

POSITION DESCRIPTION

Team Member

Multiple Positions

Directorate:	City Presentation	Department:	Civil Maintenance
Position Grade:	8	Reports to:	Team Leader
Last review:	April 2019	Next review:	April 2021
		Version No.:	2.0

Position purpose:

To work as a multi-skilled team member and carry out varied tasks associated with civil construction and maintenance works in a cost effective and efficient manner and fulfil the works requirements of Council's Civil Maintenance.

Key accountabilities/responsibilities:

Responsible for:

- 1) Working in a team environment to plan and carry out civil construction and maintenance works within the skills and competencies of the position in an effective and efficient manner
- 2) Ensuring that all plant, vehicle and equipment under the employee's control are kept in a serviceable and safe working condition at all times
- 3) Carrying out works in accordance with the Work Health and Safety Act and relevant Safe Work Procedures
- 4) As directed by the Coordinator, all relevant documentation including daily work sheets, plant dockets and invoices are to be accurately completed and handed in at the end of the day or as required
- 5) Helping to create an environment that encourages team development and participate by communicating well with colleagues and sharing skills and knowledge
- 6) Providing customer service in resolving public complaints and queries and carry out all required works in a manner which portrays a clean and tidy environment to the community
- 7) To actively identify and notify your supervisor of any ways in which the tasks could be improved with regard on the quality, timelines, safety or efficiency and carry out any other tasks and duties as directed by the Coordinators

Decisions made in the position:

- 1) Completion of work/project requests
- 2) Tasks outside the scope of the position

Decisions referred:

- 1) Financial/budget expenditure
- 2) Tasks outside the scope of the position

Key issues/challenges:

- 1) Completion of tasks and documentation within specified timeframes
- 2) Providing a high level of customer service
- 3) Highly effective teamwork
- 4) Ensuring a safe and non-hazardous working environment for all Council employees and the community

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Key working relationships:

- Team Members and Team Leaders
- Community
- Coordinators and Senior Coordinators

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POSITION SPECIFICATION

Whilst the criteria described below is indicative of the nature of this role, for the purpose of this hiring process please only address the selection criteria listed in the job application.

ESSENTIAL CRITERIA

Qualifications/Licences

- MR or HR Truck Drivers Licence
- General Construction WHS Induction (White Card)

Experience

- Experience and proficiency in the following civil construction and maintenance fields - roads, drainage and/or concreting
- Demonstrated ability to work as a member of a team
- General truck driving experience
- Operation of small plant and equipment

Knowledge and Skills

- Knowledge of Work Health and Safety practices, the principles of Equal Employment Opportunity, ethical practice and multi-cultural diversity
- Demonstrated written and oral communication skills
- Manual handling skills
- General vehicle and plant maintenance principles
- Ability to assess safety situation and take appropriate action

DESIRABLE CRITERIA

Qualifications/Licences/Experience/Knowledge and Skills

- Yellow / Blue Traffic Controllers
- Hold a relevant licence or certificate in either or the following equipment; backhoe, loader, skid steer loader or excavator
- Flexible attitude to responsibilities and duties

Our vision:

**Aspiring to do great things – for ourselves,
our community and our growing city.**

Our values:

Ambitious

Authentic

Collaborative

Courageous

Decisive

Generous