



## POSITION DESCRIPTION

<b>POSITION TITLE:</b>		Civil Construction Worker/ Operator			
<b>POSITION NO:</b>		901554	<b>CLASSIFICATION:</b>		Band 3
<b>DIVISION:</b>		Infrastructure and Environment			
<b>BRANCH:</b>		Infrastructure, Traffic and Civil Engineering			
<b>UNIT:</b>		Road Services			
<b>REPORTS TO:</b>		Civil Works Supervisor			
<b>POLICE CHECK REQUIRED:</b>	Yes	<b>WORKING WITH CHILDREN CHECK REQUIRED:</b>	No	<b>PRE-EMPLOYMENT MEDICAL REQUIRED:</b>	Yes

*Yarra City Council is committed to being a child safe organisation and supports flexible and accessible working arrangements for all.*

*This includes people with a disability, Aboriginal and Torres Strait Islanders, culturally, religiously and linguistically diverse people, young people, older people, women, and people who identify as gay, lesbian, bisexual, transgender, intersex or queer.*

*We draw pride and strength from our diversity, remain open to new approaches and actively foster an inclusive workplace that celebrates the contribution made by all our people.*

### POSITION OBJECTIVES

To make a significant contribution to the Infrastructure, Traffic and Civil Engineering Branch in maintaining the condition and general appearance of Council's assets and associated infrastructure.

This does not preclude the position occupant being transferred to alternate duties consistent with their banding either temporarily or permanently.

### ORGANISATIONAL CONTEXT

The Municipality is committed to efficiently and effectively servicing the community to the highest standards, protecting, enhancing and developing the City's physical and social environment and building the population and business base. A major imperative of the Organisation is the introduction of a best value framework with an emphasis on customer service and continuous improvement.

The Infrastructure, Traffic and Civil Engineering Branch forms part of the City Works and Assets Division that contributes directly to the achievement of these organisational goals.

<b>Position Reports To:</b>	Civil Works Supervisor
<b>Positions Reporting to this Position:</b>	Nil
<b>Internal Relationships:</b>	All Council employees
<b>External Relationships:</b>	Contractors, Statutory Authorities, general public and Yarra community

## KEY RESPONSIBILITY AREAS AND DUTIES

### Civil Construction Activities

#### *Road Maintenance/Reinstatement:*

- Inspect and repair potholes within asphalt road/footpath/car park pavements.
- Maintenance/Reinstatement of asphalt, concrete and bluestone pavements.
- Ensure all reinstatements are undertaken to best practice in accordance with accepted industry and Council standards.
- Removal and reinstatement of concrete footpath, vehicle crossings and kerb and channel.
- Perform drainage line/pit construction and repair works.
- Reinstatement of line marking.

#### *Sign/Street Furniture Maintenance:*

- Inspect the safety aspects, condition and general appearance of all street signage and furniture, including but not limited to seats, bollards, fences, tree guards, litter and recycling bins etc. within major shopping centres.
- Program areas on an ongoing basis to identify all repairs and replacement requirements, including paint work.
- Perform installation, repair and maintenance works as required.
- Cleaning of guide posts and signs, culverts and drains.

#### General Duties:

- Assist in all manual activities associated with road maintenance and civil construction activities including but not limited to:
  - Placing of signage in the vicinity of road construction or event activities
  - Removal of branches overhanging onto footpath or roads
  - Shovel work
  - Traffic control
  - Entering of accurate data for works sheets

### Plant Operation

- Undertake requirements from and complete the Daily Plant Inspection Sheet for all plant and equipment allocated to the position.
- Daily maintenance of all plant and equipment allocated to the position including changing of flat tyres (where appropriate), filling with fuel and oil and daily greasing.
- Ensure plant and equipment, including tool boxes, are locked and secured at the end of the working day and keys returned to designated location.
- Safe and competent operation of mechanical plant including but not limited to:
  - Flocon
  - Rollers
  - Tip Trucks
  - Bobcat and attachments Profiler, Agitator Bucket and Broom

- Excavator
- Concrete cutting saws
- Vibrating plates and jumping jacks
- Report any damage or malfunction of plant and equipment to Coordinator/Supervisor immediately.
- Ensure that you have the appropriate driving/operating licences, competency levels, training, and experience when operating equipment and plant.

### **Providing assistance to Councils Cleansing unit**

#### *Manual Litter and Debris Collection:*

- Regular patrol of Council roads, median areas, parks and industrial areas to remove dumped rubbish or general litter and transport to disposal facility.
- Report problem areas (e.g. 'Hot Spots') where extensive litter problems occur and also report areas not requiring litter patrol.
- Clean drainage pit tops by removing any debris/leaf matter as required.
- Arrange patrols so as to minimise time expended on travel and disruption during peak hours.
- Report incidences of dumped rubbish to enable follow up from Council's Local Law Department.

#### *Hard Waste Services:*

- Perform hard waste collection services (driving truck and loading/unloading hard waste materials) as required.
- Report on type and quantity of material collected.
- Report to the Supervisor, any additional material that may be encountered when providing services.
- Operate in a manner ensuring that the amount of material recovered, recycled and sorted from the hard waste service is optimised. The aim is to minimise the amount of material going to landfill.
- Identify possible areas of resource recovery and reuse.
- Enter private properties to perform collection services as directed by the Supervisor, in instances when hard waste collection from the roadside is not possible.

### **Other Responsibilities and Duties**

- Where practical, complete minor maintenance and cleaning requirements outside normal area of responsibility so as to avoid the need for other employees to attend.
- Ensure compliance with response timeframes for activities as specified in Council's Road Management Plan.
- Report the need for maintenance and/or repair of Council assets, street cleansing or graffiti removal observed during the course of undertaking normal duties.
- Complete Daily Activity Sheets daily and return to Coordinator/Supervisor weekly.
- Be courteous, co-operative and polite to members of the public, and at all times act in a responsible manner presenting an efficient and professional image.
- Make regular contact with Coordinator/Supervisor before the end of each working day to discuss current issues or next day work requirements.
- Other duties as directed by the Coordinator/Supervisor that require skills within the range of this Position Description.

### **Supervision and Reporting**

- Plan work to minimise disruption to vehicle and pedestrian traffic and to optimise the efficiency of tasks.
- Provide on-the-job training and guidance to fellow employees undertaking road maintenance and cleansing activities and supervise as required.

- Provide advance notice to residents and commercial/businesses of any works that may cause inconvenience.
- Effectively use “on board” computer information collection systems (when introduced) to receive and complete work requests and report on street amenity issues for pro-active cleaning, quality and planning purposes.

### **Occupational Health and Safety**

- Strict adherence to Occupational Health and Safety Statutes, Regulations, Codes of Practice and Council policies, including but not limited to:
  - Road Safety (Traffic Management) Regulations 2009
  - Worksite Safety Traffic Management Code of Practice
  - Council’s Plant & Equipment Training Manuals
  - Council’s Sun Protection at Work Policy
  - Safe Work Method Statements
  - City Works Staff Manual
- Actively encourage a culture of safety awareness throughout the City Works Depot (e.g. point out incidents of unsafe work practices to fellow employees as they occur, and where necessary report same to Coordinator/Supervisor).
- Ensure that all underground and overhead services are identified, located and protected prior to and during the works. Where necessary request Dial Before You Dig (1100) service detection services.

### **ACCOUNTABILITY AND EXTENT OF AUTHORITY**

- The position occupant is accountable to the Coordinator for ensuring all equipment is operated in an effective and safe manner.
- Accountable for the quality and timelines of their own work in so far as available resources permit, and for the care of plant and equipment under their control.
- Provide guidance to fellow team members and apprentices within the work environment in line with developed skills and procedures.

### **Safety and Risk**

- Minimise risk to self and others and support safe work practices through adherence to legislative requirements and Council policies and procedures.
- Report any matters which may impact on the safety of Council employees, community members, or Council assets and equipment.
- Yarra City Council is committed to prioritising and promoting child safety. We adhere to the Victorian Child Safe Standards as legislated in the Child, Wellbeing and Safety Act 2005 and have robust policies and procedures in order to meet this commitment.

### **At Yarra Every Job is a Climate Job**

Acting on the climate emergency requires that we change the way we think, make decisions, and prioritise action. We must embed proactive climate responses in the ways we govern, live our lives, and conduct our work. Every choice we make today and into the future will have an impact; this is true for Council and the community.

Acknowledging the scale of this crisis, at Yarra we are committed to ensuring that every job is a climate job meaning that each staff member will play a key role in shaping our climate response.

### **Yarra Values**

- Behave according to the following values which underpin our efforts to build a service based culture based on positive relationships with colleagues and the community:
  - Accountability
  - Respect

- Courage

## **JUDGEMENT AND DECISION MAKING**

- The nature of the work is clearly defined with established procedures that are well understood.
- The position occupant is required to exercise an understanding of the performance of tasks and use of equipment, in accordance with clearly documented training manuals and/or the application of previously encountered procedures and practices from recurring work situations
- The position occupant is required to select the appropriate work process from a well-defined range of maintenance techniques to achieve the best possible outcome.
- The position occupant is required to identify work practice improvements and assist in their implementation.

## **SPECIALIST KNOWLEDGE AND SKILLS**

- Licences, skill and competency in the operation of all associated plant and vehicles.
- Demonstrated customer service skills.
- Ability to work to a program.
- Awareness of industry productivity benchmarks for similar activities.
- Ability to provide recommendations about how to solve on-the-job problems.
- An understanding of appropriate Occupational Health and Safety Statutes, Regulations and Codes of Practice.

## **MANAGEMENT SKILLS**

- Ability to efficiently manage own time and work in a self-managed team environment to ensure set daily work schedules are consistently met.
- Ability to accurately record data and information regarding operations and conditions.
- Provide on the job training with fellow team member in line with experience and procedures.

## **INTERPERSONAL SKILLS**

- The oral communication skills to practice public courtesy at all times in the performance of duties.
- Ability to work as part of a team and be an effective team member.
- Ability to participate in the promotion of the City Works Branch to the local community.
- Ability to solve minor problems utilising previous experience.

## **QUALIFICATIONS AND EXPERIENCE**

- Current motor vehicle licence.
- Understanding of Occupational Health and Safety requirements.
- Current medium/heavy rigid truck licence (preferable).
- Relevant Plant operator's competencies and experience (preferable).
- Trade qualification in concreting, bituminous surfacing, civil construction, plant operations or equivalent experience (preferable).

## **KEY SELECTION CRITERIA**

- Demonstrated ability to deliver the position's key responsibilities and duties in a municipal maintenance works environment.
- Ability to manage your time and be an effective, collaborative team member.
- Ability to focus on continuous improvement while working to Council Standards and industry best practice.
- Well-developed customer service and verbal communication skills.
- Proven ability to work in a team environment.
- Demonstrated experience in civil construction and or Plant operations