of 187km². Newcastle has a population of 148,000 and is the business and cultural centre of the Hunter region, home to over 620,000 people. In the heart of the Hunter Region, City of Newcastle has a variety of locations across the City and encompasses 5 Directorates:</p> <ul style="list-style-type: none"> • Governance • Strategy and Engagement • People and Culture • Infrastructure and Property • City Wide Services <p>The purpose of the Infrastructure & Property Directorate is to:</p> <ul style="list-style-type: none"> • Ensure whole of life planning and maintenance of CN's built, physical and natural assets including infrastructure, traffic management, plant and fleet assets. • Managing delivery of civil works and environmental projects across the LGA. • Provide contract management services to CN, including the management of relevant works and services delivered by external providers, as well as leasing & property management. • Provide services that improve presentation of the city, including city greening, graffiti removal and street cleaning. <p>The Service Elements that form the Infrastructure & Property Directorate are:</p> <ul style="list-style-type: none"> • Depot Operations • Assets & Projects • Civil Construction & Maintenance • Property & Facilities

Workplace Health & Safety	
WHS RAA Level	6
For specific WHS Responsibilities, Authorities & Accountabilities applicable to this position, the position holder will refer to the WHS Responsibilities, Authorities & Accountabilities matrix in the WH&S Management System. The person accepting the position will be required to sign off that they have received and understood their WHS Responsibilities, Authorities & Accountabilities.	

Position Responsibilities

- Ensure the presentation of Newcastle is enhanced in organising, undertaking maintenance and replacement of landscaping within the numerous local area traffic devices throughout the city.
- Operate the equipment/machinery specific to landscape maintenance, tree maintenance and landscape areas in a safe manner to ensure public amenity.
- Maintain the health and safety of self, fellow workers and the general public during the execution of works by ensuring that safe work practices are adopted and adhered to in accordance with Work Health and Safety (WHS) Guidelines.
- Work in a team-based environment and contribute in a manner to promote team spirit and harmony and industrial safety whilst optimising the output of the team.
- Execute instructions (both verbal and written) from supervisors in a timely and efficient manner.
- Maximise productivity through the organisation and completion of allocated works within nominated timeframes to minimise the inconvenience to public amenity, nominated timeframes and meet budgetary constraints.
- Attend requisite training and personal development courses as arranged by the Organisation to enhance skills and knowledge or to maintain accreditations or licences.
- Any other accountabilities or duties as directed by the Supervisor / Manager which are within the employee's skill, competence and training.

Position Selection Criteria

Essential

1. Previous knowledge and demonstrated experience in the maintenance, planting and care of landscape maintenance including the use of mowers, brushcutters/whipper snippers, tree trimming and herbicide spraying.
2. Ability to perform minor concrete works, including form work.
3. General WH&S Induction Training for Construction Industry.
4. Working knowledge of relevant Work Health and Safety requirements.
5. Traffic Control accreditation or a preparedness to attain at the employee's cost within the probationary period of employment.
6. Class LR manual drivers licence or preparedness to attain at the employee's cost within the probation period of employment.
7. Ability to work in a team-based environment and perform allocated duties with minimal supervision.
8. Ability to accept, interpret and action verbal and written instruction.
9. Literacy and numeracy skills adequate to meet the requirements of the position.

Desirable

1. Class MR Drivers Licence.
2. Skills and knowledge in the following works:
 - The maintenance of storm water drainage systems.
 - Concrete works including erection of formwork, reinforcement fixing and concrete finishing of both poured and extruded concrete.
 - The setting out and laying of brick and concrete pavers