

Position Title:	Construction and Maintenance Worker		
Position Level:	Level 3	Employment Agreement:	2024 City of Bunbury EBA
Directorate:	Infrastructure	Position Number:	HRXXXX
Business Unit (Department):	Infrastructure Maintenance Services	Primary Location:	Works Depot
Team:	Works	Hours:	76 / Fortnight

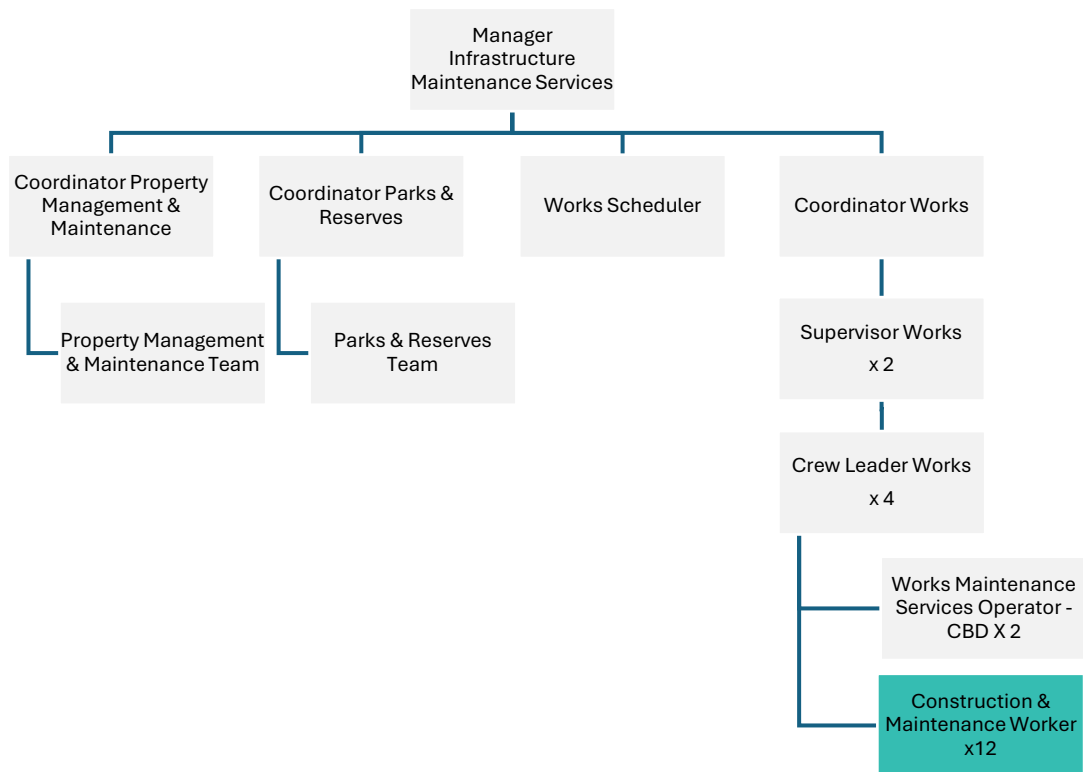
Position descriptions are amended from time to time, therefore you should not rely on a printed copy being the current version. Please consult the People & Safety Department to ensure that the version you are using is up to date.

This document is available in alternative formats (e.g. larger font) if requested.

Position Objectives

The Construction and Maintenance Worker is responsible for delivering high-quality, cost-effective construction and maintenance of roads, drainage and paths across the City of Bunbury. This role also operates plant and equipment, undertakes manual labour, and supports the delivery of civil works projects in line with City standards and safety expectations.

Works Structure



Key Accountabilities

- Operate plant, equipment and undertake manual handling duties to carry out road, drainage and path construction and maintenance.
- Perform road construction tasks including compaction, truck driving, moisture control, and using chainsaws, skid steers, excavators, and telehandlers.
- Operate Flocon Maintenance Truck, automatic and laser levels for civil works activities.
- Carry out formwork, base preparation, concrete cutting and finishing for footpaths and kerbing.
- Construct and maintain drainage systems including pipe laying, trenching, and stormwater pits.

Authority and accountability

- Undertake and coordinate routine construction and maintenance activities with limited supervision, ensuring quality and timeliness of outcomes.
- Support the Construction and Maintenance programs in line with operational priorities.
- Support traffic management setup and perform duties in accordance with relevant Traffic Management Plans (TMPs).
- Assist in the procurement and management of construction and maintenance tasks within approved budgets.

- Undertake administrative tasks relevant to construction and maintenance activities.
- Responsible for the proper use, care, and maintenance of assigned materials, tools, equipment, vehicles, and plant.
- Maintain work areas in a clean, safe, and efficient condition ensuring compliance with workplace safety standards.
- Maintain and complete daily safety and maintenance checks for assigned plant and tools.
- Assists Crew Leader Works to ensure the safety of all staff and public in the implementation of works.
- Provide guidance and on-the-job support to less experienced staff or new employees as required.
- Ensure work tasks are completed in accordance with established procedures, policies, and required timeframes.

Judgment and problem solving

- Create construction and maintenance programs in consultation with relevant officers.
- Resolve minor day-to-day matters or enquiries using sound judgment and established procedures.
- Prioritise workload based on operational needs and available resources.
- Identify and resolve minor operational issues, referring complex issues to Crew Leader Works.
- Consult with Crew Leader Works to confirm scope of work and obtain technical guidance when required.
- Interpret and apply Council procedures, specifications, and safety standards to Construction and Maintenance work.
- Apply developed operational skills to safely and efficiently use and maintain tools, plant, and equipment in accordance with Council procedures and safety standards.
- Maintain accurate records and documentation to support Construction and Maintenance operations.
- Contribute to continuous improvement by supporting process enhancements, sharing knowledge, and assisting colleagues as required.

Specialist knowledge and skills

- Apply developed knowledge of Constructions and Maintenance procedures, systems and processes.
- Operate relevant tools, machinery, and equipment safely and efficiently in accordance with training and manufacturer guidelines.
- Participate in training programs and initiatives to further develop technical competence.

Management skills

- Provide day-to-day direction and guidance to Contractors as directed by Crew Leader Works.
- Undertake other duties as directed by the Crew Leader Works.

Interpersonal skills

- Communicate effectively with team members, line manager, and contractors as necessary to coordinate activities.
- Participate in team briefings, toolbox meetings and safety discussions.
- Liaise courteously with internal and external stakeholders.

Key Relationships

Reports To	<ul style="list-style-type: none"> • Crew Leader Works
Supervises	<ul style="list-style-type: none"> • Nil
Indirect Positions Managed	<ul style="list-style-type: none"> • Nil
Key Internal Relationships	<ul style="list-style-type: none"> • All City of Bunbury Employees
Key External Relationships	<ul style="list-style-type: none"> • Local Government Agencies • Contractors and Suppliers • General Public

Financial Accountability and Delegations

Financial Accountability	<ul style="list-style-type: none"> • Acts within established practices • Purchasing limit \$nil
Delegations	<ul style="list-style-type: none"> • Nil

Extent of Authority

This position may exert influence in the following:	
<ul style="list-style-type: none"> • Prioritise own work to ensure all tasks are performed within a satisfactory timeframe. • Exercise initiative and/or judgement within clearly established Policies and Procedures. • Is fully accountable for the content, accuracy, validity and integrity of advice provided. • Acts within the organisational values, Code of Conduct, strategic plans and priorities, legislative and regulatory frameworks, delegations, and organisational policies and procedural frameworks and guidelines. 	

Requirements of the Position

Qualifications and Experience	Essential	Desirable
Qualifications or relevant experience in accordance with the requirements of work in this level, which may be acquired through a Certificate II in Civil Construction.	✓	
White Card (Construction Safety Awareness Certificate).	✓	
Current Working with Children Check (WWC).		✓
Possession or progression towards a current HR (Heavy Rigid) Class Australian Driver's Licence.	✓	
Experience in civil construction and maintenance, including roads, drainage and paths.	✓	
Demonstrated experience in following established safety protocols.	✓	
BWTM and/or Traffic Control Accreditation.		✓
Valid WA Drivers Licence or equivalent.	✓	
Current National Police Clearance.	✓	
Skills and Knowledge	Essential	Desirable
Competence in the safe operation and basic maintenance of civil plant and machinery.	✓	
General knowledge of Equal Employment Opportunity and Diversity Acts.	✓	
Advanced concreting and finishing skills from plans or drawings.		✓
Ability to interpret construction plans and levels.		✓
Ability to follow work instructions, read plans, and complete tasks within set timeframes and with minimal supervision.	✓	
Demonstrated understanding key workplace health and safety laws and regulations applicable to the role and position, including site safety practices.	✓	
Actively participate in safety initiatives.	✓	
Good public relations and interpersonal communication skills.		✓
Contribute to a collaborative and positive team workforce environment/ culture and by demonstrating a positive attitude, respect, accountability and teamwork.	✓	
Sound physical fitness to perform outdoor manual duties.	✓	
Knowledge of relevant Local Government function, legislative and statutory requirements and/or contemporary governance principles and standards.		✓
For specific Role Expectations applicable to this position, the position holder will refer to the Role Expectations Guide on the City's Intranet. The person accepting the position will be required to sign off that they have received and understood their Role Expectations.		

Mission Statement

Welcoming and full of opportunities

Organisational Values

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



We are Community

C

- 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

O

- 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

B

- 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 and Ethical Decision-Making

City of Bunbury employees are required to comply with the Employee Code of Conduct and refrain from behaviour that constitutes misconduct.

Employees must:

- Apply accountable and ethical decision-making principles within the work environment.
- Ensure all actions and decisions are impartial and unbiased and can be justified and accurately explained.
- Be accountable and transparent in all work activities.
- Do your job effectively and as efficiently as possible.
- Declare and appropriately manage any potential conflicts of interest.
- Comply with all relevant legislation, City of Bunbury Council Policies, Management Policies and Employee Code of Conduct.
- Report any suspected misconduct including breaches of the City's Code of Conduct, to your Manager, Director or CEO.
- Act fairly and justly, abiding by principles of due process and natural justice.

Risk Management

- Understand and adhere to the Risk Management Policy, Management Policies 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 and be aware of their own responsibilities listed herein.
- Consult and cooperate with workers and Health and Safety Representatives (HSRs) on WHS issues to gain a thorough understanding of key risks, enabling accurate reporting at WHS Committee Meetings.
- Ensure workers are provided with the information, instruction, training, and supervision they need to work safely.
- Identify, assess, and control hazards (physical and psychosocial) within their area of responsibility by applying the hierarchy of controls and actively using and monitoring the safety management system.
- Encourage early reporting of incidents and hazards, gather initial information to assist investigations, and forward details to the WHS Team immediately.
- Ensure workers are aware of and comply with all relevant WHS procedures, particularly those relating to the operation of plant and equipment.
- Develop safety documentation as required, in consultation with workers, and ensure these are followed.
- Provide PPE as required, and ensure workers are trained in correct use, fit, and storage requirements.
- Ensure all plant and equipment is safe to use and maintained in accordance with manufacturer recommendations and legal requirements.
- Foster a positive and respectful workplace culture that supports psychological health and safety.
- Maintain current knowledge of WHS legislation, risks, and control measures relevant to their own work area.
- Lead by example by consistently demonstrating safe work behaviours.

Workers must:

- Take reasonable care of their own health and safety (physical and psychological) and ensure their acts or omissions do not adversely affect the health and safety of others, as required by WHS legislation and the City of Bunbury Code of Conduct.
- Follow safe work practices and participate in maintaining a healthy and safe workplace.
- Comply with reasonable instructions, policies, and procedures relating to health and safety.
- Cooperate with management to help them meet their WHS obligations.
- Report any injury, illness, hazard, or near miss immediately, where practicable, to their supervisor — including psychosocial hazards such as bullying, harassment, or unreasonable work demands. Where safe and practicable, take immediate action to make hazards safe before reporting them.
- Treat colleagues, customers, and members of the public with respect to protect the psychological safety of others.
- Familiarise themselves with and follow the City's WHS policies and procedures.
- Not intentionally or recklessly misuse or interfere with anything provided for health and safety.

Position and Incumbent Details

The requirements of this position are accepted and will be undertaken with due diligence at all times:

Position Description Prepared by:	A/Manager Infrastructure Maintenance Services	Key accountabilities accepted by Employee:	
Signed:		Signed:	
Date:	20/11/25	Date:	

The original signed position descriptions must be returned to People & Safety.

Review

The line manager and incumbent will review this position description for any necessary amendments during the employment lifecycle, including the annual performance development (PDP) review process.