

## POSITION DESCRIPTION

<b>Position Title:</b>	<b>Field Officer – Capital Works</b>
<b>Award/Agreement:</b>	<b>TOC Industrial Agreement 2024 (and any subsequent agreement)</b>
<b>Classification level:</b>	<b>4</b>
<b>Directly reports to:</b>	<b>Manager Engineering</b>
<b>Positions under Direct Supervision:</b>	<b>Nil</b>

### Organisational Context of Position

The Town of Claremont employs over 100 staff and is responsible for the local government area of approximately 5km<sup>2</sup>. The Town has a population of approximately 10,000 people and is located in the picturesque western suburbs of Perth, Western Australia. The Town has five key goals areas: Leadership and Governance, People, Liveability, Environmental Sustainability and Prosperity.

### Organisational Mission

We exist to deliver quality services for Claremont today and to build the foundation for the future.

### Organisational Vision

The Town is a progressive, respectful, sustainable, local government supporting a connected, flourishing community.

### Organisational Values

- **Respect:** We are responsible for how we behave in our workplace and will show respect and courtesy to all of our colleagues and customers.
- **Integrity:** We are open, accountable and honest.
- **Quality Communication:** We demonstrate our respect for our community and each other through timely, accurate and understandable communication.
- **Customer Service:** Every contact with a customer is important and an opportunity to demonstrate our commitment.
- **Excellence:** Our focus is quality outcomes achieved on time, on budget.

## OBJECTIVE OF THIS POSITION

This role is responsible for supporting the requirements of the Infrastructure Directorate by carrying out civil works and general maintenance duties, manual labour, and other general handiwork.

### Objective 1: General Duties

- Undertaking civil work, including installing and repairing kerbs, crossovers, footpaths, irrigation, drains, street furniture, and paving.
- Physical labouring such as digging, lifting, carrying and site clean-up.
- Setup traffic management for minor works inclusive of signs, cones, and barriers.
- Prepare, form, and finish various small concrete and cold-mix asphalt works.
- Provide feedback to Manager Engineering on activities being completed by contractors at worksites.
- Deliver letters to properties where works will be occurring.
- Notify residents of when works are occurring requiring them to move vehicles or turn off irrigation systems.
- Liaise with contractors to notify them of site access availability.
- Attend Out-of-hours emergency callouts as required for emergency works.
- Assist business units with general labouring duties when requested by Manager Engineering.
- Carry out other duties as requested by management that may be reasonably expected within the scope of the Field Officer – Capital Works classification level and skill base.
- Maintain work vehicle and other equipment in a clean, presentable and safe condition.

### Objective 2: Occupational Health & Safety (For all Staff)

- Comply with all workplace procedures for hazard identification, risk assessment and risk control.
- Actively participate in safety activities associated with the management of workplace health and safety.
- Follow policy and procedures as required.
- Take reasonable care to ensure his/her own safety and health at work.
- Avoid adversely affecting the safety of any other person.
- Identification and reporting of health and safety hazards, accidents, incidents, injuries, property damage at the workplace.
- Ensure the correct personal protective equipment is used for the task or activity.

### Objective 3: Corporate Responsibility (All Staff)

- In all actions, be accountable and employ ethical decision making and good governance in line with Town's Code of Conduct, values, policies and procedures.
- Demonstrate an ongoing commitment to the Town's Customer Experience Charter.
- Provide a high level of customer service.
- Promote and maintain harmonious relationships in the workplace.
- Ensure efficient and appropriate use of resources.
- Promote the development of efficient work practices.
- Maintain good relations with the general public and promote Council's operations in a professional manner at all times.
- Adhere and follow the Town's Record Keeping Plan.
- Carry out other duties as requested by management which may be reasonably expected within the scope of the classification level and skill base of the employee.

### Objective 4: Continuous Improvement (All Staff)

- Employ the mind set of continuous improvement to all work tasks.
- Support team members to review and analyse processes to identify possible improvements.
- Contribute to developing a culture of acknowledging and celebrating efforts to improve processes.

## SELECTION CRITERIA

### Essential

- Ability to undertake civil work such as installing concrete footpaths or kerb, irrigation, laying paving, or cold-mix asphalt.
- Experience working in a similar position, such as a labouring position.
- Experience handling materials such as pavers and concrete.
- Experience using hand tools and power tools i.e. quick cut saws and grinders.
- Ability to complete allocated jobs with minimal day-to-day supervision.
- "C" class drivers licence.

### Desirable

- Construction trade qualification.
- Paving and landscaping experience.
- Possess a valid White Card.
- Possession of current Basic Worksite Traffic Management accreditation.
- First Aid qualification.

## REQUIREMENTS

The Town requires all staff prior to commencing employment to:

- Provide an original qualification for sighting or a certified copy of qualification (where listed as Essential in Position Description).
- Provide for sighting 100 points of identification including at least one with a photograph (i.e. Driver's License and Passport or Birth Certificate).
- Complete a pre-employment medical (Town's GP to confirm fitness to work in position).
- Complete a Police Clearance (At employee's cost).
- Provide evidence of the Right to Work in Australia.
- Sign a change of circumstances employee declaration.

Some positions may be required to undertake other checks and verifications such as Working with Children Check and these will be specifically indicated in the Selection Criteria.

## Signatures

### Chief Executive Officer Approval

Signature

Date

### Employee

Signature

Date