

Position Description

Position Title	Civil Maintenance Crew Member
Position Number	1093
Directorate	Infrastructure
Division	Operations
Reports to	Civil Maintenance Crew Leader
Grade	HILL38G4
Date Reviewed	January 2026

Primary Purpose

The Civil Maintenance Crew Member contributes to the operational needs of Council in the maintenance of Council roads and infrastructure, operating a range of items in Council's mobile plant & equipment, such as rollers, skid-steers, load shifting plant (backhoe, excavator, front-end loader) & other rigid trucks (where licenced and competent). They are also responsible for undertaking skilled labouring, safely and competently using hand and power tools as required in the course of their work.

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 maintenance of civil infrastructure utilising various mobile plant and machinery such as excavators, backhoes, front end loaders, watercarts, rollers and tippers in accordance with safe systems of work & standard operating procedures, to contribute directly to the aims of Council's Operational Plan.
- Operate all machinery and plant in an efficient and safe manner, and undertake daily machinery checks, arrange for repairs as required and conduct minor maintenance on machinery.

- Accurately complete all documentation associated with plant and equipment operation.
- Carry-out a variety of duties associated with general civil construction, including traffic control, implementation of traffic plans and manual labouring tasks, such as carrying & installing signs & guideposts, shovelling, carrying signs and using power tools, in a competent and safe manner.
- Participate in team toolbox talks and carry-out on the job risk assessments, report hazards and risks and follow-up to ensure these are received and actioned.
- Be available to participate in an on- call roster, for overtime or call-back duties as applicable & where required by the needs of Council.
- 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. Certificate III in Civil Construction, Civil Construction Plant Operations or equivalent relevant experience.
2. Significant recent experience in construction/maintenance of civil infrastructure, involving competent operation of multiple items of civil plant on worksites (e.g. excavators, backhoes, rollers, front-end-loaders, skid-steers).
3. Good physical fitness and demonstrated ability to work safely as a member of a team in a heavy labouring environment.
4. WHS Construction Induction Certificate (White Card).
5. Current Class HR Drivers Licence (or a lesser unrestricted licence, but willing to obtain HR).

Desirable Criteria

1. Experience working in the Local Government Sector or other Government body.
2. Grader experience.
3. SafeWork NSW 'Traffic Controller' & 'Implement Traffic Control Plans' or equivalent recognised in NSW.

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: