

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

TITLE: Civil Worker	<div><div>Civil Maintenance Coordinator</div><div>↓</div><div>Supervisor (Civil)</div><div>↓</div><div>Civil Worker</div></div>
LEVEL: Level 5, City of Albany Industrial Agreement 2023	
DIRECTORATE: Infrastructure, Development and Environment	
REPORTS TO: Supervisor (Civil) RESPONSIBLE FOR: Nil	

3. POSITION OBJECTIVE

This position is responsible for working in a support role within the City of Albany to undertake all construction and maintenance works in a manner which complies with the City's specified work standards.

4. KEY RESPONSIBILITIES

General

- Operate machinery on a daily basis with limited supervision.
- May be responsible for the supervision and limited guidance of a small work group.
- 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.
- Undertake the training and coaching of staff members in various workplace operations or in the operation of equipment.
- 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

- Ability to think and act with a long-term perspective, ensuring that plans and outcomes contribute to City of Albany priorities.
- Demonstrates excellent interpersonal skills and builds productive relationships with people at all levels within and outside the team.
- Competent oral, written and numeracy skills.
- Competent understanding and use of email, internet and portable digital devices
- Physical fitness capable of undertaking manual labour.

Knowledge

- Good knowledge and understanding of WHS requirements on a works site.

Experience and Qualifications

- At least two years' experience as a machine operator (skidsteer, roller, loader, excavator)
- At least two years' experience working in a civil construction team, or equivalent.
- At least a MR Class Driver's Licence, HR preferred.
- WA Whitecard.
- National Police Clearance.
- Minimum of 12 months at Level 4 (or equivalent experience).
- Completion of mentoring/communication module (desirable).
- Certificate III in Civil Construction (desirable).
- Basic Traffic Management.

- Basic Resuscitation.
- Other Accreditations such as forklift driver, skidsteer, roller, loader, excavator or “HC” Class Driver’s Licence (desirable)

6. CERTIFICATION

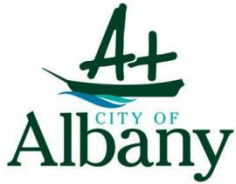
As the occupant of this position, I have noted and agreed to the Values, statement of duties, responsibilities and other requirements as detailed in this document.

NAME: _____ SIGNATURE: _____
(Please print)

DATE: _____

WITNESS NAME: _____ SIGNATURE: _____
(Manager or above) (Please print)

DATE: _____



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6. 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.

7. POSITION IDENTIFICATION

TITLE: Civil Worker	<div><div>Civil Maintenance Coordinator</div><div>↓</div><div>Supervisor (Civil)</div><div>↓</div><div>Civil Worker</div></div>
LEVEL: Level 6, City of Albany Industrial Agreement 2023	
DIRECTORATE: Infrastructure, Development and Environment	
REPORTS TO: Supervisor (Civil) RESPONSIBLE FOR: Nil	

8. POSITION OBJECTIVE

This position is responsible for working in an essential role within the City of Albany to undertake various aspects of civil construction and maintenance works that comply with the City's specified work standards.

9. KEY RESPONSIBILITIES

General

- Operate civil plant and equipment as directed daily with limited supervision.
- May be responsible for the supervision and guidance of a small work group.
- Undertake manual tasks such as drainage, paving, sign maintenance, and concrete works responsibly and safely under the direction of your Coordinator, Supervisor, Leading Hand or delegate.
- Undertake the training and coaching of staff members in various workplace operations or equipment operations, where suitably qualified and competent.
- Required to make technical and operational decisions related to own work.
- Train staff in-house in specialist area to a point where an assessor can accredit.
- Where suitably qualified and competent, undertake other construction and maintenance duties as required.
- 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.

10. REQUIREMENTS OF THE JOB

Skills

- Demonstrates excellent interpersonal skills and builds productive relationships with people at all levels within and outside the team.
- Competent oral, written and numeracy skills.
- Developed understanding and use of email, internet and portable digital devices.
- Physical fitness capable of undertaking manual labour.
- Ability to work independently or as part of a team.
- Ability to operate plant and equipment in a safe manner.
- Ability to train others in the use of plant and equipment relevant to this role.

Knowledge

- Good knowledge and understanding of WHS requirements on a works site.

Experience and Qualifications

- At least 3 years previous experience working in a civil construction team, or equivalent.
- Supervision of a small team.
- At least 'HR' Class Driver's Licence.
- Minimum of 3 years' experience plant operator – skidsteer, excavator, sweeper, grader, **OR**

- HC/MC operator with Minimum of 3 years' experience in Truck & Trailer / semi / low loader.
- WA Whitecard.
- National Police Clearance.
- Completion of a mentoring/communication course or equivalent.
- Certificate III in Civil Construction (highly desirable).
- Basic Worksite Traffic Management qualification.
- First Aid certification.
- Other Accreditations such as forklift licence, crane operator (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: _____