

Civil Construction Operator

Operations

Civil Construction

About the role

The Civil Construction team contributes to the successful delivery of Council's program of work for road and storm water maintenance and construction activities.

As a member of the Civil Construction team, you will work within a group or individually to undertake the maintenance and construction duties associated with Councils roads, bridges, footpaths, street signage/furniture and storm water management services. This will include general labouring and performing duties such as site set up and pack up, general housekeeping, digging trenches and footings, concreting, asphaltting, pipe laying, pit building, basic traffic control, the safe and effective use of small electrical and hand tools and offsideing Plant Operators *i.e. spotting* when required. You will also be required to maintain records in the form of weekly timesheets and use smart phone or tablet apps for some communications and records.

Where appropriate skills and qualifications are held, and under the direction of the Supervisor, you will be responsible for the safe and efficient operation of plant and equipment, including but not limited to front-end loaders, backhoes, skid steers, excavators, graders, rollers, and street sweepers. Duties include maintaining and cleaning plant, carrying out daily checks (such as oil and tyres), ensuring regular servicing, and keeping plant logbooks accurate and up to date.

In addition, if you are licensed Machinery Operator, you may also be required to support other Works unit teams in delivering their services including but not limited to grave digging, event set up, building and park projects.

As the **Civil Construction Operator**, you will be an approachable, constructive member of the team ensuring that Council and the best interests of the community are always promoted positively. You will have the ability to self-manage your own workload, develop strong working relationships with stakeholders, and be able to effectively balance competing priorities to deliver timely responses or outcomes, all whilst pursuing continuous improvements in safety, quality, excellence, culture and engagement for your business unit.

Role specific accountabilities

- Under general supervision, undertake tasks to deliver civil construction services in accordance with relevant specifications and to meet organisational Service Level Plans.
- Make safety and quality a priority and work collaboratively with stakeholders to achieve agreed work plans and team objectives.
- Operate and maintain mobile plant, equipment and small plant and tools in accordance with safety and maintenance instructions and standards and correctly complete log books when required.
- Visibly show commitment to WHS through participation in informal discussions and structured toolbox talks. This includes hazard/near-miss/incident reporting, contributing to corrective actions and participating in incident investigations if required.

- On-the-job problem solving to find solutions to problems identified in the field with escalation to Team Leader if necessary.
- Use experience and knowledge to build technical and safety capability of other employees through practical advice and on-the-job coaching. This may include the supervision of others from time-to-time.
- Work in other teams as needed, performing work of equal value to facilitate the achievement of the Business Unit.
- Minimise damage or loss to Council assets in your control and report any damage, loss or exposures observed.
- Apply continuous improvement practices and participate in training and development that supports continuous improvement and ensures a high standard of service delivery.
- Foster and enhance a constructive and positive working environment to ensure employees are committed and motivated to delivering community focused services.
- Actively participate in organisational change and the establishment of effective systems and processes.
- Any other duties as reasonably directed.
- Do the right thing for the long term, take time to listen, learn and adapt to meet the needs of our community.
- Identify and recommend opportunities for continuous improvement initiatives within your team and across the organisation.
- Work co-operatively to achieve shared goals, ensuring a high standard of service delivery.
- Actively participate in organisational change and support others to do the same.
- Foster and enhance a constructive and positive working environment.
- Act as a brand ambassador for Council and positively promote Council initiatives and activities.
- Any other duties as reasonably directed.

Enterprise specific accountabilities

All employees have enterprise wide accountabilities for which they are responsible. These include:

- Taking care of your own health and safety and the health and safety of other people.
- Developing partnerships, policies and practices to ensure Council operates efficiently and effectively to ensure our sustainability for the future.
- Complying with all obligations necessary including abiding by relevant laws, legislation, regulations, standards, codes and Council's policies and procedures, in particular Council's **Code of Conduct**.
- Demonstrating constructive behaviours in line with Council's **Behaviours Framework** to build and nurture a strong and positive workplace culture that embraces teamwork, diversity, inclusion and shared values.
- Contributing to the achievement of Council's overall strategy and operating deliverables including '*Making a Better Burnie 2044*'.
- Taking a customer-centric focus in everything that you do, delivering positive outcomes for the Burnie community for now and future generations.

To be successful

Highly Desirable

- Certificate III in Civil Construction/Completion of Year 12
- Heavy Rigid (HR) licence.
- First Aid certification.
- Current Traffic Controllers ticket

Essential

- Contemporary industry knowledge and demonstrated experience in plant operation, civil construction and maintenance works.
- Previous labouring experience related to civil construction or landscaping works.
- Physical capability to frequently perform manual labouring tasks. This may involve strenuous activity, repetitive actions and working in an outdoors environment exposed to natural elements.
- Demonstrated ability to complete daily tasks neatly and correctly using sound numeracy, written and communication skills. This includes performing job tasks associated with plant logbooks, timesheets, stores documentation and other documentation as required from time to time.
- Ability to read diagrams and plans related to civil construction or landscaping works.
- License/tickets to operate road construction plant and/or equipment – minimum of 2 from skid steer loader, roller, loader, backhoe and/or grader highly desirable.
- Sound understanding of WHS requirements.
- Willingness to undertake further training and development and to provide on the job training and support to others, including sharing workloads and supporting colleagues in a positive manner.
- Current Drivers licence.
- Current Medium Rigid truck licence with no restrictions.
- Construction Industry Induction (White Card).
- Knowledge and experience of Local Government and an understanding of Local Government and an understanding of issues affecting Council (desirable).
- Current drivers licence.

Who you will work with

Reports to:	Team Leader Civil Services
1-Up Leader:	Manager Works
Leads:	Nil direct reports

All employees are expected to assist the organisation in achieving strategic and operational objectives, by working collaboratively and inclusively with all internal and external stakeholders, effectively communicating and building trust through mutual respect and accountability.

Other important information

Location: Works Depot,

Employment type: Full-Time

Hours: 38 hours per week

Employment Category: ☒ Enterprise Agreement ☐ Individual Contract

Classification: Grade 2 or 3 Levels 1 to 5

- Council is a child safe organisation and adheres to the Tasmanian Child and Youth Safety Standards and related legislation.
- From time-to-time, you may be provided with or use equipment that contains electronic monitoring devices.

Other employment information can be found here: <https://www.burnie.tas.gov.au/Council/Careers>