

POSITION DESCRIPTION



Position title	Team Member Civil Maintenance
Classification	Municipal Employee 9 ASTC EA
Position number	P3069 / P3070 / P3071
Responsible to	Supervisor Civil Works
Position status	Permanent Full-time
Position description approved	 Date :12/10/2026

Primary Objective

Working with the Civil Maintenance Team within Municipal Services, the position will undertake a broad range of minor works, repair and maintenance tasks relating to Council's road network, footpaths, drainage, buildings, facilities and amenities. The position is a multi-skilled role covering concreting, road patching and repairs, painting and line marking, general maintenance and plant operation, with team members working across each of these streams as directed.

Key Responsibilities

- Under the general direction of the Supervisor Civil Works, undertake a broad range of civil repairs and maintenance tasks across Council's infrastructure, working flexibly across work streams as directed.
- Undertake concrete construction and repair work, including:
 - kerb, channel and footpath concrete cutting and removal, including the use of jackhammers and concrete saws
 - formwork, steel fixing, pouring, finishing and concrete reinstatements
 - stone pitching, paving repairs, and water drainage and diversion works.
- Undertake road maintenance and sealing work, including:
 - operation of the bitumen truck and associated road repair plant
 - pothole repair, road patching and reinstatement of road surfaces
 - spreading and levelling gravel and road base
 - operation of compaction plant including vibrating rollers
 - mixing appropriate mixes for sealing operations.
- Undertake painting and line marking work, including:
 - line marking of roads, car parks, parking bays, restricted zones and similar
 - operation of line marking and line removal machines
 - painting and maintenance of Council buildings, public toilets, kiosks, playgrounds, street sign poles, walkways and causeway barriers.
- Undertake general maintenance and minor fabrication work to fixtures, fittings, facilities and amenities, including:

- street signs, public seating, paving and lighting
- fencing, fence capping and footpaths
- playground equipment and Council facilities
- minor welding, and repairs to lights and other fixtures and fittings.
- Assess work requirements and determine appropriate plant, machinery, equipment and tools to complete job tasks safely and efficiently.
- Competently and safely operate plant, machinery, vehicles, equipment and tools relevant to the position, including two or more types of Class B plant such as front-end loader, skid steer loader, tip trucks and compaction plant, as well as the bitumen truck, concrete saw, non-slewing crane, welding equipment, and hand and power tools.
- Coordinate support services for plant in use, including fuel, minor repairs and machine transport.
- Establish and monitor production and quality standards for work locations from supplied work plans and instructions, and coordinate standards of workmanship with other operators in the workgroup.
- Assist with traffic control and the establishment of work zones around work sites.
- Contribute to Council's asset management program through preventative maintenance, undertaking minor repairs to plant, equipment and tools, and identifying parts or equipment requiring replacement.
- Provide on-the-job guidance, operating instruction and workplace training to less experienced team members, trainees and casual staff in accordance with a supplied plan of instruction.
- Keep accurate daily work records for costing purposes and report any issues including necessary repairs to the Team Leader / Supervisor in a timely manner.
- Work under limited supervision and follow instructions.
- Contribute to a respectful and inclusive workplace, demonstrating awareness of local Aboriginal culture and working effectively across diverse cultural backgrounds.
- Take reasonable care for your own health and safety, as well as that of others.
- Follow health and safety instructions and comply with relevant workplace policies, procedures, and emergency protocols.
- Use personal protective equipment and operate machinery, plant, and vehicles safely.
- Report hazards, incidents, accidents, and near-misses to your Manager/Supervisor promptly.
- Perform other duties within capabilities and/or consistent with the level of this position as required.

Qualifications

- Current Northern Territory Medium Rigid (MR) Class driver licence
- Front-end loader or skid steer loader ticket, or the ability to obtain
- NT Work Zone Traffic Management - RIIWHS205D & RIIWHS302D (or current equivalent), or the ability to obtain.
- NT Construction White Card.

Special Requirements

- This position may be required to work outside ordinary hours, including weekends and during special events.
- The position works across multiple civil work streams and team members will be directed between streams according to operational need.

Selection Criteria

Essential

1. Demonstrated ability to effectively undertake a variety of civil maintenance tasks across concreting, road repair and sealing, painting and line marking, and general facility maintenance.
2. Demonstrated competency in the safe and productive operation of at least two different types of Class B plant as defined in the ASTC Enterprise Agreement, for example front-end loader or skid steer loader, tipper truck and compaction plant.
3. Ability to establish own production and quality standards for a work location from supplied work plans and instructions, and to provide on-the-job guidance and operating instruction to less experienced team members and trainees.
4. Ability to work unsupervised, follow instructions, keep and maintain good work records and report any issues to Supervisor.
5. Demonstrated willingness and ability to work flexibly across a range of civil work streams as directed.
6. Current Northern Territory Medium Rigid (MR) Class driver licence, and a Heavy Rigid (HR) Class driver licence or the ability to obtain.
7. Front-end loader or skid steer loader ticket, or the ability to obtain.
8. NT Work Zone Traffic Management - RIIWHS205D & RIIWHS302D (or current equivalent) or have the ability to obtain.

Desirable

1. Trade qualification or relevant certification in a civil, concreting, painting or construction discipline.
2. Current Provide First Aid certificate.
3. Experience and ability to work in a cross-cultural environment.
4. Experience in working for Local Government.

ACKNOWLEDGEMENT

I have received a copy of this Position Description and have read and understand its contents.

Employee Name _____::FIRSTNAME:: ::LASTNAME::_____

Signature _____::SIGNATURE::_____ Date _____