



Position Description

POSITION TITLE:	Tradesperson - Concreter
DEPARTMENT:	Engineering Services
SECTION:	Infrastructure Services
CLASSIFICATION:	Band 2 Level 1 Grade 7
REPORTS TO:	Site Leader Maintenance
DATE OF LAST REVIEW:	21 February 2026

PURPOSE OF THE POSITION

To carry out a broad range of tasks including concreting for infrastructure construction and maintenance projects

SELECTION CRITERIA

Essential

1. High level physical fitness
2. Current MR drivers licence
3. Certificate III in Concreting or equivalent industry experience with an ability to screed concrete
4. WHS Construction Induction certificate
5. Demonstrated skills and experience in concrete finishing, screeding, and formwork
6. Demonstrated skills and experience in setting levels
7. Demonstrated ability to work well with others in a team environment

Desirable

8. Demonstrated ability to operate a tip truck
9. Class HR drivers' licence
10. Demonstrated ability to operate a small excavator or posi track
11. Traffic Guidance accreditations
12. Safe work near overhead power lines
13. Accreditation in chainsaw operation
14. Demonstrated competency in pipe laying and jointing (drainage)
15. Demonstrated ability to use a tablet or phone to document work tasks

KEY RESPONSIBILITIES

- Construct and maintain concrete culverts, drainage pits and drainage lines
- Repair and construct kerb and gutter, shelter slabs and footpaths including formwork, steel fixing, pour, screed and finishing.
- Construct and maintain retaining walls
- Install and repair concrete boat ramps
- Restore areas after completion of works eg remove rocks and surplus materials from grassed footpaths and place turf or top dressing and seed on damaged areas
- Ensure that work areas are correctly signposted and fenced to protect non workers
- Ensure correct signage is in place in accordance with appropriate traffic control plans whilst conducting works
- Install and maintain guideposts and guardrail
- Install erosion and sediment control prior to and during works
- Erect fencing
- Repair recreation facilities such as barbecues, shelters, seats and tables
- Advise the store person in advance of material requirements
- Carry out repairs in accordance with industry standards
- Ensure timesheets, plant pre-starts, and site-specific pre-start risk assessments and work accomplishments are completed as necessary.
- Operate vehicles, plant and equipment allocated and ensure they are kept in clean and tidy condition
- Carry out preventative maintenance of any plant and/or equipment including any routine checks with regard to safe and legal operation, fluid levels and lubrication points and report any problems to the Structures Coordinator and/or Depot Coordinator
- Routinely drive the teams MR trucks to put out TGS signage, pick up and drop off materials and to transport the team to and from site and from time to time drive a HR Truck

OTHER KEY CORPORATE RESPONSIBILITIES

Work Health and Safety	• Follow safe practices/procedures to perform your duties in a manner, so as not to put yourself or others at risk of harm • Participate in development of safe work methods and risk assessments with your supervisor when required; • Actively participate in WHS inductions and training when required; • Wear personal protective equipment (PPE) in the prescribed manner and when specified; • Participate in workplace inspections if required; • Take care of any plant or equipment of any kind, including computer and other telecommunication devices; • Participate in emergency preparedness training, including any required knowledge for business continuity plans • Report all hazards, near misses and damage to Nambucca Valley Council's property to the General Manager (or delegate). • Where required for the position, either by legislation or through Nambucca Valley Council's policies and procedures, maintain all certificates, licences, operative training etc, and advise the General Manager (or delegate) of any change to these, including vehicle licences. • Report all injuries/illnesses to the General Manager (or delegate) immediately; • If injured at work, actively cooperate and participate to comply with obligations imposed under injury management and return-to-work plans where applicable. • Report any potential public liability and professional indemnity exposures in your workplace to the General Manager (or delegate).
Council's Policies and Procedures	Comply with all Council policies and procedures which are relevant to the position. Identify where these are out-of-date and where improvement is needed
Customer Service	Promote a professional and positive image of Council. Take a pro-active approach to providing excellent customer service – to both internal and external customers.
Equal Employment Opportunity	Comply with the requirements of the Anti-Discrimination legislation and Council's policies and procedures relating to EEO and Anti-Discrimination. Take appropriate action to ensure a harassment-free workplace.

Ethical Conduct	Comply with the requirements of Council's Code of Conduct. Take appropriate action to ensure a workplace free from corruption, maladministration and serious and substantial waste.
Environmental Protection	Comply with the requirements of legislation and Council's policies and procedures relating to environmental protection. Take appropriate action to ensure the protection of the environment.
Statutory Obligations	Ensure that all statutory obligations are met in an appropriate and timely manner and are applied fairly and impartially.
Records Management	Ensure that all corporate records are fully and accurately captured and maintained, to comply with legislative requirements and business needs.
Teamwork	Support and promote teamwork through co-operation and communication.

OUTPUT MEASURES

- Projects completed on time
- Completed projects conform to set standards
- Proper care of tools and equipment
- Profile/recognition of Council within the general community
- Compliance with Council's policies, procedures and codes

COUNCIL VALUES

Council is committed to creating a workplace where staff demonstrate the following values in our behaviour and conduct:

Professionalism	Show drive and motivation, innovation, risk awareness, an awareness of strengths and weaknesses and a commitment to learning
Accountability	Take responsibility for own actions, act in line with legislation and policy and be open and honest
Community Focus	Commit to delivering customer and community focused services in line with strategic objectives
Teamwork	Be a respectful, inclusive and reliable team member, collaborate with others and value diversity
Safety	Strive towards a safety focused workplace culture to ensure the wellbeing of staff, their families and the community
Value for money	Achieve results through efficient use of resources and a commitment to quality outcomes

ACCEPTANCE

I, _____ confirm I have read and understood the Position Description. As the incumbent of this position, I agree to work in accordance with the requirements of the position and will abide by Nambucca Valley Council's policies and procedures.

I understand this Position Description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list. I acknowledge that the organisation, in response to changing priorities, may vary tasks and responsibilities from time to time.

Signature:

Date: