

## POSITION DESCRIPTION

### Team Member – Operations

DIVISION:	Engineering and Infrastructure
SECTION:	Operations North/South
ACCOUNTABLE TO:	Team Leader
STAFF REPORTS:	0
LOCATION:	Taree/Tuncurry/Tea Gardens/Stroud/Buladelah/Gloucester
CLASSIFICATION:	Band 1 / Level 3
GRADE:	Grade 3 MidCoast Council Salary System
AWARD:	Local Government (State) Award
EMPLOYMENT STATUS:	Permanent
HOURS OF WORK:	38
REVIEW DATE:	August 2017

### ORGANISATIONAL VALUES

Organisational values are a key part of our integrated approach and are a critical component of our organisational culture. Council staff and management have created and adopted the following set of organisational values which help guide our decisions and behaviours;

### Organisational Values

<b>Wellbeing</b>	We value safety, security, health and happiness
<b>Integrity</b>	We are open, honest, accountable and take pride in all we do
<b>Sustainability</b>	We use efficiencies, innovation and cooperation to achieve sustainable results
<b>Respect</b>	We work together respectfully ensuring inclusion, equality and open communication

### POSITION OVERVIEW

This position sits within the Operations (North/South) section and is responsible for undertaking the operation of plant and equipment in road, bridge and drainage construction and maintenance tasks as part of Council's operations.

The incumbent of this position is expected to demonstrate the following attributes and capabilities in undertaking their role.

Personal Attributes	
<b>Display Resilience and Voice</b>	Be open and honest, prepared to express your views, and willing to accept and commit to change
<b>Act with Integrity</b>	Be ethical and professional, and adhere to the Code of Conduct, Council Values and Work Standards
<b>Manage Self</b>	Show drive and motivation, a measured approach and a commitment to learning
<b>Respect</b>	Show respect for diverse backgrounds, experiences and perspectives
<b>Work Safely</b>	Take care of own health and safety and that of others
<b>Communicate Effectively</b>	Communicate clearly, actively listen to others and respond with respect
<b>Customer Service Focus</b>	Provide customer centred services in line with organisational objectives and agreed service standards
<b>Work Collaboratively</b>	Engage and collaborate with others and value their contribution
<b>Build Relationships</b>	Gain consensus and commitment from others and resolve issues and conflicts
<b>Deliver Results</b>	Achieve results through efficient use of resources and a commitment to quality outcomes
<b>Plan and Prioritise</b>	Plan to achieve work and team priorities and respond flexibly to changing circumstances
<b>Think Critically and Solve Problems</b>	Think, analyse and consider the broader context to develop practical solutions
<b>Demonstrate Accountability</b>	Be responsible for own actions, adhere to legislation, policies and procedures and be proactive in addressing risk

## KEY ACCOUNTABILITIES & DUTIES

### SPECIFIC

- Perform safe, effective and efficient road, bridge and drainage construction and maintenance tasks as directed.
- Carry out maintenance and construction duties in diverse areas and working conditions, including pedestrian and vehicle traffic zones.
- Operate designated road, bridge and drainage construction and maintenance plant, equipment and tools safely and effectively.
- Compliance with WHS and environmental requirements and procedures.
- Handle all dealings with the public in a courteous manner.
- Record and provide information relevant to daily operations.
- Perform traffic control duties at work sites safely and effectively as directed.
- Other duties as directed.

## **GENERAL**

- Contribute to the delivery of organisational outcomes and the Operations (North/South) Operational Plan.
- Provide a high level of customer service to the community, internal customers and other stakeholders.
- Work collaboratively with others to deliver quality outcomes.
- Ensure compliance with relevant legislation and statutory requirements.
- Support and contribute to a culture of continuous improvement.
- Other duties within the employee's skill, competence and training as directed and in accordance with the Local Government (State) Award.

## **SELECTION CRITERIA**

1. Demonstrated knowledge and experience of road, bridge and drainage construction and maintenance techniques.
2. Proven extensive experience, knowledge and demonstrated competency in the operation of plant within the civil construction industry. (Plant includes all trucks up to and including HR licence required trucks, tractor, slashers, and watercarts).
3. Demonstrated experience in the proper use of tools and equipment.
4. Current approved Traffic Controller's Card and Implement Traffic Control Plans Card, or equivalent qualifications.
5. Completed WorkCover accredited course in WHS general induction for construction work in NSW, including a demonstrated sound knowledge of Work, Health and Safety procedures.
6. Current NSW Class C Drivers Licence (or higher).
7. Demonstrated ability to work in a team environment and ability to work with minimum supervision.
8. Demonstrated communication and public relation skills.
9. Licence or competency to drive other construction plant and trucks.
10. Current First Aid Certificate.

## **EQUAL EMPLOYMENT OPPORTUNITIES (EEO) ACCOUNTABILITIES**

All Council staff are expected to adhere to Council's EEO policies and procedures including to provide employees with equal access to fair, prompt and confidential processes.

## **WORK HEALTH SAFETY (WHS) ACCOUNTABILITIES**

All Council staff are accountable for ensuring that they fulfil their specific responsibilities, duties and due diligence requirements under the NSW work, health & safety legislation. Staff are also expected to adhere to Council's relevant safe work instructions, policies and procedures.

## **RISK MANAGEMENT ACCOUNTABILITIES**

All Council staff are expected to identify, minimise and report risks within their area of operation and responsibility and participate in risk management training as appropriate in accordance with Council's adopted Risk Management Policy and Framework.

## **FRAUD AND CORRUPTION ACCOUNTABILITIES**

All Council staff are responsible to prevent, detect, mitigate against and report fraudulent and corrupt behaviour in accordance with Council's adopted Fraud and Corruption Control Policy and Strategy.

## **ETHICAL BEHAVIOUR**

All Council staff are expected to ensure their personal conduct is ethical and consistent with Council's Code of Conduct and that their behaviour complies with Council's policies, procedures and principles.

## **DELEGATIONS**

All council staff are expected to comply with the financial and operational delegations issued to them as per Council's delegations registers.

### **AUTHORISATION-**

This position description and associated information is not to be considered as a comprehensive, complete and / or exhaustive list of responsibilities and accountabilities, it is indicative of the position only. The position incumbent must be aware that their role and position are dynamic. Continuing development, change and improvement of processes, practices, knowledge, skills and behaviours is expected at MidCoast Council. People and positions develop over time and this position description is intended to facilitate this, as a living document, where your active involvement is a critical element. It is highlighted that this position is a member of a team. As such the incumbent is expected to learn the roles and duties of others in the team and to help other team members when required, to guarantee quality outcomes.

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by MidCoast Council from time to time as necessary.

Employee's Signature:

Date:

Manager's Signature:

Date: