

POSITION DESCRIPTION	
Title:	Senior Civil Crew Member
Group:	Services
Reports to:	Civil Coordinator
Grade:	10
Position Allowances:	Adverse Working Conditions Allowance – Level 1
Hours:	38 hours per week
Number of Direct Reports:	Nil
Number of Indirect Reports:	Nil
Vehicle:	No
Position Code:	83034, 83056, 83061
Pre-placement Medical:	Required
National Police History Check:	Not required
WWCC Check:	Not required
Date Developed:	May 2022
Date Reviewed:	July 2023
Position Purpose	
To assist in leading and undertake civil activities to contribute to the construction and maintenance of Council's assets.	
Qualifications and Experience	
<i>(Minimum required/essential for success in the job)</i>	
<p><u>Essential:</u></p> <ul style="list-style-type: none"> • Certificate III in Civil Construction and Maintenance or equivalent qualifications or ability to obtain. • Minimum 3 years' experience in maintenance and construction in two or more of the following: <ul style="list-style-type: none"> • Concreting • Drainage • Road Repairs 	

- Street furniture
- Demonstrated experience in the coordination of work tasks.
- Experienced in customer service, and well developed written & verbal communication skills.
- Well-developed teamwork and interpersonal skills.
- Demonstrated ability to review, interpret and implement technical plans, and work schedules.
- Ability to work without direct supervision and prioritise daily work activities within a team environment.
- Working knowledge of Environmental, Work Health & Safety, Anti-Discrimination and other relevant legislation.
- Understanding of relevant practices and policies and legal and legislative requirements in this field.
- Ability to use computers and mobile devices for reporting functions.
- Experience in contributing to improvements to a quality management system or making suggestions for other business improvements.
- General Induction for Construction Work Certificate (White card) or ability to obtain prior to employment.
- Physically capable to undertake tasks relevant to the position.
- Current NSW Driver's Licence - Class MR or ability to obtain within probationary period.
- Traffic Control Work Training Card - Traffic Controller (Control Traffic with a Stop/Slow Bat) or ability to gain within probationary period.
- Traffic Control Work Training Card – Implement Traffic Control Plans or ability to gain within probationary period.
- Working Near Overhead Power Lines accreditation or ability to obtain within probationary period.
- Competent in the use of small plant operation and hand tools.

Desirable:

- Certificate IV in Civil Construction Supervision or equivalent qualification.
- Demonstrated experience in estimating, applying budgets, recording and reviewing actual costs or works.
- Competent in plant operations including either excavator, skid steer or backhoe.
- Local Government experience.

Main Activities/Tasks

Council operates on the principle of existing to provide benefits for our Community, Councillors, Customers and the Council itself – we call these the 4C's. This position is required to do everything they can to identify, develop, resource, provide, support and measure benefits to the 4C's.

Maintain and / or Construct Council's assets by:

- Physically undertake civil work activities throughout the city which may include but not limited to:
 - Concreting, including set up and finishing
 - Stormwater Drainage (pipe laying, pit construction and maintenance)
 - Installation and maintenance of street furniture
 - Road Repairs
 - Cleaning of street assets
 - Manual excavation.
- Assist in the organisation of staff and resources associated with civil maintenance and construction operations to provide the most efficient, safe and cost effective environment.
- Assist in the organisation of maintenance, repair, security and care of plant, equipment, tools and other Council assets assigned to or utilised by you or your team.
- On occasion, undertake assigned and planned work without direct supervision, including providing direction to another staff member to complete tasks.
- Identify and report improvements and works in operations, maintenance requirements and other activities within area of responsibility and where required take immediate action.
- Make suggestions as required on the appropriate work solutions to maintain council assets to meet safety standards and comply with Council's engineering specifications.
- Ensure accurate completion of work orders, dockets, daily diary daily/weekly checklists, accidents and incident reports and other organisational forms and reports as required.
- Ensure compliance with legislation and Council policy and procedure including Council's Code of Conduct, Purchasing, Risk Management and other relevant policies and legislation.
- Implement necessary action to locate and protect public utilities on work site.
- Attend after hours duty when required.
- Provide operational and technical input to the Leading Hand and Coordinator.
- Provide guidance to other staff to assist them in developing and advancing their work skills.

Commitment to Council's Sustainability Charter and responsibility to apply the principles of sustainability within the work practice areas outlined in the Position Description including implementing Environmental Management Systems.

Assist in the operation and maintenance of the Works Depot.

May be required to act in a more senior role as required.

Perform other duties as required consistent with the objectives of the position.

Risk Management

- Be aware of all potential risks that might arise in your area of activity and responsibility.
- Minimise Council's exposure to risks in so far as is reasonably practicable within your area of activity and responsibility.

Work Health & Safety

- Required to take reasonable care of self and others in the workplace.
- Cooperate with all health and safety policies and procedures agreed to by management and staff.
- Report any unsafe conditions that are identified.
- Not bypass or misuse systems or equipment provided for WH&S purposes.
- Must participate in WH&S training as required and contribute to the identification of hazards and assessment of risks as required.

Accountability and Behaviours

- To ensure that they are accountable for their behaviours in the delivery of their duties noted in the position and other functions relating to their role.
- Follow Council policies and procedures.
- Work collaboratively within the team and across Council towards common goals.
- Develop and maintain positive and effective professional working relationships with community and customers.
- Contribute to a positive organisational culture.
- Continuous improvement – evaluate current activities and continuously look for ways to improve quality, effectiveness and efficiency.

Organisational Values

- Apply and demonstrate Council's Core Values of Collaboration, Accountability, Integrity, Respect and Sustainability.
- Apply and demonstrate the four principles that together form the focus of the organisation, namely the 4C's: Community, Councillors, Customer and Council.