



POSITION DESCRIPTION

Position Descriptions form a part of an integrated planning process to ensure that individual performances align with the strategic and corporate directions for the City. The Position Description also provides the basis on which selection criteria for the position are determined.

POSITION TITLE:	Team Member Civil Maintenance
WORKPLACE AGREEMENT:	CITY OF SALISBURY AWU AND LGE (ENTERPRISE BARGAINING) AGREEMENT No.13 - 2022.
CLASSIFICATION:	LGE Grade 2/3
DEPARTMENT / DIVISION:	CITY INFRASTRUCTURE / FIELD SERVICES
POLICE CLEARANCE:	NOT REQUIRED
REPORTS TO:	COORDINATOR CIVIL MAINTENANCE
DIRECT REPORTS:	NIL
POSITION NUMBER:	000645

POSITION OBJECTIVES:	<ul style="list-style-type: none"> To be a positive and hardworking team member of the civil construction maintenance team in providing effective and efficient maintenance services that meet standards. Operation of plant and equipment used in association with duties undertaken in an efficient, safe and effective manner. To effectively be part of the team through following direction, working collaboratively & efficiently, accurate record keeping, and application of Council's policies and procedures.
VALUES AND BEHAVIOURS:	<p>These Values empower us to ReACH towards our Vision, deliver exceptional community experiences, quality outcomes and a great place to work.</p> <p>Respectful</p> <ul style="list-style-type: none"> Create a sense of belonging & pride in the Salisbury community Respect individual differences Speak up when you don't feel respected, or are not being treated respectfully Look after the wellbeing of our community, ourselves and those around us

	<p>Accountable</p> <ul style="list-style-type: none"> • Take personal ownership and follow through • Deliver on what we say we will do • Believe that the Community comes first • Speak up when it is important <p>Collaborative</p> <ul style="list-style-type: none"> • Work together, committed to a common purpose • Openly share information • Find ways to connect people for better outcomes <p>Helpful</p> <ul style="list-style-type: none"> • Listen and focus on what we can do • Create new futures and look for opportunities • Make a positive difference
<p>KEY RESPONSIBILITIES:</p>	<p><u>Work Practices</u></p> <ul style="list-style-type: none"> • General civil maintenance duties including but not limited to road maintenance, drainage maintenance, footpath maintenance, verge maintenance, earthmoving and other general activities to maintain drainage and civil assets to required standards. • Maintain equipment in a clean, safe and serviceable condition in accordance with recommended operating practices. • Utilisation of machinery and equipment competently, safely and to standards including Skid Steer, Backhoe, Flocon, Excavator, and Roller. • Driving of a medium truck associated with the tasks required. • Utilisation of hand tools and all safety equipment when working with equipment, machinery or materials. • Carry out work activities as directed. • Complete work programs to standard in the most cost effective and safe manner possible. • Assist other Service Units or Departments as required utilizing plant, equipment and staff as necessary. • Ensure correct accounting for labour, equipment and materials by maintaining accurate up-to-date records as required by management (i.e., timesheets, weekly work sheets, daily job sheets, etc.). This may include the use of computer technology to record and access information. • Assist other Service Units or Departments as required utilising plant, equipment and staff as necessary. • Erection of temporary signage in accordance with the Work Zone Traffic Management Australian Standards. • Raising of defects in infrastructure as observed whilst undertaking maintenance operations. • Other duties as required from time to time, as per direction. <p><u>Human Resources / Team Work</u></p> <ul style="list-style-type: none"> • Encourage and support industrious, harmonious and team oriented work groups. • Assist in the coordination of staff across service areas to meet work load demands and service level standards.

	<ul style="list-style-type: none"> • Assist in coaching and training staff, including apprentices, trainees and casuals, to develop work skills and increase efficiency. <p><u>Administration</u></p> <ul style="list-style-type: none"> • Ensure equipment and materials required are procured from the store or external suppliers in accordance with council’s purchasing policy and limits of delegation. • Ensure correct accounting for labour, equipment and materials by maintaining accurate up to date records as required by management (i.e. timesheets, weekly confirm job recording, workzone etc.) This will include the use of computer technology to record and access information. <p><u>Continuous improvement</u></p> <ul style="list-style-type: none"> • Engage and contribute to the continuous improvement of work practices and associated systems and processes, including identifying areas for improvement. • Ensure continuous improvement initiatives have considered broader organisational requirements. • Actively promote a culture of continuous improvement. • Knowledge of functions and services within Local Government organisations & experience in leading services through organisational changes <p><u>Communication</u></p> <ul style="list-style-type: none"> • Ensure communication with staff and customers is at all time clear and courteous
WHS RESPONSIBILITIES:	<ul style="list-style-type: none"> • Observe and comply with health and safety policies and procedures within the City of Salisbury including all safe operating procedures or work instructions. • Take all reasonable steps to ensure personal safety and that of others is not put at risk through any act or omission in relation the above. • Identify & report hazards, incidents, near misses or injuries which arise in the course of work, using the systems and/or documentation available for such reporting. • Complete investigations and assessments of incidents and hazards relating to service areas. • Fulfil individual requirements to meet any documented WHS objectives arising from biannual performance and development reviews. • Not endanger personal safety or that of others by undertaking work whilst under the influence of alcohol or a drug in breach of Council’s Drug and Alcohol Policy. • Undertake WHS training where required, in order to perform duties (refer to WHS Competency Assessment). • Ensure that safe systems of work are implemented, followed, reviewed and maintained, including safe work methods standard operating procedures work instructions & risk assessments.
GENERAL RESPONSIBILITIES:	<ul style="list-style-type: none"> • To comply with the City of Salisbury Code of Conduct and all other policies and procedures adopted by the City of Salisbury as varied from time to time.

	<ul style="list-style-type: none"> To manage all Corporate Records in accordance with required procedures.
COMPETENCIES:	<ul style="list-style-type: none"> To be determined and written into the individual training plan upon commencement.
ESSENTIAL SELECTION CRITERIA:	<ul style="list-style-type: none"> Current MR Driver's License or higher. Experienced in civil maintenance. Knowledge of road maintenance techniques. Workzone traffic management certificate. Plant Operation Competencies i.e (Front End Loader; Backhoe, Skid Steer, Roller, Excavator)
DESIRABLE SELECTION CRITERIA:	<ul style="list-style-type: none"> Current HR Licence Trade qualifications (Certificate III or equivalent) in Civil Construction/Maintenance Demonstrated competency/experience using other forms of Civil plant and machinery Good communication skills, both written and verbal. Good interpersonal and customer service skills
SPECIAL CONDITIONS:	<ul style="list-style-type: none"> Required to assist in urgent repair work or services after normal working hours as required. Provision of overtime payments will be in accordance with the LGE Award and the current Enterprise Agreement.
EXTENT OF AUTHORITY:	<ul style="list-style-type: none"> Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits.

AGREEMENT:		
This position description reflecting the responsibilities, duties and skill requirements for the position, has been discussed with the incumbent.		
POSITION INCUMBANT NAME:	SIGNATURE:	DATE: