

Position Details			No.	IE-MC-05
<b>Position Title:</b>	Field Officer - Civil Maintenance	<b>Employment Status:</b> <i>Continuing/Fixed Term/Casual</i>	Continuing	
<b>Portfolio:</b> 9400	Infrastructure & Environment	<b>FTE:</b> <i>Full-time/Part-time</i>	Full-time	
<b>Business Unit:</b>	City Infrastructure	<b>Award /Level or Grade</b> <i>SAMSOA GO Level 1-8 or LGE ME Grade 1 - 14</i>	ME Grade 5	
<b>Group/Team:</b> 9425	Maintenance Crew			
<b>Reports To:</b>	Team Leader - Infrastructure operations	<b>Date Last Reviewed:</b>	April 2024	
<b>Direct Reports:</b>	Nil			
<b>Relationships Internal:</b>	This position is required to have effective relationships and communications with all staff within the Infrastructure and Environment Division. The position may interact with staff from other Divisions.			
<b>Relationships External:</b>	The position interacts and communicates with a range of external parties including various utilities, government agencies, the community, the general public, contractors and service providers and various other external bodies.			
Organisational Core Values				
<p>The Rural City of Murray Bridge has six organisational core values That guide its decision-making processes and the high quality of services it delivers to its staff and community. All employees are required to perform their duties with regard to these core values, which are:</p>				
<p><b>Accountable</b></p> <p><b>Respectful</b></p> <p><b>Innovative</b></p> <p><b>Collaborative</b></p> <p><b>Inclusive</b></p> <p><b>Integrity</b></p>	<ul style="list-style-type: none"> <li>- Effective, equitable, open, honest governance and administration</li> <li>- Respect and support for the diversity of our ideas and culture</li> <li>- Strong commitment to continuous improvement in all business processes</li> <li>- Focus on teamwork within our organisation and create external partnerships to achieve our vision</li> <li>- Value and incorporate local knowledge and viewpoints</li> <li>- Being open and honest in all dealings and maintaining high ethical standards</li> </ul>			
Primary Purpose of Position [relate to Council’s Strategic Plan and long-term objectives]				
<ul style="list-style-type: none"> <li>- The Civil Operations Officer contributes to the objectives of the Operations Department in undertaking horticulture, arboriculture and other municipal projects and activities related to Council's infrastructure construction and maintenance plans and programs.</li> <li>- The position contributes to cost effective asset maintenance plans and objectives through operating plant, machinery and equipment in accordance with operating instructions, performing minor repairs where appropriate and contributing to the decision making process related to the repair and replacement program.</li> <li>- The position has a responsibility to observe and adhere to applying safe work practices by updating skills and competency in the use of all plant and machinery related to the work area, and compliance with WH &amp; S legislation, regulations, codes of practice and responsibilities.</li> </ul>				
Process and Service Responsibilities				
<ul style="list-style-type: none"> <li>- Civil Operations, Plans and Programs</li> <li>- Asset Maintenance</li> <li>- Customer Service</li> <li>- Work Health and Safety</li> </ul>				

Criterion	Description
<b>Qualifications</b>	<p>Essential</p> <ul style="list-style-type: none"> <li>- White card.</li> <li>- Drivers Licence.</li> </ul> <p>Desirable</p> <ul style="list-style-type: none"> <li>- Drivers licence MR.</li> <li>- Certificate II or III in Civil Construction.</li> <li>- Workzone traffic management certificate.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>- Experience in the operation and use of plant and machinery associated with construction and maintenance activities.</li> <li>- Experience in welding and fabrication (Desirable)</li> <li>- Experience in general infrastructure maintenance</li> <li>- Experience in hand and power tools</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>- Sound knowledge of the Murray Bridge area.</li> <li>- Understanding of traffic control devices in accordance with current standards.</li> <li>- Work Health and Safety Act and requirements.</li> </ul>
<b>Skills and Attributes</b>	<ul style="list-style-type: none"> <li>- Excellent oral and written communication skills.</li> <li>- Problem solving and information sharing.</li> <li>- Customer service ethos.</li> <li>- Other skills relevant to constructing and maintaining infrastructure, including roads, stormwater and buildings.</li> <li>- Ability to operate equipment and machinery.</li> <li>- Physically able to undertake repetitive tasks associated with the position</li> <li>- Ability to facilitate and support positive relationship with other staff and customers.</li> <li>- Motivated and enthusiastic.</li> <li>- Ability to work both as an individual specialist and as part of a team.</li> <li>- Demonstrate a high level of interpersonal skills and work ethic.</li> <li>- Commitment to professionalism in their work.</li> <li>- Ability to diagnose problems, problem solve and make appropriate decisions, taking into account all relevant factors.</li> <li>- Ability to read plans and drawings.</li> <li>- Proficiency in current Windows based computer systems and software applications relevant to the role.</li> </ul>
<b>Relevant Legislation</b>	<ul style="list-style-type: none"> <li>- Local Government Act 1999</li> <li>- Equal Opportunity Act 1984</li> <li>- Work Health &amp; Safety Act 2012</li> <li>- Other relevant legislation pertaining to the role.</li> </ul>
<b>Specific Job Requirements</b>	<ul style="list-style-type: none"> <li>- Attend training courses as required to maintain competencies.</li> <li>- Multiskilling: The position incumbent may undertake a broad range of infrastructure construction and maintenance functions and duties as described in the criteria under the classification level of this position or lower providing such duties are performed within the limits of the employee's skills, competence and training.</li> <li>- This position requires physical capacity to perform a range of duties that involved lifting, pushing, pulling, climbing ladders, stooping, driving and operation a broad range of machinery and equipment.</li> <li>- This position will require some slinging and dogging work.</li> <li>- National Police Check</li> </ul>
<b>Authorisations and Delegations</b>	<p>Authorisations and delegations are in accordance with the appropriate Acts, Regulations, Council Guidelines and the Council's Register of Authorisations and Delegations.</p>

Key Result Areas	Key Responsibilities [Activities that Achieve Each KRA]
<p><b>Civil Operations Plans &amp; Programs</b></p>	<ul style="list-style-type: none"> <li>- Contribute to the planning and implementation of a range of programs and activities related to the construction, maintenance, renewal and replacement of roads, footpaths, curbing, stormwater and other civil asset.</li> <li>- Under direction from the Team Leader Infrastructure Operations participate in a range of construction maintenance and Construction activities</li> <li>- Effective completion of duties such as:               <ul style="list-style-type: none"> <li>- Sign installation</li> <li>- Welding and Fabricating</li> <li>- General infrastructure maintenance</li> <li>- Stormwater maintenance</li> <li>- Road maintenance</li> <li>- Working effectively unsupervised</li> </ul> </li> </ul>
<p><b>Asset Maintenance</b></p>	<ul style="list-style-type: none"> <li>- Under direction from the Team Leader Infrastructure Operations to operate ride-on and self-propelled plant</li> <li>- Effective operation of a variety of hand held motorised or electric tool.</li> <li>- Effective operation of plant.</li> <li>- Participate in the delivery of the asset maintenance program.</li> </ul>
<p><b>Customer Service</b></p>	<ul style="list-style-type: none"> <li>- Undertake role responsibilities to reflect exceptional customer service principles and practice.</li> <li>- Respond appropriately and professionally to enquiries and requests arising from contact with members of the community and general public.</li> <li>- Identify and report any matters or issues related to Council's infrastructure which may require attention.</li> </ul>
<p><b>Work Health &amp; Safety</b></p>	<ul style="list-style-type: none"> <li>- Observe and comply with policies, procedures and guidelines of Council.</li> <li>- Assist with the identification, assessment, reporting and investigation of all health and safety risks, accidents, injuries, incidents and property damage at the workplace.</li> <li>- Maintain a safe working environment by maintaining competency in the safe operation of plant, machinery, equipment and tools.</li> <li>- Take responsibility for and ensure the following:               <ul style="list-style-type: none"> <li>- Use safety devices and protective equipment correctly and in accordance with health and safety procedures.</li> <li>- Obey all instructions from supervisors in regard to working conditions or methods and not to perform any procedure or task unless appropriate training and instruction has been received.</li> <li>- Report any accident, injury, incident or near miss that occurs during the course of work immediately following the event.</li> <li>- Keep work areas in a safe condition.</li> <li>- Assist to ensure good housekeeping practises are maintained.</li> <li>- Advise supervisor of any identified hazards in the work area.</li> <li>- Adopt proposed changes to the workplace if such changes may affect the health, safety and welfare of employees.</li> <li>- Report for work in a fit and ready state to perform the duties, i.e. there is no influence from the consumption of alcohol (blood alcohol content to be at 0%), drug, medication or any other substance that may endanger personal safety or that of others.</li> </ul> </li> </ul>

Leadership Contribution	Responsibilities
Shapes Direction	<ul style="list-style-type: none"> <li>- Shows an awareness of the team's work plan by prioritising daily activities.</li> <li>- Follows supervisor's direction to support the teams, portfolio's and organisations goals.</li> <li>- Is enthusiastic and committed to delivery of goals and outcomes for the greater good of the community.</li> </ul>
Continuous Improvement	<ul style="list-style-type: none"> <li>- Contributes to innovation and ideas within the workplace.</li> <li>- Is open to change initiatives to improve performance.</li> <li>- Contributes to implementing change initiatives for efficiency and productivity.</li> <li>- Continues to embrace new ideas and opportunities to ensure effective delivery.</li> <li>- Contributes positively to development of alternative methods and innovations.</li> </ul>
Works with Others	<ul style="list-style-type: none"> <li>- Acts and adheres to ABC's and core organisational values.</li> <li>- Fosters team play and supports teamwork within teams.</li> <li>- Shares information and cooperates with team members.</li> <li>- Builds and forms relationships.</li> <li>- Respects, supports and encourages team members and peers.</li> </ul>
Achieves Results	<ul style="list-style-type: none"> <li>- Uses initiative and judgement to achieve quality outcomes.</li> <li>- Supports other staff and team members to deliver quality outcomes.</li> <li>- Uses initiative and judgement to deliver services within levels of services defined.</li> <li>- Holds self and others accountable for actions and work.</li> <li>- Manages risks and safety in line with policy, procedures and guidelines.</li> </ul>

## ORGANISATIONAL RESPONSIBILITIES

Key Result Areas	Responsibilities [activities that achieve each KRA]
General conditions of Employment	<ul style="list-style-type: none"> <li>- The Rural City of Murray Bridge is an Equal Employment Opportunity employer and promotes equal employment opportunities and diversity within its work place.</li> <li>- Council provides a smoke free environment. Smoking within Council premises and vehicles is prohibited.</li> <li>- Enterprise Agreements apply to various occupational groups that outline specific terms and conditions in conjunction with Award conditions.</li> </ul>
Policies and Procedures	The role is performed in accordance with Council's Policies and Procedures and the Code of Conduct for Employees.
Work Health and Safety	<p>Employees have a legal obligation to take steps to protect themselves from risks to health and safety and make sure they do not cause a risk to others through any act or omission. In particular an Employee is required to:</p> <ul style="list-style-type: none"> <li>- Carry out their roles and responsibilities as identified in the Rural City of Murray Bridge's WH&amp;S and Injury Management Roles and Responsibility policies and procedures.</li> <li>- Comply with the requirements of the WH&amp;S Act 2012.</li> <li>- Actively contribute to consultative and participative arrangements for the management of WH&amp;S and Injury Management.</li> <li>- Undertake training provided to protect the Employee's health and safety whilst at work.</li> <li>- Follow reasonable instructions and follow Standard Operational Procedures, Standard Work Method Statements and Safe Work Plans designed to protect the Employee's health and safety and the health and safety of others.</li> <li>- Have a sound understanding of human resource principles concerning training and development, equal opportunity and occupational health, safety and welfare and associated policies.</li> <li>- Actively participate in rehabilitation and return to work programs.</li> </ul>
Financial Responsibilities	<ul style="list-style-type: none"> <li>- Conduct, support or assist with (as relevant to the role) the preparation, monitoring and reporting of Business Unit annual budgets and business plans.</li> <li>- Strictly apply Council's Procurement and Financial Delegation policies and guidelines to obtain goods and services for Council (if and as the position requires).</li> </ul>
Records Management Responsibilities	Employees have an obligation to meet the requirements of the State Records Act, to comply with Council's Records Management Policy, Procedures and Standards and to properly use Council's Records Management Systems.

Signature	Date
Incumbent	
Manager	
General Manager	
Manager, Corporate Services	