



## TEAM MEMBER, CIVIL MAINTENANCE POSITION DESCRIPTION

**Department:** Infrastructure & Major Projects  
**Unit:** City Services  
**Section:** Civil Maintenance  
**Reports To:** The position reports to the Leading Worker, Civil Maintenance

The Position is also expected to work in collaboration with other staff across the organisation.

**Direct Reports:** Nil.

**Classification:** Local Government Employees Award and the City of Norwood Payneham & St Peters' Local Government Employees Enterprise Agreement  
Municipal Employee, Grade 4 – 5

**Special Conditions:** May be required to work after hours and as part of the call-out roster

### PURPOSE

Working within a small multi-skilled team, the Team Member, Civil Maintenance undertakes a wide range of tasks associated with the maintenance of the City's roads, footpaths and drainage infrastructure.

Typical tasks undertaken by each team include pothole patching, road pavement repairs, kerb and watertable reconstruction, footpath paving, sign installations and collection of illegally dumped hard refuse. The role involves working with bitumen, asphalt, concrete, paving blocks and associated materials.

Typical machinery required to be used in the execution of works includes vibrating plates, rammers, concrete cutters, truck mounted cranes and borers. Tools include various hand tools and other items such as concrete floats, screeds, shovels, pole straighteners and brooms.

The Team Member, Civil Maintenance works closely with a Leading Worker, Civil Maintenance in the planning of work and work onsite, with minimal supervision, to resolve civil maintenance matters.

The Team Member, Civil Maintenance also undertaken work zone traffic management, Dial Before You Dig requirements and customer service responses as part of the practices at each work site.

While each team is assigned a work zone, a City-wide approach is taken to getting things done. The Team Member, Civil Maintenance therefore also works co-operatively with all members of the outdoor workforce and may be reassigned between teams from time to time.

The Team Member, Civil Maintenance will also work closely with Leading Workers and higher levels of management in determining work plans, goals and targets which will deliver the various organisational plans, strategies and corporate directions.

Staff also have a responsibly to contribute to a constructive working environment and effective team and may contribute to continuous improvement, personal development and training and team work principles.

From time-to-time the Team Member, Civil Maintenance may be required to use self-initiative, work in isolation or undertake work out of core hours.

### KEY RESPONSIBILITIES

#### Execution of Works

- Undertake all necessary activities associated with minor civil construction works and the maintenance of the City's roads, footpaths and drainage, street signage and furniture infrastructure and associated items.

Activities include, but are not limited to:

- digging out of material and preparing bases in preparation for concreting, paving or asphalt works;
- preparing and placing forms for concreting, paving and asphalt works;
- placing, screeding and finishing concrete;
- placing, working and compacting hotmix and coldmix asphalt;

## **TEAM MEMBER, CIVIL MAINTENANCE TEAM MEMBER, CIVIL MAINTENANCE POSITION DESCRIPTION**

- paving works, base preparation laying and re-laying;
- removing and installing road and street signs;
- repairing and installing street furniture (eg: benches); and
- setting out work zone traffic management signs and devices.
- Undertake all necessary activities associated with the safety and amenity of the City's roads, footpaths and drainage, street signage and furniture infrastructure and associated items. Activities include, but are not limited to:
  - removing illegally dumped hard refuse;
  - removing dead animals;
  - cleaning up minor spills and road accident debris;
  - removing obstructions to roads and footpaths; and
  - Installing public litter bins.
- Utilise appropriate plant, machinery and tools in the execution of works, but only when competent to do so, and with any necessary licence.

### **Reporting On Works**

- Maintain data and records associated with the assigned responsibilities in compliance with the State Records Act 2012 and the Council's expectations, including records such as records of minor purchases made (eg: submission of dockets), traffic control devices installation and WHS reporting.

