

POSITION DESCRIPTION

POSITION: Civil Construction Attendant	
DIRECTORATE: City Infrastructure	GROUP: Coastal Works
SECTION: Coastal Works	REPORTS TO: Construction Coordinator
GRADE: C	EMPLOYMENT TYPE: Permanent Full Time
HOURS/WEEK: 38	POSITION No.: Various
DATE: September 2026	

OUR VISION

“Empowering the community and visitors to enjoy and grow our opportunities”.

OUR VALUES

We ensure that our Values are the foundation for everything we do.



iNnovate

Challenge the status quo in search of better outcomes.



Collaborate

Seek to understand different perspectives to problem solving.



Accountable

Take ownership and have the courage to call things out.



Respect

Mutual respect. No time for disrespect.



Empowering

Here to make a difference.

THE DIRECTORATE

Our City Infrastructure Directorate is responsible for planning, designing, delivering, operating and maintaining transport, open space, water and waste infrastructure for our local government area and delivering civil construction projects for clients.

THE SECTION

Our Coastal Works Business Unit is responsible for delivering the City's commercial works program and identifying opportunities for delivering civil construction projects for clients.

POSITION OBJECTIVES

- Work in a team environment to undertake both The City's and commercial civil infrastructure construction projects in a safe manner, to specification, on time and to budget.
- Demonstrate a commitment to the City of Coffs Harbour's core values, comply with the Code of Conduct and promote the image of the City as an efficient and professional organisation.

KEY ACCOUNTABILITIES

Work Health & Safety (WHS)

Contribute to a safe working environment by:

- Demonstrating safe work place practices and behaviours and encouraging others to do the same.
- Reporting all incidents, near misses and hazards in accordance with the City's processes.
- Taking reasonable care for own health and safety and the health and safety of others in the workplace.
- Participate and contribute in WHS training and consultation as required and be supportive of the implementation and development of safe work practices.
- Compliance at all times with statutory and regulatory requirements and Australian Standards.

Customer Service

Promote a positive and professional image of the City through:

- Creating and maintaining good relationships with the Community and our stakeholder customers.
- Taking the time to understand the needs of customers and their expectations.
- Provision of clear, accurate and timely technical and general advice to Council, management, stakeholders and clients.
- Following up on both positive and negative feedback received.
- Considering customer service in all aspects of their duties.
- Continuously looking for ways to improve the level of customer service you deliver.

Community Engagement

Committed to active and appropriate engagement processes guided by the principles of:

- Informing – Giving information to the community where instructed.
- Consulting – Obtaining community feedback when requested.
- Involvement – Engaging directly with the community as directed.
- Partnership – Partnering with the community to create solutions.
- Enabling – Placing final decision making in the hands of the community and City of Coffs Harbour management

Learning and Development (L&D)

Support the City of Coffs Harbour as a high performance organisation by:

- Participating in strategic learning and development initiatives.
- Undertake and participate in L&D initiatives that directly enhance and/or improve individual performance and contribute to the City's effectiveness.
- Take individual responsibility for own learning and engage in professional development.
- Participate in learning and development activities in accordance with the City's Training plan.
- Work collaboratively with the other staff to identify training needs and appropriate solutions.

Sustainability

- Consider the interconnections between economy, society and environment and ensure sustainability.
- Incorporate the City's Sustainability Policy and Climate Change Policy into daily operations whilst applying appropriate environmental laws and the management of cultural diversity in controlling the risk of serious or irreversible impacts on the environment, society and heritage values.

Continuous Improvement

- Supporting staff and the leadership team in the implementation of new and improved business processes.
- Support organisational initiatives including business and cultural change programs that progress the organisation towards the desired state.

Organisation Support

Support the leadership and management by:

- Embracing the organisations vision and values, so that they are demonstrated through behaviours, actions and attitudes.
- Ensuring all appropriate City Policies and Procedures relating to employment, including Equal Employment Opportunity, Code of Conduct and Fraud & Corruption.
- Ensuring the WHS responsibilities of the role are undertaken in accordance with the City WHS Responsibilities Statement, WHS legislation and other City Policies and Procedures regarding WHS.
- Ensuring business records are maintained accurately and on time, in accordance with the City's Records Management Policy.
- Providing valued team contribution, coupled with performance and behaviours consistent with a positive and productive work environment.

KEY AREAS OF RESPONSIBILITY

- Contribute to the daily planning of the works and ensure that targets are clearly understood and met.
- Ensure all plant, tools and other materials are on site to enable continuity of the works.
- Ensure the area in and around the work site is clean and tidy so that no hazards exist that can cause harm to workers or the general public.
- Perform general maintenance of construction equipment and vehicles.
- Follow all instructions issued by the Coordinator, Supervisor and/or the Leading Hand.
- Operate heavy plant (e.g. roller, skid steer) and small plant / equipment (e.g. power tools, pneumatic hammers, vibrators, tampers, levels) where required on construction works.
- Ensure relevant equipment is tested, tagged and inspected for any faults prior to use including undertaking pre-start checks where required.
- Implement technical construction processes, ensuring compliance with the City's Quality Management System, WH&S, and Environmental Management System standards, such as:
 - Interpret construction drawings and specifications,
 - Interpret levels and setup pipe lasers and level controls,
 - Flexible and rigid road pavements,
 - Drainage and stormwater,
 - Sewer and water, including valve assembly installations,
 - Basic reinforced concreting and finishing,
 - Earthworks and material placement with plant operators,
 - Traffic and pedestrian movement plans and signage.
- Actively contribute to the maintenance of the WH&S management system to ISO 45001:2018 to improve work, health and safety, effectively manage WH&S risks (including system deficiencies), take advantage of WH&S opportunities, and address WH&S management system nonconformities associated with organisational activities.
- Understand your role and responsibilities in ensuring compliance with the ISO 9001:2015 Quality Management System including understanding specification requirements, Inspection & Test Plans and Verification checklists.
- Understand your role and responsibilities in ensuring compliance with the ISO 14001:2015 Environmental Management System including understanding Environmental Management Plans, awareness of conditions of approvals, and implementation and maintenance of environmental controls.
- Mentor others on the job in relevant construction methodologies and technique.
- Undertake other tasks/duties as directed by your leader – that are within the skills, capability and training of the employee.

KEY RELATIONSHIPS

Internal

- Construction Supervisors and Leading Hands
- Construction Engineers and Coordinator
- Other Coastal Works Teams
- Other City Staff

External

- Community
- Contractors

OTHER POSITION REQUIREMENTS

- Based on a 38 hour week, the ordinary hours of work will generally be between 06:00 and 18:00 Monday to Friday. Actual start and finish times within this span will be arranged with your People Leader. Shift penalties in accordance with the Award will apply for ordinary hours worked at the following times;
 - Weekdays outside of 06:00 to 18:00 – 20%
 - Saturdays – 50%
 - Sundays – 100%.
- Flex time may be available in accordance with City procedures.
- Work may be required to be undertaken outside of ordinary working hours as agreed with your People Leader. Payment will be in accordance with the Award and the City's Enterprise Agreement (EA).
- This position is delegated with certain powers, authorities, duties and functions under the City's Delegations of Authority in accordance with the Local Government Act.
- This position is located at the Marcia Street Coastal Works Depot with the requirement to attend and/or work at other sites/locations having regard to the nature of the role.
- This position may on occasions be required to work outside of the City area for extended periods. Appropriate allowances or reimbursement will be provided.
- This position involves working in a predominantly outdoor environment where a varying range of temperatures, weather conditions and walking surfaces may be experienced. The position requires a moderate level of aerobic and physical fitness to undertake regular physical activities such as walking, lifting, pulling, pushing along with the capacity to maintain normal manual handling tasks across the work day – depending on the nature of the tasks undertaken. The use of relevant work method statements and appropriate WHS standards are an integral part of the role. A full functional and medical assessment is required for this position.

