



POSITION DESCRIPTION

Civil Works Team Member

Department	Depot
Reports To	Supervisor Civil Works
Date Reviewed	October 2026
Position/Level	LGE – Grade 5-6
Direct Reports	Nil

Council Vision

Our Vision 2030: The Fleurieu Coast is a place of belonging and unfolding possibility. Where old blends with new and inspiring things happen.

Our Vision inspires progress towards the future aspiration for our district. Our 6 strategic pillars are essential for translating Our Vision into reality.

OUR COMMUNITY

OUR ENVIRONMENT

OUR HERITAGE & CULTURE

OUR ECONOMY

OUR INFRASTRUCTURE

OUR LEADERSHIP

Position Purpose

The Civil Works Team Member is responsible for providing quality civil construction works through undertaking a range of tasks related to infrastructure construction and maintenance of the physical and naturally built environment, including works like roads, drainage and footpaths and to ensure that all works are carried out to meet the value and cost objectives of Council and to project the image of Council as both efficient and courteous in all its operations.

Key Accountabilities and Responsibilities	
Road and Footpath maintenance	• Assist with the various bitumen construction tasks associated with roadways, driveways and footpaths. • Maintain all items of plant/tools in a safe working condition. • Assist with concrete block paving associated with footpaths and driveways. • Assist with construction tasks associated with concrete works. • Carry out regular plant maintenance and inform the appropriate Supervisor of machine repairs as required. • Cooperate and liaise with all Supervisors to support the operation and function of the Council's Depot Operations Team. • Operate plant and machinery in accordance with Safe Operating Procedures • Operate within budget and resource constraints, monitoring and reporting as required. • Contribute in preparation of Department's budget as it relates to role and associated activities. • May be required to participate in an on-call roster. • Other duties as directed across all depot operations teams as required.
Leadership and Culture	• Maintain effective relationships with, Council, neighbouring Councils, community groups and service providers to build corporate opportunities for collaboration. • Implement continuous improvement processes of operational guidelines, procedures and practices to ensure compliance with the Council's Strategic Plans and other relevant legislation, guidelines and standards. • Provide excellent customer service to the District Council of Yankalilla external and internal customers, in accordance with Council's Business Plan, Code of Conduct, Policies and Strategies. • Foster a team environment that encourages high morale, initiative and enthusiasm. • Assist and support other areas of Council by ensuring compliance to Acts, Bylaws, Regulations and relevant policies / procedures.
Learning and Development	• Actively participate in the Performance Development Conversation (PDC) process. • Attendance at conferences, seminars, workshops and other training activities to maintain an awareness of trends and issues primarily relating to the position. • Demonstrate and live the organisational values

Governance	• Support and adhere to Council's policies and procedures, code of conduct and relevant Acts. • Review and provide input and advice on key strategies, policies, procedures, systems and processes. • Maintain a good working relationship with Council's stakeholders. • Ensure a high quality of reporting to Council as appropriate. • Ensure the implementation of Council resolutions as appropriate. • Responsible for adequately managing the required records created and received according to relevant legislation, policies and procedures.
Customer Experience	• Engage and participate in ongoing review of operations for continuous improvement of overall service delivery. • Treat all customers, both internal and external, with respect, courtesy, empathy, understanding and equity. • Promote a positive and professional image of the Council in all dealings with clients and members of the public.
Values	Teamwork One Team Integrity Do the right thing Deliver Get it done Enjoy Have fun doing it • TEAMWORK – One Team We are strongest when we work together We seek out opportunities to collaborate We are inclusive and respect different perspectives • INTEGRITY – Do The Right Thing We behave in a professional, ethical and safe manner We are transparent, honest and respectful We hold ourselves and each other accountable • DELIVER – Get It Done We overcome obstacles and find solutions We have pride in our work and honour our commitments We strive to create outstanding customer experiences • ENJOY – Have Fun Doing It We foster a supportive and fun work environment We bring a positive attitude and open mind We promote good physical and emotional wellbeing
Work Health & Safety	• As a member of the District Council of Yankalilla Team, the following WHS responsibilities apply to all staff: • Champion the Organisational Safety Slogan: "Be Aware Take Care".

	 • Provide effective support and advice in ensuring council meets WHS reporting and compliance obligations. • Effectively deploy and support Safety and Wellbeing initiatives and projects organisationally. • Provide timely and effective advice and oversee compliance with relevant legislation and regulations related to WHS. • Manage the establishment and monitoring of WHS KPI's to ensure quality services and that all activities undertaken meet legislative, professional and endorsed accreditation standards. • Ensure council is supported through continuous improvement of safety performance. • Follow health and safety inductions, training, and instructions. • Follow all reasonable directions received by DCY management. • Correctly use personal protective equipment. • Take care to use equipment safely and for its intended purpose. • Report hazards and risks without delay. • Report all work-related injuries and incidents and assist with incident investigations. • Co-operate with DCY on health and safety matters. • Actively support WHS consultation processes.
Other	• Responsible for the ongoing review of operations to improve overall service delivery. • Assist and actively participate in Community Educational Programs relevant to the position. • Treat all customers, both internal and external, with courtesy, empathy, understanding and equity. • Promote a positive and professional image of the Council in all dealings with clients and members of the public. • Responsible for adequately managing the official records created and received according to relevant legislation, policies and procedures. • Undertake any other duties associated with the position as required.

Key Relationships / Interactions
The Civil Works Team Member will maintain relationships with all Council staff, Elected Members, members of the public and other relevant stakeholders.

Special Conditions
• This position may require attendance for out of hour's requests to meet organisational demands when agreed between all parties and as directed by Supervisor, Civil Works. • Your employment is contingent upon you meeting the requirements of the pre-employment functional assessment to ensure your ability to carry out the physical demands of this role.

Position Specification
<u>Essential Criteria</u> Qualifications/License's • Satisfactory National Police Clearance with no adverse findings • Current unimpeded SA Driver's License. • White Card • WZTM • HR License Position Requirements • Fulfill all the inherent job requirements and the physical demands of the position and remain so during employment in accordance with reasonable work, health and safety expectations and all relevant policies and procedures. • Completion of duties as requested by a more senior officer other than yourself • Complete duties within the timeframes allocated Skills/Knowledge • Ability to maintain productive and efficient output in a busy work environment. • Sound communication, interpersonal, written and verbal skills. • Strong customer service focus and commitment to providing quality customer service • Good problem-solving skills including effective use of initiative. • Good standard of health and physical fitness including physical agility. • Good project management skills including the ability to plan tasks, gather resources. undertake tasks, meet deadlines and achieve performance objectives with minimum supervision. • Ability to be flexible, responsive and to work in an environment of change. • Basic skills in concrete work. • Able to undertake concrete block paving works. • Able to rake Asphalt to levels. • Able to operate a Roller and associated small plant. <u>Desirable Criteria</u> Experience • Certificate III in Civil Construction or equivalent Qualifications/Licenses/Experience/Knowledge & Skills • High Risk license

- Grader, Chainsaw, Skid Steer, Backhoe, Loader, load shifting license's
- Previous experience in Local Government would be an advantage.
- High degree of personal integrity and ability to deal with matters confidentially.
- Self-starting and highly motivated.
- Flexible work approach.
- Community minded and engaging.

Requirements of the Employee

Under the WHS Act 2012, Section 28 Duties of Workers, a worker is anyone who works for a PCBU as an employee, self-employed person, outworker, contractor, subcontractor, apprentice or trainee, work experience student, employee of a labour hire company placed with a 'host employer' or a volunteer. Whilst at work a worker must:

- Take reasonable care for his or her own health and safety;
- Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons;
- Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by a person conducting the business or undertaking to allow the person to comply with the Act; and
- Co-operate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health and safety at the workplace that has been notified to workers

Acknowledgement and Agreement

I have read and understand the requirements, responsibilities and accountabilities of the role as outlined in this Position Description, and agree that;

- This position description accurately reflects the duties and responsibilities of the position at the time of signing.
- Key Performance Indicators for this position will be developed and reviewed regularly.

I understand that this position description may be further reviewed at a future date in consultation with each undersigned party.

Employee Name: _____ Signature: _____ Date: _____

CEO: _____ Signature: _____ Date: _____