

Civil Construction Operator

Civil Construction Works Unit

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.

Plant Operation

Where appropriate skills and qualifications are in place and as directed by the Supervisor, you will be responsible for operating plant including front end loader, backhoe, skid steer, excavator, grader, roller or other earth moving plant in a safe and effective manner. This will include taking responsibility to maintain and clean plant, including completing daily checks of oil, tyres, and ensuring the plant is regularly serviced. You will also be required to maintain up-to-date plant log books.

In addition, if you are licensed Backhoe 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.

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.

Fitness for Work

This position requires the incumbent to be physically able to do any and all the following tasks for reasonable periods:

- Kneel and squat;
- Work on uneven surfaces;
- Lift and carry irregular workloads;
- Entering and exiting plant and vehicles;
- Twisting, bending, lifting and carrying;
- Working in adverse conditions including cold and wet weather.

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;
- Delivering positive outcomes for the Burnie community by taking a customer-centric focus in everything you do;
- Contributing to the achievement of Council's overall strategy and operating deliverables;
- Demonstrating constructive behaviours in line with Council's **Behaviours Framework** to build and nurture a strong and positive workplace culture that embraces teamwork and shared values; and
- 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**.

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 log books, 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).

Who you will work with

This role reports to **Team Leader Civil Construction**. You are expected to work closely with them, the broader Civil Construction Team, and the Works Unit Leadership Team to assist the organisation in achieving strategic and operational objectives.

You are expected to work collaboratively and inclusively with all internal and external stakeholders, effectively communicate and build trust through mutual respect and accountability.

Other important information

Location: Works Depot – 17, 3 Mile Line Road, Burnie, 7320

Employment type: Full-time

Hours: 38 hours per week, 9 day fortnight

Classification: Grade 2 or Grade 3 – Level 1 to 5

Other employment information can be found here: www.burnie.net/jobs-at-council