



## POSITION DESCRIPTION

<b>Position Title</b>	<b>Concreting Crew Member</b>
<b>Position Code</b>	<b>1430</b>
<b>Business Unit</b>	<b>Infrastructure Services</b>
<b>Work Group</b>	<b>Field Services</b>
<b>Position Classification</b>	<b>Band 3</b>
<b>Effective Date</b>	<b>January 2021</b>

### Our Vision

The Rural City of Wangaratta prides itself on being a community that is connected, sustainable and contemporary. We provide our community with diverse opportunities to participate in the arts, sport and recreation, and in cultural events and programs to bring them together to connect and celebrate the great place in which we live. In this context we have a vision to build the best sports, aquatics and events precinct in regional Victoria – bringing significant social, recreational, health and economic benefits to our community. Our staff enjoy the regional lifestyle and the benefits of a community situated within a gourmet food and wine region, with a wide range of outdoor adventure activities, and serviced by excellent education and health facilities. We live in a place where good things grow.

### Our Values

Our staff are our greatest asset. Our success comes from the everyday demonstration of our values, being:

- **Trust**, to have confidence in the character and competence of our work colleagues. □
- **Respect**, to acknowledge all people as individuals with inherent worth and value.
- **Openness**, where we are frank, honest and accountable in our dealings.
- **Fairness**, so we treat colleagues and customers fairly and consistently.
- **Excellence**, to contribute to outstanding services, systems and relationships.
- **Enjoyment**, so we obtain personal satisfaction from our work and display our enjoyment in the workplace.

### 1. Position Objectives

1.1 To support and assist the Works & Operations Unit by effectively and efficiently carrying out general concreting works, including forming up, pouring and finishing.

### 2. Working Relationships

Reports to	Works Coordinator
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Supervisors	NA
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### 3. Key Responsibilities

- 3.1 Carry out site preparation, forming, pouring and finishing of various types of concrete work including paving, kerb & channel, driveway crossovers and drainage related works, and assist in the setting out and level control of works as required.
- 3.2 Appropriately sign and protect works to provide for the safety of Council staff and the general public and ensure works are carried out in a safe, productive and efficient manner and in compliance with the relevant standards, plans and specifications.
- 3.3 Liaise with the Team Leader to assist in ensuring that works programs are met and resources are efficiently and effectively utilised.
- 3.4 Drive and operate various items of plant & equipment in accordance with manufacturer's specifications.
- 3.5 Carry out annual kerb & channel and concrete footpath inspections as required and record relevant details.
- 3.6 Assist the Team Leader in Liaising with service authorities for location and relocations of relevant services both above and below ground, as required.
- 3.7 Maintain accurate diary records and time sheet records ensuring that all labour and plant hours are recorded.
- 3.8 Assist other work teams as required with general labouring duties.

### 4. Core Physical Requirements

- 4.1 Capacity to, on occasion, lift items unspecified in weight within individual limits.
- 4.2 Capacity to carry out general concreting works, including forming up, pouring and finishing.
- 4.3 Capacity to perform heavy manual duties.
- 4.4 Capacity to walk on hard and uneven surfaces.

- 4.5 Capacity to work outdoors in all weather conditions
- 4.6 Capacity to stand for long periods of time, however no more than 2 hours continuously.
- 4.7 Capacity to sit/drive, operate plant & equipment for extended periods.
- 4.8 Capacity to bend knees, step up and down from plant & equipment frequently.

## 5. Accountability and Extent of Authority

- 5.1 Authorised and accountable for the effective and efficient undertaking of site preparation, forming, pouring and finishing of various types of concrete work.
- 5.2 Accountable for assisting the Team Leader to ensure works programs are met and resources are efficiently and effectively utilised.
- 5.3 Accountable for fulfilling obligations under the Occupational Health and Safety Act and Council's Occupational Health and Safety Policy.
- 5.4 Accountable for maintaining accurate work diary, timesheet and work records.

## 6. Judgement and Decision Making

- 6.1 The particular tasks to be performed will involve selection from a range of techniques, systems, equipment, methods or processes.
- 6.2 Required to make on the job decisions involving health & safety issues and work methods, productivity and general site conditions.
- 6.3 Required to resolve minor problems regarding the immediate work task with some originality in approach. Solutions are usually attributable to the application of previously encountered procedures and practices.

## 7. Knowledge and Skills

### 7.1 Specialist Skills and Knowledge

- 7.1.1 Developed skills in all aspects of concreting works including paving, kerb & channel, driveway crossovers and footpaths.

7.1.2 Demonstrated ability to interpret plans and drawings and set out works.

7.1.3 Ability to make on the job decisions involving health & safety issues and work methods, productivity and general site conditions.

7.1.4 Demonstrated ability to properly sign and protect work sites to provide for the safety of Council staff and the general public.

## 7.2 Management Skills

7.2.1 Ability to work with limited supervision.

7.2.2 Ability to reach objectives within a time frame.

7.2.3 Ability to effectively and efficiently utilise resources.

## 7.3 Interpersonal Skills

7.3.1 Ability to understand and follow written and verbal instructions.

7.3.2 Ability to communicate effectively and politely with other staff and members of the public.

7.3.3 Ability to work cooperatively with other team members.

## 8. Qualifications and Experience

8.1 Demonstrated skills in all aspects of concreting works including paving, kerb & channel, driveway crossovers and footpaths.

8.2 Experience in interpreting plans and drawings and setting out works.

8.3 Experience in signing and protecting work sites to provide for the safety of Council staff and the general public.

8.4 Current drivers licence endorsed medium rigid.

8.5 Qualification certificate and experience in the operation of a front end loader / backhoe.

- 8.6 Utilise stop / slow bat certificate.
- 8.7 Implement traffic control plans certificate or Select & modify traffic control plans certificate.
- 8.8 OH&S Construction Industry Induction Card.
- 8.9 Qualified spotter for "no go" zone (Spotter's Ticket).
- 8.10 Current First Aid Level 2 certificate.

## 9. Key Selection Criteria

- 9.1 Demonstrated skills in all aspects of concreting works including paving, kerb & channel, driveway crossovers and footpaths.
- 9.2 Experience in interpreting plans and drawings and setting out works.
- 9.3 Experience in signing and protecting work sites to provide for the safety of Council staff and the general public.
- 9.4 Current Drivers Licence endorsed medium rigid.
- 9.5 Qualification certificate and experience in the operation of a front end loader/backhoe.
- 9.6 Demonstrated ability to work cooperatively as part of a team.
- 9.7 Certificate / licence are preferred for utilise stop / slow bat
- 9.8 Certificate / licence are preferred for implement traffic control plans or Select & modify traffic control plans
- 9.9 OH&S Construction Industry Induction Card
- 9.10 Spotters Ticket (qualified spotter for "no go" zone)
- 9.11 Current First Aid Certificate - Level 2

**Authorised by: Director –**

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**Date:**

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**Employee's Signature:**

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**Date:**

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