District Council of Cleve

POSITION DESCRIPTION

Position Description	Casual Construction/Maintenance Worker
Current Employee	
Reviewed by	Grant Crosby
Review Details	Date Reviewed: September 2026 Next Review Due: August 2027

POSITION OBJECTIVES

- To ensure that all associated duties as directed by the Manager Infrastructure & Civil Works, Works Supervisor and/or Leading Worker are performed in an effective, efficient and safe manner.
- To assist in the general construction and/or maintenance to all Council's infrastructure.
- To ensure the quality of work is performed to a high standard.
- Ensure activities are undertaken in accordance with the WH&S and risk management policies and procedures.
- Prioritise workloads and provide progress reports to the Manager Infrastructure & Civil Works Manager and Works Supervisor.

ORGANISATION RELATIONSHIPS

Reports to: Manager Infrastructure & Civil Works, Works Supervisor and relevant Leading Workers of Council

Interacts with: All Council staff, contractors, suppliers, and members of the public.

SPECIAL CONDITIONS

- Except as varied by an enterprise bargaining or other agreement, the standard hours for this position will be 76 hours worked over a 8-day fortnight although the spread of hours of work are open to negotiation and agreement. RDOs must be taken and should not be accumulated except as allowed by Council policy.
- Maintain a current and unimpeded South Australian motor vehicle driver's licence is required.

STREAM

Outdoor

DEPARTMENT/SECTION

Works – Grade 6

Key Result Area	Key Activities	Performance Area
Construction / Maintenance	➢ Operate and maintain all plant and machinery as required, in an efficient and safe manner, in compliance with relevant laws and regulations, with regards to the safety of the public, other road users and fellow workers. ➢ Undertake routine plant and machinery checks, and maintenance in accordance with Council Policy. ➢ Clean plant and machinery, inside and out, at regular intervals or upon request to maintain a high standard.	• Council projects are completed in a timely and safe manner. • Processes / schedules are well planned and organised. • Constantly striving for increases in personal productivity.
Plant and Equipment	➢ Operate plant and equipment safely in accordance with WH&S requirements and manufacturers specifications and with regard to the safety of other employees and members of the community. ➢ Clean plant and equipment weekly. ➢ Keep the Works Supervisor informed of any major machinery breakdowns. ➢ Liaise with Council's Mechanic for major and regular services to be carried out on plant and machinery.	• Plant and equipment maintained in accordance with manufacturer's instructions. • Council owned plant and equipment is kept clean and tidy at all times
General	➢ Help promote the image of Council in all dealings with the community. ➢ Other duties as required which are within the skills, knowledge and experience requirements of this position. ➢ Comply with all administrative requirements (fuel sheets, time sheet documentation, other job recording) as required.	• Timesheets are submitted accurately
Code of Conduct	In respect to personal conduct: ➢ Be ethical and conscientious in the performance of official duties, and exercise care in the use of official information. ➢ Exercise care in the use of Council equipment and facilities. ➢ Exercise courtesy, consideration and sensitivity in dealing with members of the community and fellow workers. ➢ Outside the work environment, not act in a manner that would reflect adversely on the Council or fellow workers.	

Key Result Area	Key Activities	Performance Area
Continuous Improvement	Contribute to a continuous improvement culture focussed on: ➢ Developing standard processes; ➢ Eliminating waste and duplication; ➢ Sharing knowledge; ➢ Resolving differences respectfully; ➢ Improvement and identifying and embracing new ways of doing things; ➢ Open communication within the Team and across the organisation.	• Written work procedures in place. • Team feedback.
Our Team	Contribute to the development of a high performance team through: ➢ Monitoring own work performance; ➢ Participating in Council's performance reviews process; ➢ Participating in training and development opportunities including on the job training and external training to ensure, knowledge and competencies are up to date and continued growth.	• Annual performance review undertaken. • Training undertaken as per training records.
Work Health & Safety	As a Team Member; ➢ Take reasonable care of their own safety and that of others at work. ➢ Use safety devices and personal protective equipment correctly and in accordance with health and safety procedures. ➢ Adhere to Council's Work Health and Safety Policy and Procedure Manual to protect their own health and safety and others, and not to perform any procedure or tasks unless they have been appropriately trained and/or have read and observed the appropriate Safe Work Instructions. ➢ Take such action as is within their competence and responsibility to report or make such recommendations to the Works Supervisor as they deem necessary to avoid, eliminate or minimise hazards of which they are aware in regard to working conditions or methods. ➢ Report any accident or injury which arises in the course of their work. ➢ Keep work areas in a clean and safe condition. ➢ Ensure that they are not, by the consumption of alcohol or drugs, in such a state to endanger their own safety or others. ➢ Not interfere with, remove, or displace any safety guards, safety devices or protective equipment, unless it is as part of an approved maintenance or repair procedure.	• Activities completed within timelines. • Compliance with Council's work health and safety policies and procedures. • Incidents and hazards reported within timelines. • JSA's completed for all jobs prior to commencement.

	➢ Elect Health and Safety Representatives. ➢ Support and use appropriate consultative structures. ➢ Ensure that safety signage is installed on all work sites to the standard required. ➢ Complete JHA's for tasks as required and in line with Council policies.	

SKILLS, KNOWLEDGE, EXPERIENCE AND QUALIFICATIONS

- Ability and ticketed to operate a range of equipment and light plant.
- Good verbal and written communication.
- Self motivated with good time management skills.
- Computer skills would be advantageous.
- Sound time and stress management skills, able to maintain productivity during times of pressure.
- Ability to undertake manual tasks.
- Ability to understand and competently operate all associated plant and machinery.
- Ability to work under direct supervision.
- Ability to work with limited and/or no supervision.

PERSONAL ATTRIBUTES.

- Self-organised and self-directed.
- Demonstrated maturity and calm under pressure.
- A respectful and non-judgemental approach.
- Demonstrated commitment, enthusiasm and persistence.
- Demonstrated ability to be flexible and adaptable.
- Passion for building working in a team-based environment and a focus on customer service.

POSITION AGREEMENT:

SIGNED this …….. day of ……. 2026

D J Penfold	G R Crosby
CHIEF EXECUTIVE OFFICER	MANAGER INFRASTRUCTURE & CIVIL WORKS

Employee –