

POSITION DESCRIPTION		
	Position Title:	General Operational
	Position Number:	P01208
	Directorate:	Infrastructure and Project Delivery Service
	Service:	Civil Infrastructure Planning and Delivery Service
	Location:	Council Works Depot
	Date Created/Updated	August 2026
	Position Classification:	Band 1

POSITION PURPOSE/OBJECTIVE

This position plays an important role in the maintenance and operations of infrastructure within the Transport and Public access service for the City. It is required undertake general labouring duties in relation to the construction and maintenance of Council's assets and infrastructure as directed, in a safe and efficient manner.

The position will require knowledge and use of mobility application/device and future technology enhancements. The position requires a commitment to ongoing training, flexibility and multi- skilling within the Transport and Public Access maintenance area to develop and maintain the required skills and competencies of the position.

RELATIONSHIPS

Reports to: (Position Title):	Team Leader RMT
Report to: (Position Number)	P01003
Staff Responsibility:	Nil
Key Internal Relationships:	Transport and Public Access Teams, Mechanical Service Teams, Trade Teams, Waste Management Teams and Fleet Services, Recreation and Aquatic Service
Key External Relationships:	Community members, government agencies and authorities

KEY RESPONSIBILITIES

- Perform manual labouring duties associated with maintenance and operations following safe work practices and procedures including but not limited to, pothole patching, weed management, sealing, repair or replacement of roadside furniture (including signs and guideposts), footpath maintenance and construction, kerb and gutter, concreting, drainage and stormwater pipes.

- Operate small plant and equipment following safe work practices and procedures and in accordance with operating instructions.
- Use/operate plant, hand tools and equipment in a range of circumstances associated with maintenance and operations
- Undertake routine check and basic maintenance to ensure all plant, tools and equipment are kept in a serviceable and safe working condition at all times
- Ensure safe work practices including the development and implementation of safe work method statements, risk assessments, injury and incident reporting and any other work health and safety requirements/obligations under the Work Health and Safety Act.
- Control traffic at worksites, including the placement of signs, lights and barriers, in accordance with relevant legislative requirements and standards.
- Complete and/or assist with administrative duties (including but not limited to timesheets, work orders and other relevant documentation) accurately and within required timeframes.
- Provide effective and consistency delivery of service to Council customers, internal and the community
- Attend formal and corporate training as required
- Present a positive image of Council
- Perform other duties as required and directed by the Coordinator, Program Leader or Service Manager.

Guiding Principles

- We act as one organisation responding to the changing needs of our LGA and community
- We are strategy led, driven by our Community Strategic Plan with clear priorities and focus
- We are service focused ` we continuously improve service provision and provide excellent customer service
- We collaborate and work together to achieve our outcomes
- We ensure safety and well-being is at the centre of our organisation, operations and culture
- We are a financially sustainable organisation, living within our means, ensuring best value resource allocation

These Guidelines complement the Council's adopted Values of: Work Together; Work Safe Home safe; Service Excellence; Value for Money; Trust and Respect; and, Supporting Community

Workplace Health & Safety

Ensure compliance with WHS obligations and responsibilities as outlined in Councils policies and procedures and under the relevant WHS legislation. These include but are not limited to: identifying potentially unsafe situations or work practices and notifying your Supervisor or Manager (or the Health, Safety Manager/Area Safety Representative); never performing a task that you believe is dangerous or for which you do not have the experience, or have not received appropriate instructions and training or where the correct equipment to carry out the task safely is not available; always work in a safe manner and in accordance with safety instructions, where applicable; use the work equipment supplied for the job, in accordance with the manufacturer's instructions), and any personal protective equipment, which the Council deems necessary and has provided; be safety

aware and report any actions to your line manager which will assist the Council to meet its legal workplace health and safety obligations.

You have the right to cease or direct cessation of unsafe work. In addition you are required at all times to comply with Councils Asbestos Management Plan and Policy.

Compliance & Risk

You are responsible for ensuring that you conduct your risk management responsibilities as described in council's Enterprise Risk Management (ERM) Policy and Procedure (the ERM Framework) with the goal of ensuring that potential issues are identified and reported in a timely manner.

In undertaking your work should you identify contaminated land or potentially contaminated land, including but not limited to Asbestos contamination you are required to notify your supervisor immediately

COMMUNICATION

This position requires a good level of interpersonal and communication skills with record keeping to be completed. The position is expected to co-operate with co-workers in creating smooth workflow, including assisting with each others work including the exchange/explain information.

