CITY OF TEA TREE GULLY
Naturally Better

Position description
Field Officer, Civil Maintenance, Field Services

Position overview

Reporting to the Team Leader Civil Maintenance, the Field Officer Civil Maintenance is responsible for providing operational support across the Field Services Department in the delivery of civil construction and maintenance work associated with Council's transport network and stormwater infrastructure to the required Maintenance Service Levels (MSL).

Reporting relationships	Other key relationships
Reports to the Team Leader, Civil Maintenance	**Internal** Other relevant staff **External** Residents and ratepayers Public Authorities and service providers Other councils

Key outcomes

Responsibilities:

- Work with the Team Leader, Civil Maintenance to deliver programmed and reactive civil works as required across the Field Services Department.
- Undertake construction and maintenance of civil infrastructure including but not limited to roads, footpaths, carparks, stormwater drainage and creeks.
- Undertake activities that support the delivery of civil works programs and new civil projects to Council's standards, plans and specifications.
- Participate in Council's Plant and Equipment Competency Program and ensure learnings are implemented.
- Safely and conscientiously operate plant and equipment as required to support the Field Services department in the delivery programmed and reactive work.
- Undertake pre-operation checks on all equipment before operation. This may include tasks such as the application of required lubrication, checking tyres and the top up of oil and coolants and utilising Council's workshop for services as per the service schedules.
- Undertake a Worksite Risk Identification & Assessment for each site and ensure all effective controls are in place for identified risks according to the standards set out in the WHS procedures.
- Mentor and coach new team members including apprentices and non-payroll personnel (NPP).
- Set up work zone traffic management according to the standards required, and report any identified risks or potential risks associated with Council works or worksites. Seek advice from the Team Leader to determine whether the issue/matter constitutes a risk to Council.
- Demonstrate our values and behaviours when interacting with others and in delivering the outcomes of this role
- Work collaboratively to deliver services and to identify improvements to work practices and procedures.
- Comply with all relevant organisational codes, policies, procedures, guidelines, standards and legislation.
- Report all risks identified in the course of undertaking the duties relevant to this position.

Contributes to and supports:

- Improved services through participating in regular audits and reviews of team activities and services, and implementing any audit/review recommendations.
- Implementation of team performance measures and reporting on those measures, and participating in any improvements based on those measures.

- Individual performance planning (IPP) discussions and provision of constructive feedback

Safety, Wellbeing and Injury Management Key Outcomes

Contribute to a culture where everyone places safety first by:

- Safe use of plant and equipment and conscientious use of PPE.
- Identifying and reporting health and safety hazards, accidents and incidents using the appropriate reporting systems.
- Taking reasonable care to protect own health and safety, and the health and safety of others.
- Using any equipment that is provided to protect own health and safety.
- Following reasonable instructions given on safety, wellbeing and injury management.
- Complying with health and safety and injury management policies and procedures and actively participate in associated training and programs.

Role Specific Conditions

Vaccination requirements:

This position has tasks/exposures that have the potential to place the incumbent at greater risk of exposure to an infectious disease, or of transmitting infectious disease to others (children and vulnerable people).
Recommended vaccinations are:

- Hepatitis A
- Hepatitis B
- Tetanus

The following conditions apply:

- Occasional out of hours work may be required.
- Working with teams across the Field Services Department as required by the Supervisor, Civil Operations.
- This position may be labour intensive at times and requires physical capacity for activities associated with the regular use of minor plant and hand tools.

Qualifications (or demonstrated equivalent experience)

- Work Zone Traffic Management Ticket (WZTM)
- HR Licence or willing to obtain
- Work Safely in the Construction Industry (Whitecard)

Skills & Capabilities

Ability to demonstrate sound:

- Operation of civil maintenance plant and equipment.
- Innovative thinking and a practical approach to problem solving and negotiation.
- Planning and prioritising skills and meeting competing deadlines.
- Adaptability working across multiple teams at short notice.
- Using initiative and working with minimum supervision.
- Well established communication skills.
- Personal integrity and ethics aligned to our Corporate Values.
- Competent IT skills that enable the use of corporate systems in the day to day work activities.

Experience & Knowledge

General experience in:

- Civil maintenance (for example road construction and maintenance, drainage and creek maintenance.)
- Labouring duties associated with civil maintenance activities.
- Locating and marking services and assisting and providing guidance to plant operators

Sound knowledge of:

- The use and application of civil related materials and products.
- Civil construction & maintenance techniques.
- Relevant plant and equipment capabilities and maintenance requirements.