### **Teamwork, Service & Continuous Improvement**

- Contribute to the effective functioning of the City Service Unit through;
  - observing and practicing Our Values, the Councils Behavioural Standard Policy and the Code of Conduct for Local Government Employees;
  - sharing and communicating relevant information amongst the staff in the Department and between the Unit and other Units within the organisation; and
  - participating in team meetings, continuous improvement opportunities, the EMPOWER Review process and business and action planning.
- Understand the expectations and needs of the customers of the City Services Unit and provide a responsive service aligned with the Organisational Values.
- Identify areas for Service Delivery improvement across the range of services in line with identified customer feedback and organisational needs.
- Participate in the establishment and reporting of key performance indicators (KPI's) and targets for all services within the area of performance.
- In conjunction with the Works Coordinator, Civil Maintenance, contribute to process improvement initiatives.

## **SELECTION CRITERIA**

### **ESSENTIAL CRITERIA**

- Driver's Licence & MR truck licence
- High level of knowledge of best practice in civil works
- Communication and interpersonal skills in order to communicate effectively with a diverse range of people.
- Good level of numeracy and literacy.
- Experience working in a team environment.
- Demonstrate initiative and self-motivation whilst working under minimal supervision
- Ability to develop new technical skills and embrace new technology and techniques.

### **DESIRABLE CRITERIA**

- Work zone traffic management certificate
- Trade certificate in a field relevant to the position
- Plant competencies including, skid steer loader (LS), front end loader (LL), backhoe (LB), Forklift (LF)
- Skills in all of minor concrete, bitumen and block paving repair, minor construction, stormwater drainage maintenance and installation of signs and street furniture
- Proven experience in practical civil works, involving or relating to the construction or maintenance of roads, footpaths and drainage.
- Experience in operation of plant, machinery and tools.

## TEAM MEMBER, CIVIL MAINTENANCE POSITION DESCRIPTION

### JOB REQUIREMENTS

- National Criminal Record (Police) Clearance with no adverse findings.
- Department of Human Services (DHS) Working with Children Clearance
- Be fit to undertake the inherent job requirements and the physical demands of the position and remain so during employment in accordance with reasonable work, health and safety expectations, and relevant policies and procedures.
- Complete training & attainment of skills applicable to the Award Classification.
- Attend training courses and relevant staff development courses and maintain competency levels.
- Adhere to Council policies, procedures, guidelines and standards.
- Complete other duties as required.

### WORK HEALTH & SAFETY (WHS) RESPONSIBILITIES

- All Workers
- Prioritise safety in the workplace.
  - Take reasonable care of your own health and safety, as well as others', in line with Section 28 of the Work Health & Safety Act 2012.
  - Comply with legislation, policies, procedures and participate in WHS training.
  - Proactively identify and report hazards, incidents, injuries and property damage, using appropriate reporting systems.
  - Use tools and equipment correctly to protect the health and safety of yourself and others.
  - Ensure you are medically and physically fit to undertake the requirements of your position.
  - Follow reasonable safety instructions.
  - Not attend work while under the influence of alcohol, drugs or any substance that may impair your ability to work safely.

**TEAM MEMBER, CIVIL MAINTENANCE TEAM MEMBER, CIVIL MAINTENANCE POSITION DESCRIPTION**

**WHO WE ARE**



**AGREEMENT**

By accepting this position, you acknowledge and agree to the following:

- I have read and understood the requirements and expectations of this position description and I confirm that I have the ability to fulfil the inherent position requirements;
- I accept that this position description is descriptive of the type of duties that I will undertake during my employment and is not intended to be all-inclusive;
- I accept that the organisation may require me to carry out any duties that are within the level of skills and competence expected of my classification level;
- I understand that the City of Norwood Payneham & St Peters may amend the position responsibilities to meet business and operational requirements as positions develop over time; and
- I accept my role in fulfilling the Council's Values and Strategic Goals.

**APPROVED BY:**

**READ & AGREED TO BY:**

\_\_\_\_\_  
 Mario Barone PSM  
**CHIEF EXECUTIVE OFFICER**  
 Date \_\_\_\_\_

\_\_\_\_\_  
 Insert Name of Incumbent.  
**TEAM MEMBER, CIVIL MAINTENANCE**  
 Date \_\_\_\_\_