The job holder is required to interact with Council employees to provide and obtain information. The position is front line position that will require interaction with the with members of the public/residents to provide and obtain information at times.

JUDGEMENT & PROBLEM SOLVING

The position requires attention to detail, focus and concentrate to operation in safe manner and work site. At times the position may required some initiative and ability to resolve minor maintenance matters when performing works or escalation as required in accordance to safe operating practices, policies and procedures.

AUTHORITY

Generally all maintenance and construction activities are routine tasks carried out under direct supervision. The position requires the job holder to self regulate for required duties and to conduct in manner that is reasonable and practical to the work environment.

SKILL, EXPERIENCE, QUALIFICATIONS & BEHAVIOURAL COMPETENCIES

ESSENTIAL

- WHS General Construction Induction (White) card.
- Previous experience in the safe operation of small plant and equipment including ride on mowers, edgers, rollers and hand held tools.
- Proven ability to work productively as a member of a team and contribute to team goals.
- Current Class C Drivers Licence.

- Proven experience in the construction or maintenance of roads, drains and/or other civil works or capability to learn and undertake
- Demonstrated ability to communicate effectively
- Ability to deal in an appropriate manner with the general public
- Competent level of literacy and numeracy
- Ability to work autonomously and in team environment
- Ability and willingness to obtain MR licences and qualifications for operating plant and equipment as nominated by service leaders

DESIRABLE

- Current Traffic Controller card (Blue ticket)
- Demonstrated experience in Civil or Landscape Construction
- Form work and Concreting experience
- Drainage and Road Construction experience
- Current Valid Class MR or HR Truck License
- Backhoe / Loader, Skid Steer or Excavator Certification

BMCC POSITIONAL PHYSICAL DEMANDS ANALYSIS

NOTE: to be completed with the Recruitment Requisition form by the requesting Manager/ Supervisor.

Please contact the WH&S Officer if assistance is required in completing this form.

Position:	General Operational		
Responsible Manager/ Supervisor:	Team Leader/Manager Civil Infrastructure Planning and Delivery Service		
Signature:		Date:	August 2026

Complete the physical requirements and working condition sections of the table below based on an employees average daily exposure to the tasks listed. Ratings as follows:	Exposure Level	Rating
	No Exposure	0
	Low Exposure (0 – 2hrs daily)	1
	Medium Exposure (2 – 4hrs daily)	2
	High Exposure (4 – 8hrs daily)	3

PHYSICAL REQUIREMENTS							
Heavy Manual Tasks	3	Pushing loads > 5kgs	2	Frequent bending/ stooping	2	Sitting for extended periods	1
Light Manual Tasks	3	Pulling loads >5kgs	2	Repetitive Lifting	2	Standing for extended periods	1
Trunk Twisting	3	Extend arms for reaching	2	Elevating arms above shoulder height	2	Kneeling for extended periods	1
Climbing to access/ exit excavations	1	Throwing	2	Walking on uneven ground	2	Walking for extended periods	1
Balancing	2	Crawling	0	Hearing above background noise	2	Depth Perception	0
Colour Vision		Fine Manipulation	1	Shoveling/Digging	2		

WORKING CONDITIONS							
PHYSICAL							
Inside Work	1	Outside Work	3	High Temperatures > 38deg	2	Low Temperatures < 3 deg	2
Operating Machinery	1	Working Near Machinery	2	Working at Heights	0	Noisy Work Areas	2
Vibration	1	Confined Spaces	1	Prolonged Driving (periods > 2hours)	1	Working Alone	0
Overhead Work	0	Use of computer for screen-based activities.	1	Prolonged Sitting (periods > 1hour)	2	Prolonged Standing (periods > 1 hour)	2
CHEMICALS				BIOLOGICAL			
Dusts	1	Liquids	1	Pesticide Spraying	1	Herbicide Spraying	1
Working with Solvents	1	Mists / Fumes	1	Possible exposure to Hepatitis A, B, C	0	Possible exposure to Tetanus	0
Gases/ Vapours	1	Odours	1	BIOMECHANICAL			
				Repetitiveness	2	Fatigue	2

ASBESTOS			
Asbestos Awareness	✓	None of the below	
Class B Asbestos Removal	0	Asbestos Removal and Supervision	0
		Asbestos Assessor	0

USE OF PERSONAL PROTECTIVE EQUIPMENT									
Safety Boots/ Shoes	3	Dust Mask/ Respirator	1	Protective Eyewear	3	Ear plugs/Muffs	3	Hard Hat	1

Provide a brief description of the job requirements:
