



POSITION DESCRIPTION

Position: Works Officer
Dated: January 2024
Department: Works & Services
Reporting To: Roads Supervisor
Salary Award: Officers/Operator/Trade Band

PRIMARY OBJECTIVE

Conduct maintenance to road, parks, reserves and other Council infrastructure in a safe manner.

SPECIFIC DUTIES

- Undertake as directed assigned maintenance tasks to ensure the upkeep of Council infrastructure.
- Operate trucks, graders, or plant in accordance with licences, safe work practices and maintenance duties as allocated.
- Ensure work carried out in natural environment spaces is consistent with horticultural and parks management objectives.
- Ensure work completed is as per the standards set by the Roads Supervisor and Works and Services Coordinator.
- Contribute to keeping the Works Depot and other Council properties in a safe and clean state.
- Contribute ideas and means of continuously improving the Council's efficiency and effectiveness as part of the Council's infrastructure plans.
- Respond to public enquiries at job sites in a polite and courteous manner and direct questions as appropriate to the Roads Supervisor or Works and Services Coordinator.
- Approach all work tasks with a safety focus ensuring safety is maximised for yourself, colleagues and the general public.

LEVEL OF ACCOUNTABILITY

The incumbent will generally work under the direct supervision of a senior works member. Incumbents are required to show initiative and motivation to carry out tasks in an efficient and effective way in accordance with established policy, procedure and practice. New or complex tasks may require guidance.

ORGANSIATIONAL RELATIONSHIP

The position is primarily externally focussed, but with general internal liaison with:

- General Public
- Contractors
- Suppliers

KNOWLEDGE, SKILLS & EXPERIENCE:

Essential:

1. Experience in a civil maintenance role.
2. Safe operating experience and/or certificates for machinery such as chainsaws, trimmers etc.
3. Good Physical fitness and an ability to perform ongoing manual labour.
4. Problem solving skills.
5. A polite and courteous demeanour for dealing with the public.
6. Awareness of work safety practises.

Highly Desirable:

1. Heavy rigid truck licence, grader licence and other machinery licences as they relate to civil works.