QUALIFICATIONS/LICENCES/EXPERIENCE

Essential

- Certificate III in Civil Construction or similar, other relevant qualifications, or equivalent experience in civil construction with the ability to obtain the formal qualifications.
- Current Class C Drivers Licence
- General Construction Induction Card (White Card)

Desirable

- Industry experience in any civil construction or similar e.g. stormwater, potable water, sewer reticulation, concreting basics and earthworks.
- Traffic Control Work Training Card (TCR)
- Working as a Safety Observer / Spotter training
- Confined Spaces training
- Work Safely in the Vicinity of Live Electrical Apparatus training
- Plant Operator tickets (e.g. roller).
- Relevant High Risk Work Licenses (e.g. dogging)
- Light Rigid (LR) or Medium Rigid (MR) License

CAPABILITIES

- Demonstrated willingness to learn and use a flexible approach to varying priorities
- Knowledge and understanding of Work Health & Safety Legislation requirements relevant to civil or infrastructure environments
- Demonstrated interpersonal, oral and written communication skills.
- Ability to following instructions.
- Ability to work as part of a team as well as independently.
- Clarifies work required and checks own work for accuracy, quality and completeness

Position Demands Analysis

Civil Construction Attendant

EXPOSURE RATING TABLE			
No exposure	Low Exposure	Medium Exposure	High Exposure
0 hrs daily	0-2 hrs daily	2-4 hrs daily	4-8 hrs daily
0	1	2	3

PHYSICAL REQUIREMENTS					
<i>All Lifting to be undertaken using effective risk based manual handling techniques.</i>					
Sedentary work lifting 0 - 4.5kg	3	Elevating arms above shoulder height	1	Climbing to access / exit excavations	2
Light work lifting 4.5 - 9.1kg	3	Extend arms for reaching	1	Kneeling for extended periods	1
Medium work lifting 9.1 - 22.7kg	2	Sitting for extended periods	1	Crawling	1
Heavy work lifting 22.7 - 45.5kg	1	Standing for extended periods	2	Balancing	2
Repetitive Lifting	0	Walking for extended periods	1	Hearing above background noise	2
Pulling Loads > 5kg	3	Walking on uneven ground	3	Depth perception	2
Pushing loads > 5kg	3	Frequent bending / stooping	2	Colour vision	2
Lifting with trunk twisting	1	Shovelling / digging	2	Fine manipulation	2
		Throwing	1		
USE OF PERSONAL PROTECTIVE EQUIPMENT					
Safety boots / shoes	3	Dust Mask / Respirator	1	Reflective vest	1
Hard hat	3	Protective eyewear	3	Breathing Apparatus (BA)	0
Ear plugs / muffs	2	Gloves	2		
EXPOSURES					
CHEMICALS		CHEMICAL NAME/TYPE		BIOLOGICAL	
Dusts	2			Odours / Mists / Fumes	1
Liquids	2			Possible exposure to sharps	1
Herbicide spraying	1			Possible exposure to Q Fever	1
Pesticide spraying	1			Possible exposure to Tetanus	1
Gases / Vapours	2			Possible exposure to Hepatitis A, B, C	1
Working with solvents	2			Possible exposure to blood / bodily fluids	1
				Possible exposure to plant pathogens	1
PHYSICAL/PSYCHOLOGICAL					
Inside work	1	Working near machinery	3	Slippery surfaces	2
Outside work	3	Operating machinery	3	Low light areas	2
Confined spaces	3	Vibration	2	Shift work	2
Working alone	1	Working at heights	1	Use of computer for screen-based activities	1
Working with hot substances	2	High Temperatures > 38 degrees	1	Prolonged driving periods > 2hrs	1
Working with cold substances	2	Low Temperatures < 3 degrees	1	Violence / aggression from customers	1
Noisy work areas	3	Fatigue	3	Violence / aggression from animals / wildlife	1