



POSITION DESCRIPTION

Concreter

Incumbent:	VACANT
Department:	Infrastructure
Reports to:	Infrastructure & Operations Lead
Employment Status:	Full Time (1EFT)
Award Classification:	Band 3
Prepared by:	Human Resources Business Partner
Approved by:	Chief Executive Officer

Position Summary

The Concrete Works operator is responsible for the maintenance and construction of concrete assets across the municipality.

Key Responsibilities

- Deliver concrete works including but not limited to site preparation, formwork, reinforcement and pouring and placement of concrete.
- Assist in the delivery of drainage works including but not limited to trenching, laying pipes, backfilling and construction of drainage structures.
- Read and interpret basic construction plans, set out works from reference points fixed by others and carry out ongoing checks of accuracy.
- Finish concrete to a high standard using hand tools and mechanical finishing machines.
- Use and maintain small plant and hand tools in a safe and effective manner.
- Maintain effective and timely communication with the supervisor, team and other colleagues or members of the public to ensure safe completion of quality outcomes within set timeframes, maintaining a customer service attitude at all times.
- Safely operate plant, and equipment and undertake driving duties as deemed necessary for the role.
- The maintenance and construction of bridges, stormwater, other concrete assets and drainage works.
- Establish kerb and channelling to specifications, including associated road drainage requirements.
- Undertake asset inspections, occasionally, in support of work planning and programming.
- Attend to and resolve any hazardous situation within the ability of the incumbent, referring to the supervisor if unsure of the most effective resolution.
- Establish, monitor, and ensure all traffic management plans are correct and appropriate to the road circumstances and the task at hand.
- Ensure compliance with Council's Risk Management Policy, Risk Management Framework and OH&S Policy.
- Observe all policies and procedures of Council.
- Any other duties as required within the scope of the position.

Accountability & Extent of Authority

- The safe and effective operation of their work.
- The work quality they perform of all routine and periodic maintenance and construction work.
- The safety and security of the plant and equipment they use.



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Judgement & Decision Making

- The quality of work undertaken.
- Setting up and maintaining appropriate traffic measures.

Specialist Knowledge & Skills

- Maintenance and construction of concrete assets.
- Safe and competent use of a variety of plant and equipment associated with concrete maintenance or construction.
- Understanding and application of quality control techniques within guidelines and supervision.
- Traffic management control measures.
- Technical line and level equipment.

Interpersonal Skills

- Effective oral and written communication skills and be capable and willing to work in a team environment.

Qualifications & Experience

- Experience in traffic management.
- Current Victorian medium rigid truck licence.
- Experience in footpath and drainage construction and maintenance and the use of concrete.
- A Level 2 First Aid Certificate is required.

Position Approval

	Signed	Date
Acknowledged by Employee		
Approved by the HR Business Partner		
Approved by the Chief Executive Officer		