

Position Description

POSITION DETAILS	
Date of PD	July 2022
Position Title	Team Member/Driver, Civil Maintenance
Position Grade	3
Directorate Business Unit	City Assets & Operations Roads Infrastructure
Reports to	Team Leader, Civil Maintenance
Physical Requirements Category	Category 2- Field Role with considerable Physical Requirements

POSITION OVERVIEW
This role reports to a team leader and is responsible for delivering services that ensures Parramatta's civil infrastructure assets are maintained and improved to enhance the appearance of the city and to promote Parramatta as Australia's next great city. KEY RESPONSIBILITIES Operational (core) • Assist the Team Leader to deliver all works; programs/schedules to the agreed standards. • Drive/operate a Truck for the Civil Maintenance teams and undertake the functions of a team member. • Undertake inspections of civil infrastructure assets to ensure that Council's exposure to liability is minimised. • Make decisions and implement work practices relevant to this position and in line with acceptable practices of the Civil construction and maintenance, trade and industry. • Display an awareness of costs and ensure operations are undertaken efficiently with minimal waste. • Undertake a variety of tasks required for the successful completion of the functions of the Civil Maintenance Team to ensure the long-term management, condition and usability of assets and facilities under the care of the team. • Adapt to changing priorities and undertake other tasks as directed, to assist other teams and operational areas, particularly in wet weather or other emergencies to meet community needs. • Carry out an agreed program of works to ensure the timely and effective completion of all objectives. • Provide feedback and input on improvements in operating procedures, programs and work schedules, including upgrading or improvements to plant, equipment, materials and tools used by the team or unit. • Ensure correct completion of all necessary administrative functions (electronic or paper based) associated with the department.

- Have a good knowledge of Councils software and technology as it applies to this position (Worx online (IPad)) and troubleshooting capabilities.
- Ensure a safe workplace for all works undertaken by;
 - Taking reasonable care for your own health and safety and the health and safety of others
 - Complying with any reasonable instructions, policies and procedures of Council.

Corporate (core)

- Ensure EEO, the principles for a culturally diverse society, and Council's policies, procedures and Code of Conduct are complied with at all times.
- Contribute to improved customer service and organisational effectiveness, by acting ethically, honestly and with fairness.
- Contribute to Council's sustainability objectives by reducing waste and litter, minimising consumption of fuel, energy and water while delivering services. Identify and report areas for potential improvement.

Knowledge

Qualifications (Level)

- Hold a current NSW Truck Driver's Licence (Minimum Class MR) with related experience.
- Possession of a current TCR and IMP traffic controller certificates, or the ability and willingness to obtain the certificate prior to confirmation of employment
- Possession of a construction WHS industry certificate ("White Card").
- Asbestos Awareness
- Powerline Awareness

Experience

- Relevant experience in area of specialisation in civil construction and maintenance, including use of plant

Skills

- The capacity to undertake the physical requirements of the role and area of specialisation