



## CITY OF ALBANY POSITION DESCRIPTION CIVIL WORKER

### 1. CITY OF ALBANY VALUES

All Councillors, Staff and Volunteers at the City of Albany will be...

- **Focused:** on community outcomes - This means we will listen and pay attention to our community. We will consult widely and set clear direction for action. We will do what we say we will do to ensure that if it's good for Albany, we get it done.
- **United:** by working and learning together - This means we will work as a team, sharing knowledge and skills. We will build strong relationships internally and externally through effective communication. We will support people to help them reach their full potential by encouraging loyalty, trust, innovation and high performance. We will commit to a culture of continuous improvement.
- **Accountable:** for our actions - This means we will be transparent in our decision making. We will act professionally using resources responsibly; (people, skills and physical assets as well as money). We will be fair and consistent when allocating these resources and look for opportunities to work jointly with other directorates and with our partners.
- **Proud:** of our people and our community - This means we will earn respect and build trust between ourselves, and the residents of Albany through the honesty of what we say and do and in what we achieve together. We will be committed to serving the diverse needs of the community while recognising we cannot be all things to all people.

### 2. POSITION IDENTIFICATION

<b>TITLE:</b> Civil Worker	<pre> graph TD     A[Coordinator Infrastructure Maintenance &amp; Construction] --&gt; B[Supervisor – Civil Works]     B --&gt; C[Leading Hand – Civil Works]     C --&gt; D[Civil Worker]           </pre>
<b>LEVEL:</b> Level 3, City of Albany Industrial Agreement 2023.	
<b>DIRECTORATE:</b> Infrastructure, Development and Environment	
<b>REPORTS TO:</b> Leading Hand – Civil Works <b>RESPONSIBLE FOR:</b> Nil	

### 3. POSITION OBJECTIVE

This position is responsible for working in a support role within the City of Albany to:

- make a positive contribution to the construction and maintenance teams.
- be a team player and always be on the lookout for how we can improve the way we do things.
- safely and responsibly operate plant and equipment and undertake manual tasks.
- respect fellow staff and all members of the community.

## **4. KEY RESPONSIBILITIES**

### **Leadership**

- Operate machinery on a daily basis with limited supervision.

### **General**

- Operate plant and equipment responsibly and safely under the direction of your coordinator or team leader.
- Undertake manual tasks such as drainage, paving, sign maintenance, concrete works responsibly and safely under the direction of your Coordinator, Supervisor, Leading Hand or their delegate.
- To undertake duties on a rotational schedule that allows for the training of staff with the aim of building a multi-skilled work force.
- Required to make technical and operational decisions related to own work.
- Care and Maintenance of City plant and equipment

### **Interpersonal Skills/Customer Service**

- Contribute at team meetings and be constructive and positive as a team member.
- Show respect and courtesy to fellow staff and the public.

### **Work Health and Safety**

- Take reasonable care for own / individual health and safety and for the health and safety of others, including the implementation of risk control measures that our within own / individual control to prevent injuries or illnesses.
- Comply with any reasonable instruction from the City of Albany and monitor and rectify work practices to ensure compliance with WHS Regulations.
- Abide by the City of Albany policies and procedures.
- Report any workplace hazards. Everyone in the workplace shares this responsibility equally.
- Report any workplace injury, illness or near misses. It is important to report all injuries, no matter how insignificant they may seem.

## **5. REQUIREMENTS OF THE JOB**

### **Skills**

- Demonstrates excellent interpersonal skills and builds productive relationships with people at all levels within and outside the team.
- Basic oral, written and numeracy skills.
- Basic understanding and use of email, internet and portable digital devices.
- Physical fitness capable of undertaking manual labour.

### **Knowledge**

- Understanding of WHS requirements on a works site.

### **Experience and Qualifications**

- Previous experience as a machine operator (desirable)
- Previous experience working in a civil construction team, or equivalent (desirable). Certificate II Civil Construction or equivalent (desirable).
- Minimum "C" Class Drivers Licence, "MR" preferred.
- WA Whitecard.
- National Police Clearance.
- Basic Traffic Management (desirable).
- Basic Resuscitation (desirable).

**6. CERTIFICATION**

As the occupant of this position, I have noted and agreed to the Values, statement of duties, responsibilities and other requirements as detailed in this document.

NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_  
*(Please print)*

DATE: \_\_\_\_\_

WITNESS NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_  
*(Manager or above) (Please print)*

DATE: \_\_\_\_\_