

Position Description

Position Title	Civil Maintenance Assistant
Position Number	1149
Directorate	Infrastructure
Division	Operations
Reports to	Maintenance Patching/Sealing Crew Leader
Grade	HILL38G2
Date reviewed	May 2026

Primary Purpose

The Civil Maintenance Assistant contributes to the operational needs of the council by carrying-out civil construction & maintenance duties including skilled labouring and plant operation, to build & maintain council infrastructure, with a particular focus on the maintenance of road infrastructure, primarily sealing and patching.

This document describes the key responsibilities of the position and is not designed to be prescriptive. The incumbent will be expected to undertake other duties in addition to those described in this document. The incumbent will contribute to Council's vision as *"In 2030 the Hilltops is a thriving region offering a relaxed country lifestyle and diverse economy. We value and protect our friendly community spirit, pristine natural environment, and deep cultural heritage"*, and promote the values which support this: **Safety, Trust, Accountability and Respect**, and use these to guide decisions, actions and conduct.

Key Accountabilities

- Contribute to a safe workplace by complying with legislative and organisational Work Health and Safety requirements.
- Undertake a variety of activities associated with civil construction to required standards, including construction & maintenance of roads involving patching and sealing, kerbs, gutters, footpaths, concrete drainage, vegetation control, litter control, traffic control, or other related duties.
- Undertake a range of skilled labouring duties as directed, often involving the operation & maintenance of hand/power tools and small plant & equipment.
- Be available to participate in an on-call roster and/or overtime duties as applicable and where required, such as for periods of high workload or emergencies.

- Undertake Open Spaces operations as required by the operational needs of Council.
- Create and capture information in Council's designated databases to ensure legislative compliance.
- Contribute to the performance of Council by demonstrating professional conduct, making the best use of knowledge, experience & skills and being accountable for own decisions and actions.

Essential Criteria

1. Minimum 12 months' recent experience in a skilled labouring position requiring the use of hand/power tools and competent operation and maintenance of items of plant.
2. Demonstrated experience working as a member of a team in a civil construction setting.
3. SafeWork NSW 'Traffic Controller' and WHS Construction Induction Certificate (White Card).
4. Current Class C Drivers Licence.

Desirable Criteria

1. Experience working in the Local Government Sector or other Government body.
2. Chainsaw Ticket and/or operational competence for trim and crosscut.
3. SafeWork NSW 'Implement Traffic Control Plans'.
4. Experience in operation of graders, bulldozers and other load-shifting plant.
5. Current Class MR or above Drivers Licence.

Decision Making

The incumbent has the authority to take any reasonable steps to ensure the achievement of agreed objectives set out in the relevant business plan. The role may have delegations from the General Manager as set out in an instrument of delegation. All decisions must be in accordance with legislation and Council policies & procedures. Decisions should be consistent with the objectives of Council's strategies & plans.

All staff have the power to stop work in circumstances that are deemed an immediate risk to health and safety until a satisfactory resolution is agreed and implemented.

Acceptance of the role

This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements. Continuing development, change and improvement of processes, practices, knowledge, skills and behaviours are expected at Hilltops Council.

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by Hilltops Council from time-to-time as necessary. By signing, I agree to work in accordance with the requirements of the position and will abide by Hilltops Council's Code of Conduct, policies and procedures.

Name:

Signature:

Date: