



POSITION DESCRIPTION

MAINTENANCE AND CONSTRUCTION WORKER

URBAN SERVICES

POSITION DETAILS

Position No.	000626, 000090	Department	Urban Services
		Location	Municipal Depot
Employment Status	Full time	Classification	Operational Employee
Unit	Roads		Level 2-3, depending on skills and experience

POSITION OBJECTIVE

This position is responsible for undertaking a range of specialised civil construction and maintenance activities and ensuring that machinery is correctly operated and safety procedures are adhered to.

KEY FUNCTIONS AND RESPONSIBILITIES

1. Undertake routine and specialised maintenance and civil construction activities in accordance with Council's operating procedures and under general guidance from the Supervisor. Works include maintenance and construction activities associated with road verges, natural water-courses, road signage, culverts, bridges, footpaths, walking paths, stormwater pipes and pits, headwalls and retaining walls.
2. Safely operate and maintain small to medium plant and equipment not more than 15.5 tonne e.g. excavator, backhoe, tractor, vibrating roller, skid steer, front end loader and any other relevant plant.
3. Undertake a range of general labouring duties which require technical non-trade skills including, but not limited to advanced concrete work, interpreting plans, pipe laying to line and grade from plans, setting up formwork, working to plans, basic estimating.

4. Organise own work schedules and demonstrate discretion in work tasks within established practices and procedures.
5. Undertake basic visual inspections of infrastructure assets and report defects/hazards to the Supervisor.
6. Complete plant start-up sheets and undertake routine daily maintenance of assigned plant and equipment, report all faults to the Supervisor.
7. Resolve problems that relate to immediate work tasks.
8. Other duties as required/directed from time to time. An employee may be directed to carry out such duties as are within the limits of the employee's skills, competence and training.

Authority and accountability: Employees at this level demonstrate strong technical skills and are responsible for the completion of specialised and regularly occurring tasks with general guidance on a daily basis. Employees may be required to organise their own schedule of work.

Judgment and problem solving: Personal judgment is required to follow predetermined procedures where a choice between more than two options is present. Work performed falls within general guidelines but with scope to exercise discretion in the application of established practices and procedures.

Work Health and Safety: To take reasonable care that your acts and omissions do not adversely affect the health and safety of yourself or others in the workplace, to comply with any reasonable instructions given to you by the Council and to comply with the requirements of any and all WHS policies and procedures.

ORGANISATIONAL RELATIONSHIPS

Reporting Relationships

1. **Internal** - This role will work predominantly with colleagues from the Roads Units in the Works Department.
2. **External** - This role will communicate with members of the general public, other staff and contractors.
3. **Direct Reports** - This role will report directly to the Roads Supervisor and may be required to provide direction and basic on-the-job training to employees at lower levels.
4. **Indirect Reports** - NA

SKILLS AND EXPERIENCE

Essential

1. Previous experience in the civil construction industry with an emphasis on road construction and maintenance practices and infrastructure and/or a Certificate II or non-trades Certificate III in Civil Construction.
2. The ability to competently operate in a safe manner a range of plant and machinery relevant to role, including Council's range of specific trucks relevant to licence regulations, excavators, backhoes, tractors, front end loader and any other relevant plant.
3. Demonstrated ability to adhere to safety procedures in a high risk work environment.
4. The ability to communicate effectively with other employees, contractors and members of the public and in the resolution of minor matters.
5. The ability to work effectively in the team and independently as required.
6. The ability to solve day-to-day maintenance problems using a range of approaches and techniques.

Licences (Including Plant, Machinery and Equipment licences)

1. White Card – General Induction for Construction.
2. Traffic Control accreditation (Control Traffic and Implement Traffic Management Plan)
3. A current Medium Rigid Licence and relevant machinery licences.

Desirable

1. Chain Saw licence (Trim and Cross-Cut)
2. Basic First Aid
3. Basic computer skills.
4. A current Heavy Rigid Truck licence and relevant machinery licences.