



Position Description

POSITION DETAILS	
Date of PD	March 2017
Position Title	Team Member, Civil
Position Grade	3
Group Business Unit	City Assets & Operations City Operations
Reports to	Supervisor, Civil Works
Physical Requirements Category	Category 2- Field Role with considerable Physical Requirements

POSITION OVERVIEW

The position is a Driver /Team Member / asphalt team, which may include contractors, engaged in the construction and maintenance of civil infrastructure in the Parramatta City Local Government Area. This involves carrying out civil works in a manner that ensures Council's work standards, specifications, practices and policies are complied with, and the works are completed within time and budget.

Civil Asphalt Works including the maintenance and construction of Asphalt footpaths, traffic facilities, road repairs and streetscape enhancement works.

KEY RESPONSIBILITIES

Impact – Operational

- Undertake key asphalt civil infrastructure works, which includes but not limited to:
 - Driving a 2 axle truck with a current MR drivers licence and taking full responsibility for related OH&S issues.
 - Operating a twin steel roller with full OH&S related responsibilities.
 - Identify and locate services before excavation works
 - Asphalt footpath restoration works, after road openings by others
 - Provide traffic control and set out road signs to ensure a safe work site
- Carry out tasks and use resources as requested by the Team Leader to ensure the works undertaken achieve best value (optimal combination of quality, cost and community satisfaction).
- Assist in ensuring OH&S processes and procedures are adhered to, and all paperwork is kept up to date.
- Attend and complete all required OH&S training, toolbox talks and briefings as directed.
- Participate in incident investigations and developing safety improvements.
- Assist in the correct completion of all necessary paperwork related to the team to ensure that all labour, materials, plant and contractors are properly charged for works.
- Help prepare for future business opportunities, focusing on continuous improvement with ongoing workplace skills development (training), and be acceptin.to changes with your accountabilities over time.
- Help to maintain a customer focused, supportive, safe and trusting workplace culture to ensure courteous & considerate behaviour to other team members and to the general public.
- Assist other operational areas as and when required.
- Ensure safe work practices are adopted in the work area and contribute to the development and maintenance of work method statements.
- Exercise a Duty of Care by working in a safe and efficient manner, having regard to personal safety and the safety of other workers, visitors, contractors, volunteers, and the general public.
- Report injuries, accidents, incidents and near misses in the work area, with corrective actions taken to prevent reoccurrence.
- Do not intentionally or recklessly interfere with or misuse anything provided in the interests of health safety or welfare.
- Use and properly maintain appropriate safety clothing and personal protective equipment.
- Ensure EEO, the principles for a culturally diverse society, and Council policies are complied with at all times

- Contribute to improved customer service and organisational effectiveness, by acting ethically, honesty and with fairness

Communication

- Participate in the ongoing development of a safe, cooperative and supportive workplace that delivers best value, community oriented services to the City of Parramatta. (Best workforce, best workplace = best services, best city).

Innovation

- Solve problems and make decisions within delegated authority to ensure maximum productivity is achieved.

Knowledge

Experience/ Skills

- Current Truck Driver's Licence (minimum MR) with related experience.
- Possession of a current (Blue) traffic controller certificate, or the ability and willingness to obtain the certificate.
- Possession of a construction OH&S industry certificate ("green card").
- Some relevant experience and well developed skills in the construction and maintenance of civil infrastructure, using asphalt for driveway crossings, footpaths and road pavement repairs.
- Good interpersonal communication skills, with the ability to listen and follow given work instructions. To work harmoniously with other staff members, to provide a cohesive team effort.
- Ability and willingness to be trained as required for safety and for continual work improvement.
 - Ability to work with contractors and with a flexible team, comprising staff of diverse backgrounds and varying skill levels.
 - The ability to undertake best value civil infrastructure works.
 - Understanding of and commitment to customer service.
- Understanding of and commitment to continuous improvement and accepting accountability for the provision of high quality, cost effective, competitive civil works services.
- Commitment to the understanding and practice of OH&S, EEO, local government policies and procedures, and the relevant state government legislation.
- Ability to demonstrate some skills and experience related to one or more of the following:
 - Ability to drive a 2 axle truck with a current MR drivers licence with full responsibility to related OH&S issues.
 - Ability to tow trailers.
 - Repair or construction of asphalt footpaths, driveway crossings, road repairs and road traffic facilities.
 - Identify and locate services before excavation works
 - Asphalt footpath restoration works, after road openings by others
 - Provide traffic control and set out road signs to ensure a safe work site
 - Knowledge and experience in the use of Environmental Controls required to prevent stormwater pollution or environmental contamination.
 - The use and safe handling of asphalt and drainage products.
 - Knowledge and skills for the proper use and maintenance of trucks, hand tools and small plant machinery.
 - Experience and ability to carry out other construction and maintenance activities carried out by Council's Civil Works Branch:
- Asphalt works (Road pavement and footpath repairs using Asphalt)

Desirable:

1. Ability to read and understand engineering plans and specifications – Road designs and traffic control plans).
2. A Certificate 3 in Civil Construction or equivalent.

Acknowledgement:

I, acknowledge that I have read and understood the above position description and have been given a personal copy.

Signatures:

Employee's Signature..... Date:

Manager's Signature..... Date: