

# Position Description

## Field Operator (Bridge Carpenter)

**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 1 Level 4
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Position limit within salary system: (20 Grade structure)	Grade 5 – Entry to Step 4
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Status of position:	Permanent
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Hours of work per week:	38
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### Organisational relationships

Directorate:	Works and Civil
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Section:	Civil Services
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Team:	N/A
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Work base:	South Grafton or Koolkhan Depot as appropriate to the position
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Position responsible to:	Bridges Engineer
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Level of support and supervision:	High supervision
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Level of personal management	Low
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Level of teamwork required:	High
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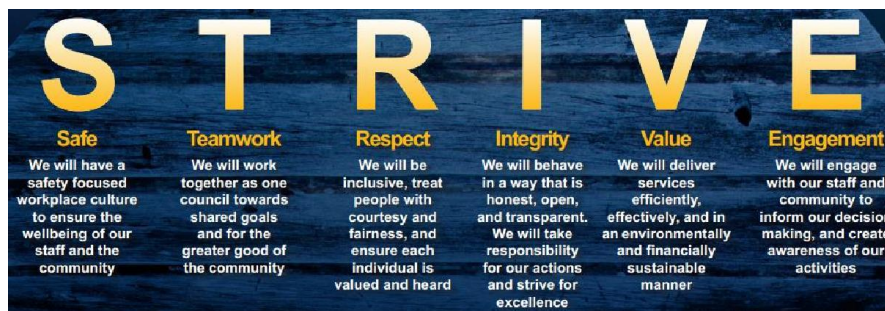
Supervision of staff:	Nil
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Internal contacts:	All staff within Council but primarily within the Civil Services Section
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External contacts:	General public, government agencies, and private organisations
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### Vision, mission and values

<b>Our vision:</b>	To make the Clarence Valley a community full of opportunity
<b>Our mission:</b>	To plan and deliver services valued by the community
<b>Our values:</b>	the acronym ' <b>STRIVE</b> ' 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 and frequent bending

Manual handling, including general labouring duties

Access and egress to plant and equipment

### Purpose of the position

To undertake works, including:

- Completing concrete and timber bridge maintenance and construction works (and other maintenance and construction works as required) to the correct standards, legislative requirements, timelines and available budgets.
- 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 to ensure cost efficient delivery of service and a safe working environment for employees and the public, including but not limited to:

- Undertake bridge construction and maintenance works on timber, concrete and composite material bridges
- Undertake culvert and drainage construction and maintenance on timber and concrete culverts and piped drains
- Undertake general concrete maintenance and construction works
- Operation of other designated items of plant within the operators capabilities and certification
- Undertaking general maintenance activities within the Council area
- Undertaking general construction activities within the Council area
- Undertaking traffic control duties

Ensure works are undertaken to required standard

Undertake works in accordance with all quality, environmental and WHS requirements, completing all appropriate documentation including (but not limited to):

- 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 and coordinate with others to ensure efficient delivery of Council services

Convey information regarding the state of Council's asset/infrastructure

### 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 Civil Construction **or** equivalent relevant industry experience

#### Licences/tickets, clearances, membership

Current Drivers Licence

WHS Construction Induction Card (NSW); or equivalent recognised in NSW

#### Experience

Demonstrated experience in timber and concrete bridge construction, including undertaking repairs

#### Position related skills

Communication skills including the ability to liaise with the public

**Essential selection criteria**

Ability to follow instructions

**Work qualities**

Behaviour that positively demonstrates commitment to Council's STRIVE values

**Desirable selection criteria**

*The following criteria are considered important and demonstrated capacity to meet them will be highly regarded*

**Education and knowledge**

An understanding of road and drainage maintenance and construction activities

**Licences/tickets, clearances, membership**

RMS Traffic Control Certificate - Traffic Controller; or equivalent recognised in NSW

RMS Traffic Control Certificate – Implement Traffic Control Plans; or equivalent recognised in NSW

Safe Work Near Overhead Powerlines Certificate

High Risk Work Licence Class 'SI' Intermediate Scaffolding Certificate

Chainsaw Certificate Level 1 (trim and cross cut felled trees)

Chainsaw Certificate Level 2 (Fall Trees)

High Risk Work Licence Class 'DG' - Dogging

High Risk Work Licence Class 'CN' - Non-Slewing Mobile Crane

Work safely at heights Statement of Attainment and card

**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.

### Generic performance requirements

**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*