

## POSITION DESCRIPTION

# CIVIL PROJECTS WORKER

## POSITION DETAILS

<b>POSITION No:</b>	9155	<b>UNIT:</b>	Roads and Capital Works
<b>EMPLOYMENT STATUS:</b>	Full time	<b>LOCATION:</b>	Cleary's Gates
<b>DIVISION:</b>	City Amenity	<b>CLASSIFICATION:</b>	ME Level 4

## OBJECTIVES

### MISSION STATEMENT

Working together to make Hobart a better place for the community.

### DIVISION OBJECTIVE

The City Amenity Division incorporates the following Units: Parks and Recreation, Bushland, Roads and Capital Works, Stormwater, Cleansing and Solid Waste, Projects and Support Services, including Emergency Management.

The principal purpose of the Division is to provide a high standard of excellence in respect of these programs in the City's approach to customers and in the management of community assets and the provision of services.

### POSITION OBJECTIVE

The role is responsible for the undertaking of a range of civil and/or asphalt construction activities in a safe, efficient and cost effective manner. This position is expected to assist with the training and mentoring of trainee staff.

## KEY FUNCTIONS AND RESPONSIBILITIES

- Operate plant and machinery in accordance with operations manuals, workshop standing instructions and directions given by the team leader or management.
- Assist with the construction and maintenance of Council's infrastructure.
- Undertake works utilising in-house and external resources as directed.
- Be an effective member of the work team and maintain responsibility for quality of own work.
- Undertake concreting duties including formwork and finishing.
- Conduct hotmix asphaltting to support other work crews as required.
- Actively monitor the workplace to identify the presence of hazards and taken action to rectify or report the hazard to appropriate person.



**Work Health & Safety:** To take reasonable care that your acts or omissions do not adversely affect the health and safety of yourself or others in the workplace, to comply with any reasonable instructions given to you by the Council and to comply with the requirements of any and all WHS policies and procedures.

**Note:** Whilst the key functions and responsibilities for the role are set out above, the Council may direct an employee to carry out such duties or tasks as are within the limits of the employee's skill, competence and training.

## **ORGANISATIONAL RELATIONSHIPS**

### **REPORTING RELATIONSHIPS**

1. **INTERNAL**  
The Civil Projects Worker reports to the Team Leader and Coordinator Construction Projects.
2. **EXTERNAL**  
The role will liaise with contractors and members of the public.

## **SELECTION CRITERIA**

1. Experience in civil construction including hot mix asphaltting, concreting, pipe laying together with basic worksite traffic management exposure.
2. Knowledge and/or experience with the operation of small plant such as compaction equipment, quick cut saws, jackhammers and power tools.
3. Knowledge and/or experience with the operation of excavators, rollers, skid steer loaders and other machinery.
4. Ability to work within a team and the communication skills to liaise effectively with team members, supervisors and members of the public.
5. Willingness to work under instruction and be responsible for the quality of own work.
6. Current Medium Rigid Drivers Licence, Police Check and Working with Children Check.