

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
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Position limit within salary system: (20 Grade structure)	Grade 7 – Entry to Step 4
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Status of position:	Permanent
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Hours of work per fortnight:	76
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Organisational relationships

Directorate:	Works and Civil
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Section:	Civil Services
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Team:	Not applicable
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Work base:	South Grafton, Maclean, or Koolkhan Depot (as appropriate to the position), however this may change should business need identify other work locations to be more appropriate to deliver our services in future
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Position responsible to:	Supervisor (Roads)
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Level of support and supervision:	Medium level of independence
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Level of personal management	Medium
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Level of teamwork required:	High
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Supervision of staff:	Supervises the day to day work activities of up to 10 staff
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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

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



Our Values and Behaviours

Safe	
We will have a safety focused workplace culture to ensure the wellbeing of our staff and the community.	
Acceptable	Unacceptable
I am aware of hazards	I take shortcuts
I promote a safe culture	I ignore safety
I look out for others	I do not communicate
Teamwork	
We will work together as one council towards shared goals and for the greater good of the community.	
Acceptable	Unacceptable
I share the load	I undermine others
I communicate with others	I act in isolation
I value people's strengths	"What's in it for me?"
Respect	
We will be inclusive, treat people with courtesy and fairness, and ensure each individual is valued and heard.	
Acceptable	Unacceptable
I am inclusive	I am a bully
I value the skills and opinions of others	I am aggressive
I listen actively	I am a gossip
Integrity	
We will behave in a way that is honest, open, and transparent. We will take responsibility for our actions and strive for excellence.	
Acceptable	Unacceptable
I am honest	I lie and conceal
I work ethically and lead by example	I act corruptly
I am responsible for my actions	I undermine others
Value	
We will deliver services efficiently, effectively, and in an environmentally and financially sustainable manner.	
Acceptable	Unacceptable
I always look for improvements	I misuse Council resources
I work efficiently	I'm a bludger
I learn from my mistakes	I don't respect the environment
Engagement	
We will engage with our staff and community to inform our decision making, and create awareness of our activities.	
Acceptable	Unacceptable
I communicate in a clear and timely manner	I deliberately misinform (lie)
I am the face of Council	I don't value consultation
I value all our customers' needs	I ignore communication

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.
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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.
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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.

Major duties and responsibilities

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

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
