



Position Description

Crew Member - Maintenance

Division	Transport and Assets
Business Unit	Transport and Civil Infrastructure
Grade	NB C
Job Code	JC00110

Council Overview

The Northern Beaches is truly unique. Our area stretches from Palm Beach in the north to Manly in the south and boasts 24 ocean beaches, over 80kms of coastline, 4 coastal lagoons, clean waterways, and beautiful wildlife. We recognise the traditional owners of our area and their continuing connection to waters and land, and we thank them for their protection of our coastline and its ecosystems.

We are home to nearly 270,000 residents and their vision for the Northern Beaches Council is a safe, diverse, inclusive, and connected community that lives in balance with our environment. We are committed to working with the community and other stakeholders in making this a reality.

As one of the largest employers on the Northern Beaches we are focused on building an engaged and productive workforce that partners with our community to protect, improve and create our future. The breadth of our service delivery is significant.

We are a modern, multi-award-winning council that strives for excellence in all we do including the provision of the highest levels of customer service. We are also the proud winner of the 2022 AR Bluett Award for the most progressive metropolitan council in NSW.

Northern Beaches Council is committed to safeguarding children and young people. Council acknowledges that protecting the safety of children and young people is a whole community responsibility and is everyone's business.

Council Values

Our Council Vision is 'Delivering the highest quality service, valued and trusted by our community'.

Our Values of **Trust, Respect, Integrity, Teamwork, Service and Leadership** provide the foundation for delivering the Vision and drives everything we do and the decisions we make.

Division

Transport and Assets

The Transport and Assets Division is responsible for a range of functions which support the whole of Council to deliver high quality services to our Northern Beaches bush land, rural and coastal community. The Division comprises these business units - Transport and Civil Infrastructure, Property, Buildings and Beach Services, Asset Strategy and Planning and Capital Works.

Business Unit

Transport and Civil Infrastructure

The Transport & Civil Infrastructure Business Unit provides a range of maintenance and delivery relating to road assets, traffic management and street lighting; and infrastructure related to parking system assets. It provides timely and accurate advice and users better practice methods and procedures while developing new and innovative solutions to problems in a cost effective and environmentally sustainable manner. The Transport & Civil Infrastructure Business Unit delivers the following services;

- Maintenance & Construction of Civil Infrastructure
- Traffic and Transport Planning
- Asset Management & Planning
- Community Transport, Parking, Fleet and Stores
- Business Operations

Primary Purpose of the Position

Reporting to a Team Leader, Maintenance Works, the Crew Member – Maintenance position is required to undertake maintenance activities on Council's civil infrastructure including roads, kerb and gutter, drainage, footpaths and streetscape infrastructure in accordance with the Asset Management Plan(s) and Capital Works Delivery Plan(s).

The role has a focus on outcome-based delivery, including enhancing customer experience, safe delivery of works for staff and public, no environmental incidents and zero avoidable complaints.

Key Accountabilities

- Safely operate a range of plant and equipment
- Carry out routine daily cleaning and maintenance of equipment including replenishment of Consumables
- Undertake general labouring tasks as required by the Team Leader. This may include manual handling, concrete/asphalt work, drainage, landscaping and associated street furniture works.
- Demonstrate the ability to work unsupervised by making decisions and acting with initiative to identify and resolve problems
- Demonstrate excellent customer service skills and role model Northern Beaches Council's values and behaviours
- Ensure protection of the public and road users from work areas including security of work site and deliver a service that is of high quality and that complies with Australian Standards and Council Standards
- Learn, promote and support compliance with Work Health and Safety policies and procedures and ensure safe working practices and traffic control are maintained

Key Challenges

- Undertake work in a range of challenging environments that require safety and environmental controls
- Working in adverse conditions at times, to complete tasks on time
- Managing workload, identifying priorities and meeting deadlines



Key Internal Relationships

Who	Why
Team Leader, Maintenance	Assist with requirements and details to complete assigned tasks
Field Supervisor Maintenance	Open communication and updates on all aspects of day to day tasks

Key External Relationships

Who	Why
The community	- Provide accurate and efficient service to customers - Model Northern Beaches Council's values and behaviours

Key Role Dimensions

Decision Making

- In line with the Northern Beaches Council People Delegations.

Reports to

- Team Leader, Maintenance

Direct Reports

- N/A

Budget

- N/A

Essential Criteria

- Demonstrated civil construction experience in road, footpath, drainage, retaining structures techniques and practices
- Demonstrated ability, or willingness to learn, to operate a range of trucks and equipment in the safest most efficient way to successfully complete required jobs
- Demonstrated understanding of maintenance / operational requirements of plant and equipment and willingness to undertake minor maintenance activities and replacement of consumables
- Competent knowledge of construction materials properties (concrete, AC etc)
- Currently hold or are willing to obtain;
 - Truck licence - Current Class MR (minimum) & HR NSW RMS Licence or equivalent

- Traffic control qualifications / tickets
- Construction Induction Card (White Card)
- Awareness of WH&S issues relevant to the position
- Willingness to learn council IT system

Key Capabilities

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here.”

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Local Government Capability Framework			
Capability Group	Capability Name	Level	Focus Capabilities
 Personal Attributes	Manage Self	Foundational	Manage Self
	Display Resilience and Adaptability	Intermediate	
	Act with Integrity	Foundational	
	Demonstrate Accountability	Foundational	
 Relationships	Communicate and Engage	Foundational	Community and Customer Focus
	Community and Customer Focus	Foundational	
	Work Collaboratively	Foundational	
	Influence and Negotiate	Foundational	
 Results	Plan and Prioritise	Foundational	Deliver Results
	Think and Solve Problems	Foundational	
	Create and Innovate	Foundational	
	Deliver Results	Foundational	
 Resources	Finance	Foundational	Assets and Tools
	Assets and Tools	Foundational	
	Technology and Information	Foundational	
	Procurements and Contracts	Foundational	

Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
----------------------	-------	------------------------

Personal Attributes

Manage Self

Foundational

Checks understanding of own role within the team
Proactively seeks instruction and guidance
Approaches work tasks with energy and enthusiasm
Stays up to date with knowledge, training and accreditation in relevant skills areas
Is willing to learn and apply new skills
Learns from mistakes and the feedback of others

Relationships

Community and Customer Focus

Foundational

Shows awareness that he/she is working for the community
Shows respect, courtesy and fairness when interacting with customers and members of the community
Listens and asks questions to understand customer/community needs
Informs customers of progress and checks their needs are being met

Results

Deliver Results

Foundational

Takes the initiative to progress work tasks
Clarifies work required and timeframe available
Identifies what information/resources are needed to complete work tasks
Checks own work for accuracy, quality and completeness
Completes tasks under guidance, on time and to the required standard

Resources

Assets and Tools

Foundational

Uses core work tools and equipment effectively
Takes care of work tools, equipment, accommodation and community assets