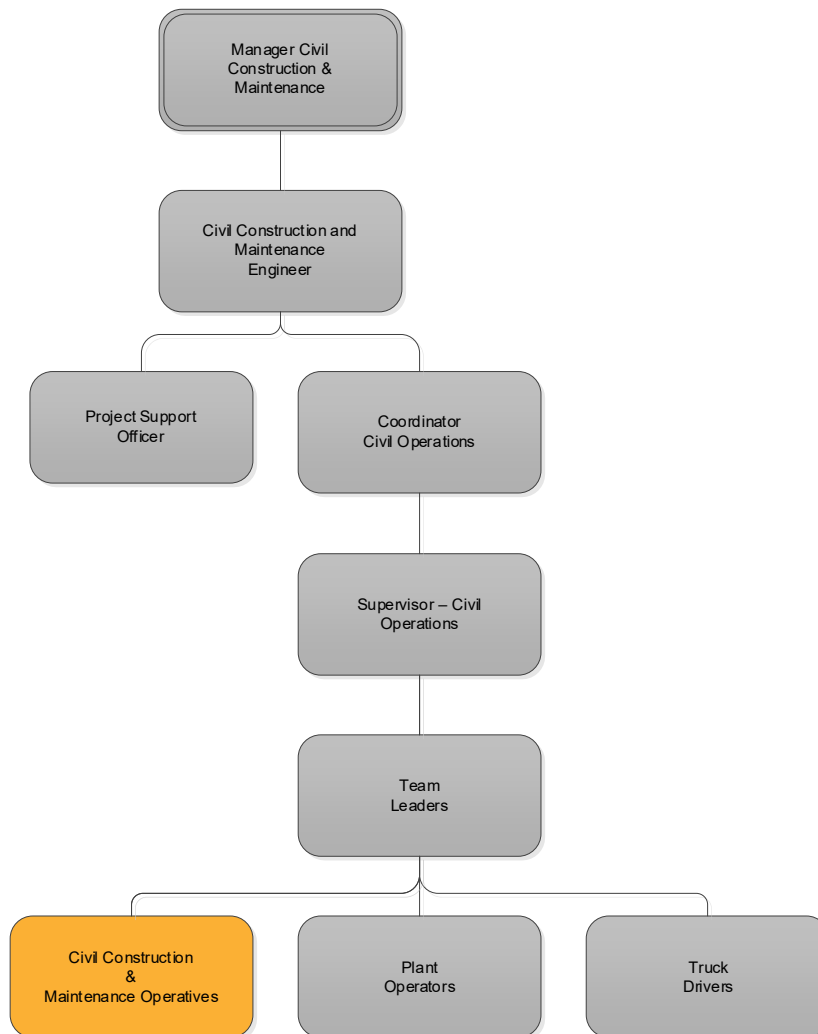


POSITION DESCRIPTION

Position Title	Civil Construction and Maintenance Operative
Position Number	31185
Division/Directorate	Community Assets
Branch	Civil Construction and Maintenance
Special Requirements	Class C (Minimum) Drivers Licence
Grade	5
Band and Level	Band 1/ Level 3
Special Requirements	<ul style="list-style-type: none"> • Licencing or registration requirements • Attending a pre-employment medical • Current Drivers Licence
Physical and Environmental Demands	<p>There is a requirement for physical, sensory, psychosocial and environmental demands.</p> <p>Mobility around a construction work site</p> <p>Manual Handling activities in a Civil Construction environment</p> <p>Physical requirements, capacity and willingness to undertake the demands of the labourers role</p>
Reports To	Team Leader Civil Construction and Maintenance
Authorities	As detailed within the Delegation Register as delegated by the General Manager
Key Direction/s	<p>Welcoming - Embracing our vibrant and diverse community</p> <p>Liveable – Strong and integrated connections between our people and our services</p>
Position Purpose	<p>This position plays an important role in the delivery of Civil construction and maintenance tam activities and the upkeep of civil infrastructure assets in the Local Government area. The role is required to undertake physical labouring duties and work effectively in a team-based environment in a range of circumstances to deliver Civil projects and works programs to benefit the Camden community.</p>

Reporting Structure



Key Result Areas

Customer Service – Create a customer centric service environment and reward service excellence.

Planning & Prioritise – Plan to achieve priority outcomes and respond flexibly to changing circumstances.

Deliver Results – Achieve results through efficient use of resources and a commitment to quality outcomes.

Display Resilience & Courage – Be open and honest, prepared to express your views, and willing to accept and commit to change.

Manage Self – Show drive and motivation, a measured approach, and a commitment to learning.

Value Diversity – Show respect for diverse backgrounds, experiences, and perspectives.

Key Duties & Responsibilities

1. Undertake physical manual labouring tasks as required by the Team Leader

2. Tasks may include but not limited to:
 - i. general earthworks including but not limited to hand digging, sweeping, shovelling, levelling, clearing, lifting, and spreading materials
 - ii. preparing, setting up, installing and completing concreting works including basic formwork,
 - iii. drainage and stormwater works,
 - iv. road maintenance and repairs
 - v. placing, screeding, and finishing asphalt and concrete
 - vi. signage installation and maintenance
 - vii. traffic control
 - viii. customer response work requests
 - ix. emergency response
 - x. community event preparations
3. Safely operate plant and equipment relevant to civil construction and maintenance activities
4. Driving of Council vehicles as required.
5. Undertake cleaning and upkeep of small plant and equipment and hand tools
6. Undertake routine checks and basic maintenance to ensure tools and equipment within your work area are kept in serviceable and safe condition at all times
7. Undertake record keeping activities using Council mobile devices and applications including future technology enhancements to facilitate civil construction and maintenance activities as required
8. Take responsibility for and manage own work and contribute to a productive and effective work environment
9. Other relevant duties which may be required by the Team Leader, Coordinator or Manager as required to ensure the effective delivery of Council's Services
10. Demonstrate a strong customer focus which is accurate, responsive, timely and courteous
11. Continuously display Councils Corporate Core Values of Leadership, Innovation, Partnership, Safety, Commitment and Customer Focus.

WHS Responsibility

Implement, monitor and, or comply with Councils WHS Management System, including but not limited to WHS Policies, Standard Operating Procedures, Risk Assessments/Work instructions and associated systems tools in their relevant work area

Risk Management Responsibilities

- To act at all times in a manner which does not place at risk the health and safety of anyone in the workplace.
- Responsible and accountable for taking practical steps to minimise Council's exposure to risks in so far as is reasonably practicable
- Must be aware of operational and business risks. Particularly:
 - understand and adhere to the principles of Risk Management within their job role;
 - in identifying risks and risk treatments in their job role;
 - provide input into various risk management activities;
 - report all emerging risks, issues and incidents to their manager or appropriate officer; and
 - follow Council policies and procedures.

Records and Information Management Responsibilities	
<p>All staff must keep full and accurate records in accordance with Section 12(1) of the State Records Act 1998 and maintain legislative compliance.</p> <p>Records in any format created or received must be captured into Council's business systems approved for record keeping in a timely manner ensuring compliance with Council's Policies, standards, procedures, and business rules.</p>	
Essential and Desirable Criteria	
Essential	
<ol style="list-style-type: none"> 1. Demonstrated ability in general labouring duties relevant to Civil Construction and Maintenance activities such as installing concrete assets, road maintenance, stormwater and drainage, asset repairs, signage maintenance, emergency response. 2. Demonstrated ability to operate minor plant and equipment associated with construction and maintenance work 3. Demonstrated ability to work as part of a team with minimal supervision and a commitment to working in a cohesive team environment and multitasking 4. Physical requirements, capacity and willingness to undertake the demands of the role 5. Basic numeracy and literacy skills to perform basic administrative duties 6. Ability to make decisions and act with initiative to identify and solve basic problems 7. Punctual and reliable approach to work hours 8. Demonstrated ability to apply WHS and EEO principles at the work place. 9. WHS General Induction Certificate 10. Current Class C (minimum) NSW licence or equivalent 	
Desirable	
<ol style="list-style-type: none"> 1. MR or HR class drivers licence 2. Traffic Controller qualification (TCR) 3. Any of Backhoe/Loader/excavator, skidsteer, roller, tractor, truck driving Experience 	
Prepared By	Manager Civil Construction and Maintenance
Date Prepared	September 2025
<p>I have read and understand the contents of the position description for my role and agree to work in accordance with the requirements of the position.</p> <p>I understand that this position description may change with organisational requirements and the tasks and responsibilities outlined in the position description may vary from time to time.</p>	
Employee Name:	
Employee Signature:	
Date:	