

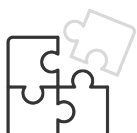
Role Charter

POSITION:	CIVIL WORKS LABOURER/OPERATOR
Reports to:	Team Leader Civil Maintenance Team Leader Civil Works Team Leader Civil Construction
Accountable to	Coordinator Civil Works
Group:	City Services
Date revised:	August 2014

This role charter is a broad description of the accountability and duties of an employee of Maitland City Council. The role will evolve and changeover time, in line with the changing strategic and operational requirements and outcomes of the organisation.

Council has a set of Guiding Principles that assist staff to understand the behaviours that are expected to create an organisational culture that helps our customers and people thrive.

Our Guiding Principles are:



MAKE THINGS EASY

Do the hard work to make things intuitive for everyone.



BE WELCOMING

Care for everyone as people, not tasks or numbers.



BE OPEN MINDED

Listen to each other and work together to find solutions.



KEEP YOUR PROMISES

Follow through on your commitments to everyone.



LOOK OUT FOR ME

Thoughtfully anticipate what will make our days go smoother.

Primary Purpose

Undertake general labouring duties, operate compaction equipment (including rollers) and drive/operate various trucks (up to and including medium rigid rating – not including street sweeper) to assist in construction and maintenance of Council's infrastructure and other municipal works.

Core Accountabilities

1. Undertake general labouring duties using the correct work practices and procedures as directed by the Team Leader or Coordinator to ensure quality of workmanship with maximum productivity and minimum inconvenience to the public.

2. Operate compaction equipment (rollers etc) and trucks (up to and including medium rigid rating – not including street sweeper) using the correct work practices and procedures and according to the appropriate motor traffic regulations and as directed by the Team Leader or Coordinator to ensure quality of workmanship with maximum productivity and minimum inconvenience to the public.
3. Maintain and clean the item of plant to a satisfactory condition, including daily checks of oil, tyres and ensuring the item of plant is regularly serviced. Report promptly any defect, malfunction or repair work necessary to keep the plant in a safe and roadworthy condition. Maintain other equipment and tools normally housed on the plant in a satisfactory condition and safeguard them against loss, theft or damage.
4. Keep an accurate record of duties to be reported on the weekly timesheet and plant sheet and submit them weekly or as otherwise directed by the Coordinator.

Undertaking any other duties, projects or tasks as directed by the Supervisor which are within the employee's skills, competence and training.

The incumbent is to behave in alignment with Council's Guiding Principles, comply with the organisations policies and procedures and undertake training and development.

Essential Criteria

1. Demonstrated contemporary industry knowledge and experience in civil construction and maintenance works.
2. Understanding of civil plant and their respective operations, civil materials and their applications.
3. Contemporary experience to take steps to solve a problem.
4. Proven ability to work productively as a member of a team and contribute to team goals.
5. Contemporary experience to adapt and perform effectively with a variety of situations, individuals and groups.
6. Current class C driver's licence or other applicable licence

Desirable Criteria

1. Current licences/tickets including:
 - Traffic Controller
 - HR Driver's Licence
 - Certificate of Competency LL (Front End Loader / Backhoe) or LE (Excavator) or LS (Skid steer)
 - WHS General Construction Induction
 - WorkCover Dogging Certificate of Competency

Date:

Agreed:

Employee Name

Employee signature