

Position Description

Position Title	Civil Works Concreting Crew Member
Position number	1026, 1156
Directorate	Infrastructure
Division	Operations
Reports to	Civil Works Crew Leader
Grade	HILL38G5
Date Reviewed	April 2026

Primary Purpose

The Civil Works Concreting Crew Member contributes to the operational needs of Council in the construction and maintenance of Council infrastructure, predominately through undertaking concreting operations. They also operate a range of items in Council's mobile plant & equipment, such as rollers, skid-steers, load shifting plant & rigid trucks, and undertake skilled labouring involving hand and power tools as required.

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 construction of civil infrastructure, focusing on concreting works, such as kerb and gutter installation, cemetery installations, brick paving, formwork & associated steelwork, footpaths & culverts/drainage.
- Read, interpret and carry-out construction plans under limited supervision for the set-up and build of concrete works, identifying any issues with plans and rectifying on the job.
- Undertake general heavy civil works utilising various mobile plant and machinery such as excavators, backhoes, front end loaders, drum rollers and other plant.

- Operate all machinery and plant in an efficient and safe manner, undertake daily machinery checks, arrange for repairs as required and conduct minor maintenance on machinery, ensuring accurate documentation.
- Carry-out a variety of duties associated with general heavy labouring, including traffic control, and manual labouring tasks such as carrying & installing signs & guideposts, shovelling, using hand & power tools.
- Be available to participate in an on-call roster, for reasonable 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 Operation or significant relevant work experience in a concreting environment.
2. Minimum 1-year contemporary experience in concreting operations.
3. Previous recent experience (with verified competency or licencing) in the operation of various items of heavy plant & machinery.
4. Demonstrated ability to interpret and apply construction plans, specifications, operating instructions and written procedures.
5. Demonstrated ability to prioritise own work, manage multiple projects and work effectively in a team without direct supervision.
6. SafeWork NSW 'Traffic Controller' and 'Implement Traffic Control Plans' or equivalent recognised in NSW, Construction Induction Certificate (White Card).
7. Current Class MR Drivers Licence.

Desirable Criteria

1. Experience working in the Local Government Sector or other Government body.
2. Current Class HR Drivers licence or above.
3. Certificate IV Leadership and Management or related field.

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 & 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: