



# Position Description

<b>Position Title</b>	<b>Civil Maintenance Crew</b>
<b>Position Number</b>	2989
<b>Division</b>	Infrastructure & Open Space
<b>Department</b>	City Works
<b>Team</b>	Civil Maintenance
<b>Position Status</b>	Full Time Permanent
<b>Classification</b>	Band 3
<b>Position Reports to</b>	Coordinator Civil Maintenance Operations
<b>Position Supervises</b>	Nil
<b>Date Reviewed</b>	May 2024

## Position Objective

In this practical, hands-on role the Civil Maintenance Crew member will carry out routine and reactive maintenance activities on Council's civil infrastructure assets including the storm water drainage system, roads, footpaths and other assets to ensure they are kept in a safe, clean and good working order for our community.

The incumbent is also expected to work 'after-hours' response on a roster basis.

## Key Responsibilities

### 1. Functional Responsibilities

- Carry out emergency works on Council's civil infrastructure in a timely manner to make safe.
- Ensure that Council's Civil Infrastructure is maintained in accordance with required standards.
- Operate and maintain various plant and equipment associated with civil infrastructure operations as required and in line with licence requirements.
- Identify and report potential problem areas or conditions to the Coordinator Civil Maintenance Operations.
- Participate on a roster basis for the provision of an "After Hours" emergency service in accordance with standard operating procedures.
- In the event of an emergency the incumbent may be requested to provide a response at the request of the Municipal Emergency Management Officer (MEMO)

### 2. Relationship Management

- Maintain positive relationships with key internal and external customers to deliver outcomes aligned to the departmental and organisation objectives.
- Maintain a culture within the crew or working across the department and the organisations in delivering high quality civil assets, reporting issues and checking in with others.

- Share skills and knowledge to increase staff competence and work performance.
- Provide general information, support, guidance and technical advice as required to residents, visitors, volunteers and/or contractors.

### **3. Continuous improvement**

- Contribute to the development of processes and schedules to enhance service delivery based upon a continuous improvement philosophy.
- Support the identification of opportunities and assist to implement outcomes for innovation through program delivery, and processes/procedures with the support from Senior Leaders.
- Ensure best practice approach to contemporary civil asset maintenance.

### **4. Occupational Health & Safety Responsibilities**

- Take reasonable care for the health and safety of yourself and others in the workplace.
- Ensure hazards, incidents, near misses and injuries are reported immediately.
- Support activities taken by the organisation to comply with OH&S legislation.

## **Position Requirements**

### **1. Accountability and Extent of Authority**

The incumbent is financially responsible and accountable for:

- NIL or in line with Council delegations

The incumbent has delegated authority for:

- NIL or in line with Council delegations

The incumbent is responsible and accountable for:

- Employees in this Band are accountable for the quality, quantity and timeliness of their own work in so far as available resources permit, and for the care of assets entrusted to them.
- Employees in this Band have contact with the public or other employees which involves explanations of specific procedures and practices.
- Positions in this Band may be required to supervise and coordinate others in similar or related work

### **2. Judgment and Decision Making**

The incumbent is accountable for:

- These positions require personal judgement. The nature of work is usually specialised with procedures well understood and clearly documented
- The tasks to be performed will involve selection from a range of techniques, systems, equipment, methods or processes.

### **3. Specialist Knowledge and Skills**

The following knowledge and skills are required to be utilised:

- These positions require proficiency in the operation of more complex equipment or knowledge of the use of plant which requires the exercise of judgement or adaption.
- Understanding and application of quality control techniques.

- Performance of trades and non-trade tasks incidental to the work.
- Provision of trade guidance and assistance as part of a work team.
- Safe and competent operation of Heavy Mechanical Plant.
- The ability to read plans and technical drawings in order to carry out works as specified/required.
- The ability to perform civil asset maintenance works, sometimes in an emergency situation.

#### 4. Management Skills

The following management skills are required to be utilised:

- Basic skills in managing time and planning and organising one's own work so as to achieve specific and set objectives in the most efficient way within resources available and within a set timetable.
- An understanding of the function of the position within its organisational context

#### 5. Interpersonal Skills

The following interpersonal skills are required to be demonstrated:

- Skills in oral and written communication with clients, other employees and members of the public and in the resolution of minor problems.

#### 6. Qualifications and Experience

The following qualifications and experience are required for the position:

- Field experience in areas related to civil infrastructure development and maintenance techniques.
- Certificates in forklift, front end loader and/or backhoe are preferred.
- Experience using a range of hand and power tools.
- Current drivers' licence (Victorian) and minimum Medium Rigid licence.
- Valid Victorian traffic control and traffic management certification desirable.

### Shared Organisational Responsibilities

Kingston City Council (Council) has the following expectations of all employees:

<p><b>Values and Behaviours</b></p>	<p>The City of Kingston has six organisational values which guide behaviours and decision-making. It is through this framework, that high quality services are delivered to employees and the community. Employees have an important role to play in upholding Kingston's ethics and values, including the Code of Conduct. Kingston's Values are:</p> <ul style="list-style-type: none"> <li>• Future Orientated</li> <li>• Accountable</li> <li>• Expert</li> <li>• Celebrate</li> <li>• Community Centric</li> <li>• Dynamic</li> </ul>
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<b>Safe Workplace Actions</b>	The responsibilities of this position are completed in line with organisational Occupational Health and Safety (OH&S) policies and procedures. The incumbent will display and promote safe actions in the workplace at all times.
<b>Policies and Procedures</b>	The responsibilities of this position are completed in line with all council policies related to the position.
<b>Legislative Framework</b>	The responsibilities of this position are completed in line with the relevant legislative framework of the position's department.
<b>Equal Opportunity and Child Safe Standards</b>	The City of Kingston is an equal opportunity and child safe employer. The City of Kingston values the diversity of lived experience, abilities, backgrounds, and identities and is committed to creating a workplace where all employees feel safe, supported, and connected to perform at their best. Kingston Council values diversity of lived experience and the positive impact this can have on outcomes for the Kingston community and activity supports employees from all backgrounds, identities, and experiences such as Aboriginal and/or Torres Strait Islander peoples, Women, those identifies as part of LGBTIQ+ communities, culturally and linguistically diverse persons and persons with a disability.

### Prerequisites

- Valid Right to Work in Australia
- Undertake and maintain a current National Criminal Records Check
- Hold and maintain a Working with Children Check
- Pre-employment Medical Assessment
- Pre-employment Health Declaration
- Driver's License valid in Victoria

### Inherent Requirements

**Category A** – This role has been assessed as a high risk and / or manual handling role. Please refer to the attached Job Task Analysis (JTA) and Physical Health Assessment (PHA) for further information about the inherent requirements of the role.

**Council will make reasonable adjustments to support people in their work environment wherever reasonably practicable.**

**Applicants should declare any requirements via the Health Declaration form.**

### Variation to conditions of employment

These conditions of employment, your duties and your location may be varied by Council during the term of your employment.