Position Description

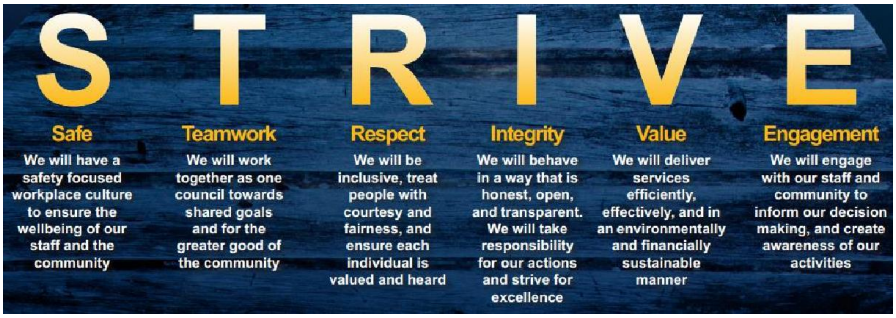
Senior Field Operator (Construction)

Name of appointed officer: Vacant
Date of appointment:
Date of last review of position description: September 2017

Salary and conditions	
All terms and conditions of employment are consistent with the Local Government (State) Award unless otherwise stated.	
Assessed entry level of position within salary system:	Band 2 Level 1
Position limit within salary system: (20 Grade structure)	Grade 7 – Entry to Step 4
Status of position:	Permanent
Hours of work per week:	38

Organisational relationships	
Directorate:	Works and Civil
Section:	Civil Services
Team:	Not applicable
Work base:	South Grafton, Maclean, or Koolkhan Depot (as appropriate to the position)
Position responsible to:	Supervisor (Roads)
Level of support and supervision:	Medium level of independence
Level of personal management	Medium
Level of teamwork required:	High
Supervision of staff:	Supervises the day to day work activities of up to 10 staff
Internal contacts:	All staff within Council but primarily within the Civil Services Section
External contacts:	General public, government agencies, and private organisations

Vision, mission and values	
Our vision:	To make the Clarence Valley a community full of opportunity
Our mission:	To plan and deliver services valued by the community
Our values:	the acronym **'STRIVE'** describes the values and behaviours which are considered to be core requirements when we deal with each other and our community



Physical requirements of the position
Frequent driving between job sites
Capable of working in difficult terrain, including walking up and down embankments and over rough ground, with prolonged standing, frequent bending
Manual handling, including general labouring duties
Access and egress to plant and equipment

Purpose of the position

To undertake works, including:

- Determine, arrange and allocate resources (materials, plant and personnel) to complete allocated works with regard to road, drainage and general construction and maintenance activities.
- Manage and monitor works and personnel to ensure correct standards, legislative requirements, timelines and budget issues are met.
- Undertake maintenance and construction works to the required standard for road, drainage and general construction and maintenance activities.
- Ensure all project related documentation is correctly recorded.

To undertake investigations for Council works and matters of public complaint and request

Major duties and responsibilities

Undertake relevant works ensuring a high standard of work, productivity and personnel safety in terms of quality, environmental and WH&S standards and documentation is achieved. This includes, but is not limited to:

- Determine, arrange and allocate resources (materials, plant and personnel) to complete allocated works.
- Manage and monitor works to ensure correct standards, legislative requirements, timelines and budget issues are met.
- Ensure all project related documentation is correctly recorded, including:
  - Active involvement in injury prevention and management and return to work programs
  - Risk assessments
  - Selection and use of appropriate safe work codes and traffic control plans
  - Plant pre start check lists
  - Site inductions
  - Daily costing sheets
  - Quality and environmental control documentation
  - Timesheets and plant sheets.
- Liaise with the Supervisor and initiate corrective action when required standards are not being achieved.
- Provide input into future Council work programs, designs and work practices.

Liaise with the Supervisor (Roads) in relation to management of contracts and contractors to ensure works are completed in accordance with Council's established systems.

Convey information regarding training requirements of staff.

Liaise and coordinate with others to ensure efficient delivery of Council services.

Inspect engineering matters (including private works and matters of public complaint) and prepare advice, estimates and reports and recommend maintenance, construction and reconstruction options as required.

Assist in the monitoring of Council's road, bridge and drainage network and recommend required actions to maintain these assets to the highest possible standard.

Support emergency response in times of natural disaster.

Be responsible for the maintenance of the first aid kit attached to the plant operated by the position

Essential selection criteria

The selection criteria must be addressed as part of your application. Applicants must meet the essential criteria in order to be considered for interview.

Education and knowledge

Certificate III in appropriate discipline; **or** equivalent relevant industry experience

Demonstrated knowledge of road and drainage maintenance and construction activities and processes

Essential selection criteria
Licences/tickets, clearances, membership
Current Drivers Licence
WHS Construction Induction Training Certificate (NSW); or equivalent recognised in NSW
Experience
Demonstrated experience in a similar role
Position related skills
Demonstrated work supervisory skills and the ability to organise the duties of staff
Communication skills including the ability to liaise with the public and staff
Demonstrated clerical, administration and organisational skills, including the ability to work with minimal supervision and manage project documentation required during the completion of works
Work qualities
Behaviour that positively demonstrates commitment to Council's STRIVE values
A demonstrated commitment to and knowledge of Work Health & Safety requirements

Desirable selection criteria
The following criteria are considered important and demonstrated capacity to meet them will be highly regarded
Licences/tickets, clearances, membership
RMS Traffic Control Certificate 'Traffic Controller'; or equivalent recognised in NSW
RMS Traffic Control Certificate – Implement Traffic Control Plans (yellow); or equivalent recognised in NSW
Current Class MR Drivers Licence
High Risk Work Licence Class 'DG' - Dogging
Safe Work Near Overhead Powerlines Certificate
Experience
Demonstrated experience in the supervision of work gangs and the ability to lead and motivate staff
Position related skills
Basic computer literacy

Other features of this position may include

Call back

Generic performance requirements

Ethics/probity – act in accordance with the Code of Conduct.

Equal employment opportunity - comply with Council's Equal Employment Opportunity (EEO) Protocol.

Health and safety (WHS) - undertake duties and act at all times in accordance with the WHS Management System.

Other duties (outside of specific position requirements) - under the provisions of the Local Government (State) Award, Council may direct any employee to carry out duties that are believed to be within the employee's skills, qualifications, competence and fitness capabilities, whether or not they are a usual function of the position. Where an employee is required to perform duties associated with a higher position, the **Use of skills** Clause in the Local Government (State) Award will apply.

Declaration

In signing this declaration I acknowledge that I, ... have been advised of the requirements, terms and conditions of appointment to this position based on this Position Description.

Signed: ..... Date .....

Employee

Signed: ..... Date .....

Manager Human Resources