

## POSITION DESCRIPTION

<b>Position Title</b> Construction and Maintenance Worker	<b>Position Level</b> Level 3 – City of Bunbury Employees 2022 Enterprise Agreement	<b>Reports to</b> Supervisor Works
<b>Role of position</b> To provide high-quality, cost-effective construction and maintenance of roads, drainage and paths for the residents and property owners of the City of Bunbury. To complete road, drainage and path construction and maintenance projects within specified timeframes and budgets, according to the adopted Budget. To contribute to the pursuit of organisational objectives.		
<b>Accountabilities</b>  Operates plant, equipment and manual handling duties to undertake the construction and maintenance of road, drainage and path works. Maintain plant and equipment that is used in the daily activities to carry out construction and maintenance of road, drainage and path works. Consult with supervisor to obtain information relevant to carry out duties as required if unfamiliar with work practices. Distribute sound information, knowledge and advice to other employees, higher level staff and customers when needed. Performs traffic management duties. Complete other duties as directed.  <u><b>Road Construction and Maintenance</b></u> Operate road construction compaction equipment (vibrating rollers, MW Rollers and large plate compactor). Operate single axle truck to carry out road construction and maintenance activities (water truck operation control of moisture content during construction). Operate to a competent standard chainsaw, skid steer loader, backhoe, excavator and teleporter. Operate and set up Automatic level for minor levelling works. Operate Flocon Maintenance Truck as and when required.  <u><b>Concrete Construction and Maintenance</b></u> Operate tools required in the construction of concrete paths and other concrete works to produce a high quality finished wearing surface. Operate concrete cutting machines and compaction equipment. Prepare base and set up formwork for the construction of a concrete path. Set out alignment and determine levels onsite for standard concrete path and brick path construction.  <u><b>Drainage Construction and Maintenance</b></u> Prepare base and lay drainage pipes in trenching as directed. Construct side entry pits and other storm water structures. Operate laser level having set up and working knowledge to a competent standard.	<b>Internal Relationships</b> <ul style="list-style-type: none"> <li>All City of Bunbury employees</li> </ul> <b>External Relationships</b> <ul style="list-style-type: none"> <li>Local Government Agencies</li> </ul> <b>Delegation of Authority</b> <ul style="list-style-type: none"> <li>Assists Supervisor to ensure the safety of all staff and public in the implementation of works.</li> <li>Will be required to work with limited supervision.</li> <li>Responsible for materials, tools, equipment, vehicles and plant that is used.</li> </ul> <b>Essential Criteria</b> <ul style="list-style-type: none"> <li>Previous construction and maintenance experience, such as roads (sealed and kerbed), drainage (pipe laying &amp; pit building) and path (concrete, brick paving and slabbed).</li> <li>Sound knowledge on the operation and daily maintenance of a range of plant and machinery.</li> <li>Sound communication skills.</li> <li>General knowledge of requirements of Equal Opportunity and Diversity Acts.</li> <li>Possession of a White Card.</li> <li>Possession or advancement towards a current MR (Medium Rigid) class Australian Drivers Licence.</li> <li>Developed knowledge of Occupational Safety &amp; Health requirements.</li> <li>Sound level of physical health and fitness to undertake outdoor, manual duties.</li> </ul> <b>Desirable Criteria</b> <ul style="list-style-type: none"> <li>Advance concreting skills (major works) from plans and drawings without present levels.</li> <li>Developed oral and written communication skills, including plan reading and public relations.</li> <li>Completion of Basic Worksite Traffic Management and/or Traffic Control qualifications.</li> </ul>	

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### Mission Statement

Welcoming and Full of Opportunities

### Values

Employees at the City of Bunbury observe the following Values in their day to day activities:

### **We are Community**

- We are **one team**
- We keep each other **safe**
- We display **empathy and respect**
- We have **fun** and **celebrate** our successes
- We work together to **achieve** great outcomes

### **We are Open**

- We are **open to opportunities**
- We **actively listen** and think things through
- We are **inclusive** and treat everyone **equally**
- We are **honest** and open in our **communications**
- We are open to feedback to **improve** our performance

### **We are Brave**

- We **lead the change, we own it!**
- We **trust** and **empower** each other
- We have the **difficult conversations early**
- We hold ourselves to the **highest standard**
- We have the **courage** to improve and **simplify**

**#WEARECOB**

### **Misconduct**

City of Bunbury employees are required to comply with our Code of Conduct and refrain from behaviour that is deemed misconduct.

### Employees must;

- Apply accountable and ethical decision making principles within the work environment.
- Behave in accordance with legislation, City of Bunbury Council Policies, Management Policies and Employee Code of Conduct.
- Understand and observe the definitions of Misconduct and Serious Misconduct as defined in the Corruption Crime and Misconduct Act 2003.
- Report any information about actual or potentially fraudulent, corruption or illegal activities, including breaches of the City's Code of Conduct, to your Manager, Director or CEO.

### **Risk Management**

- Understand and adhere to the Risk Management Policy, Corporate Guidelines and related procedures. When required, undertake risk assessments for all proposed projects in consultation with Team Leader, Manager or Director.
- Apply sound operational risk management practices within the work environment.

### **Customer Service**

- Foster, advocate and implement the City's Customer Service Charter.
- Aim to exceed customer expectations.
- Strive for an element of consistency from one service transaction to the next.
- Through the delivery of outstanding service, establish a reputation of customer service excellence through service delivery.
- Deal with enquiries from customers and provide or arrange for the provision of the appropriate information or redirect the customer to the appropriate service provider.

### **Work Health and Safety**

#### Managers/Supervisors must

- Ensure adherence to WHS policies and procedures.
- Consult and cooperate with workers and WHS representatives on WHS issues.
- Ensure that workers are equipped with the information, instruction, training, and supervision that they need to work safely.
- Identify, assess, and control hazards within their area of responsibility by applying the hierarchy of controls.
- Encourage early reporting of incidents, gather initial information to assist investigations and forward to WHS Team immediately.
- Ensure that workers are aware of, and abide by, all relevant health and safety procedures, particularly those relating to the operation of plant and equipment.
- Develop Safe Work Procedures as required in consultation with the workers and ensure adherence to procedures.
- Provide PPE as required and ensure workers are aware of correct usage and storage requirements.
- Ensure all plant and equipment is properly maintained.
- Maintain relevant knowledge of WHS issues.
- Act as a role model by demonstrating safe work behaviours.

#### Workers must;

- Take reasonable care to ensure their own health and safety and that of others who may be affected by their acts or omissions, as defined in WHS legislation.
- Participate in the development of a healthy and safe workplace.
- Comply with any reasonable instructions given for their own health and safety and that of others, to comply with legislation and local policies and procedures.
- Cooperate with management in its fulfilment of its legislative obligations.
- Report any injury, illness, hazard or near miss immediately, where practical to their supervisor.
- Familiarise themselves with the work health and safety policies and procedures
- Not wilfully or recklessly interfere with safety equipment.

### **Accountable and Ethical Decision Making**

- Ensure actions and decisions are impartial and unbiased and can be justified and accurately explained.
- Act fairly and justly, abiding by principles of due process and natural justice.
- Be accountable and transparent.
- Do your job effectively and as efficiently as possible.
- Behave in accordance with legislation, City of Bunbury Council Policies, Corporate Guidelines and Code of Conduct.
- Declare any potential conflicts of interest.

Signature:

Date: