

Position Description

Position title:	Field Worker – CC&M
Work location:	Waratah Works Depot
Directorate:	City Infrastructure
Reports to:	Works Coordinator
Direct reports:	Nil
Salary Point:	1
Decision making:	Level 6 Management Hierarchy
Date revised:	October 2022

Council Overview

City of Newcastle employs over 1,200 staff and is responsible for a local government area of 187km. Newcastle is both the cultural and economic centre of the Hunter region. Our organisational structure consists of four directorates, each linked to the four themes of our Community Strategic Plan (CSP):

1. City Infrastructure
2. Corporate Services
3. Creative and Community Services
4. Planning and Environment

The Civil Construction and Maintenance service unit is part of the City Infrastructure Directorate and this role reports to the Works Coordinator.

What's it like working at the City of Newcastle?

We are focused on making a difference in our community and achieving our vision of **creating a liveable, sustainable, inclusive global city**. We are proud to deliver services valued by our community. People come first at the City of Newcastle, which means providing employees with meaningful work and capacity for work life balance. As a large local organisation, the City of Newcastle offers its employees the opportunity to develop in their current role, grow into future opportunities and reach their full potential.

Our organisation's values are **Cooperation, Respect, Excellence and Wellbeing** which are underpinned by our behaviours of courage, trust and pride. Together, our values and behaviours support our decision making as well as our day-to-day interactions.

We value diversity of thought, and we focus on equity in the workplace. We are committed to creating an inclusive workplace culture where everyone feels respected, safe, and valued so they can be themselves and fully contribute their opinions and perspectives to the success of the organisation.

What is the focus of this position?

This role is responsible for working within a team to contribute to the efficient and effective construction and maintenance of civil infrastructure and other municipal works.

What you will be doing:

- Construction and Maintenance tasks including road pavement construction, concrete works, asphalt works, drainage works and vegetation control using accumulated personal skills and knowledge to ensure that the required quality of workmanship and productivity is attained.
- Maintaining the health and safety of yourself, 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 in a manner which promotes team spirit and harmony and optimises the output of the team.
- To work in a manner which promotes the image of City of Newcastle, in line with CREW values.
- Executing instructions (both verbal and written) from supervisors in a timely and efficient manner.
- Maximising productivity through the organisation and completion of allocated works within nominated timeframes to minimise the inconvenience to public amenity and meet budgetary constraints.
- Continually improve skills and knowledge, guided by the progression model relevant to your role, for the benefit of you as an individual, your team, and the organisation.
- Any other accountabilities or duties as directed by Supervisor / Manager which are within the employee's skill, competency, and training.
- Any other accountabilities or duties as directed by the Executive Director City Infrastructure which are within the employee's skill, competence, and training.

The essentials you'll need:

- Skills in civil infrastructure and municipal works.
- Working knowledge of relevant Work Health and Safety requirements.
- Ability to work in a team-based environment and perform allocated duties with minimal supervision.
- Ability to accept, interpret and action verbal and written instruction.
- Literacy and numeracy skills adequate to meet the requirements of the position.
- Traffic Control and Implement Traffic Control Guidance plans accreditation or a preparedness to attain.
- General WHS Induction Training for Construction Industry (White Card)
- Class C driver's licence and willingness to obtain LR licence as a minimum.

Other valuable skills you may have:

- MR or HR driver's licence
- Experience operating Plant
- Ability to interpret construction plans, standards and related documentation, set out minor works and establish survey levels
- Skills and knowledge in the following municipal works:
 - The construction and maintenance of road pavements including sub grade, sub-base and base preparation
 - Concrete works including erection of formwork, reinforcement fixing and concrete finishing of both poured and extruded concrete
 - Asphaltic concrete works including the preparation for and placement of both hand and machine laid asphalt
 - The construction and maintenance of storm water drainage systems
 - The setting out and laying of brick and concrete pavers
 - Vegetation control works including operation of mowers, brush cutters as well as herbicide application and tree trimming

We'll encourage you along the way

We will partner with you to support your performance and ongoing development to ensure you are fully prepared for future challenges as this position and our organisation adapts and evolves.

I acknowledge that I have read and understood the requirements and responsibilities of this position as detailed in the Position Description (PD) and have discussed the PD with my Manager.

Employee Name:	
Employee Signature:	
Date:	