

Position:	Civil Maintenance Officer (Winchelsea)
Agreement:	Surf Coast Shire Council Enterprise Agreement 2025 – 2028
Award Classification:	Band 3
Division:	Community Life
Department:	Operations
Team:	Civil Operations
Date Reviewed:	December 2025
Approved By:	Manager Operations
Current Incumbent:	Vacant

Surf Coast Shire Council Acknowledges the Wadawurrung People, and the Gulidjan and Gadubanud Peoples of the Eastern Maar nation as the Traditional Owners of the land we now call Surf Coast Shire. We pay our respects to their Elders past and present, and all other Aboriginal and Torres Strait Islander People who are part of our Surf Coast Shire community.

Our purpose, direction and approach were developed collaboratively by our people for our people.

As an employee of the Surf Coast Shire Council, you are committing to work towards our purpose within our team by following our direction and living our approach.

Purpose, Direction and Approach

Council is committed to helping our community and environment to thrive. In order to do this we understand that we will be an innovative and flexible leader that values the strengths of others enabling our workplace to be a place where people can do their best and be proud of their achievements.

Our Approach guides us in the way that we work:

We Do What We Say

We set clear expectations
We are accountable for our actions
We get things done

We See Opportunity

We look for better ways
We are open minded
We learn from our experiences

We Work Together

We value strengths and differences
We seek to work with others
We help people to succeed

We Make a Difference

We proudly represent Surf Coast Shire Council
We act with the future in mind
We go the extra mile

OUR APPROACH

We do what we say We work together We see opportunity We make a difference

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Position description

Introduction of the work of the team

The Civil Operations team provides a maintenance service for all of Council's civil assets. These include roads, drains, paths, signs and other assets in the roadway. The maintenance service includes proactive and reactive maintenance and ranges from repairing broken things to ongoing preventative maintenance like regular street sweeping, cleaning reflective signs and clearing blocked drains.

POSITION OBJECTIVES

- Provide service as part of the day labour work team involved in civil maintenance by undertaking maintenance work and operating and maintaining plant and equipment.
- Assist other team members (including the Open Space Maintenance teams) and ensure that agreed productivity and service levels are met.

ORGANISATIONAL RELATIONSHIPS

Reports to: Team Leader Civil Maintenance

Supervises: Team members as assigned.

Internal Relationships: All employees and Councillors.

External Relationships: Contractors, the general public and service authorities.

KEY RESPONSIBILITIES

- Operate assigned plant in a safe and appropriate manner (eg. Trucks up to Medium Rigid license category, multi-tyre roller up to 24tonne, front loader, backhoe, loading crane etc).
- Maintain assigned plant to the required level of cleanliness and lubrication, including standard adjustments, full daily plant checks and filling out log books.
- Understand and adhere to operational standards of safety and security requirements following agreed work practices, including reviewing Safe Work Method Statements (SWMS) and completing risk assessments before commencing each work activity.
- Operate plant and perform work operations in accordance with Council policies and work practices.
- Ensure that the specified service levels are met and assist tradespersons, construction workers and maintenance personnel in reaching competitive service levels.
- Understanding records management obligations and responsibilities, making and keeping accurate and complete records of business activities and decision-making.
- Ensure that reports, timesheets and other paperwork necessary for efficiently running the Infrastructure Unit are completed accurately and on time.
- Observe safe work process following provided training and instruction, reporting any risk (which may be financial, safety, site, task or person-specific) to the Team Leader Civil Maintenance. Comply with Surf Coast Shire Council's corporate Risk Management and Occupational Health and Safety policies and practices.
- May be required to work with the Open Space Maintenance teams during busy times. This will include the maintenance of Council parks, reserves, and open space through the application of programmed and reactive maintenance.
- Perform other duties and responsibilities reasonably within the capabilities of the position.

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ACCOUNTABILITY & EXTENT OF AUTHORITY

- Accountable for the quality and quantity of work performed promptly and efficiently, subject to available resources.
- Supervision and work output of staff under the control of this position as assigned.
- The employee will work under the general supervision of the Team Leader Civil Maintenance. They will, however, be expected to provide on-the-job guidance to subordinates.

JUDGEMENT AND DECISION MAKING

- Procedures must be well understood and clearly documented.
- Competent personal judgment is required to be exercised in accordance with procedures.

SPECIALIST SKILLS AND KNOWLEDGE

- Safe and competent operation of mechanical plant and equipment.
- Understanding of civil works materials and processes, including excavation, earthworks, compaction, drainage and site safety.
- Proficiency in concreting works and general handy-person skills.
- Proficiency in reading maps and plans.
- Understanding and application of basic quality control techniques.
- Ability to carry out basic measurements.
- Awareness of Occupational Health and Safety and Equal Employment Opportunity requirements and the obligations of employers and employees.
- Basic administrative skills.

MANAGEMENT SKILLS

- Ability to manage one's own time effectively is desirable.
- Ability to supervise, direct and train staff in on-the-job work and procedures as required.
- Ability to work unsupervised when required.

INTERPERSONAL SKILLS

- Competent oral and written skills.
- Use of problem-solving skills as required.
- Ability to work as part of a team.

KEY SELECTION CRITERIA

Qualifications and Experience

- Holder of a current Medium Rigid (MR) or higher driver's licence with relevant endorsements to operate plant as assigned.
- Several years' experience in civil works.
- Skills and knowledge gained through on-the-job training relevant to the position.
- Demonstrated experience in the maintenance of municipal assets.
- Experience in a Local Government environment.

Other requirements

- You have the Right to live and work in Australia.
- A current Working with Children Check (WWCC). All positions within Council are required to have a current WWCC. All prospective employees cannot commence work with Council until they have a valid WWCC.
- Police Check results that are suitable for this position. All prospective employees will be required to undertake a national and/or international criminal history check before commencing employment with Council. This check will be conducted and paid for by Council.

ORGANISATIONAL RESPONSIBILITIES

Child Safe Standards	Surf Coast Shire Council is committed to being a Child Safe Organisation where children and young people are protected, respected, and encouraged to reach their full potential. The Victorian Child Safe Standards are embedded across the organisation, our policies and procedures support the implementation of requirements under the Child Wellbeing and Safety Act 2005. Staff are expected to have and maintain a commitment to child safety, equity, inclusion and cultural safety.
Equal Opportunity	Surf Coast Shire Council is an equal opportunity employer. We ensure fair, equitable and non-discriminatory consideration is given to all applicants, regardless of age, gender, disability, marital status, pregnancy, sexual orientation, race, religious beliefs or other irrelevant factor. We recognise our proactive duty to ensure compliance with equal opportunity and other workplace-related legislation, and to eliminate all forms of discrimination.
Fraud and Corruption	To ensure Council's Fraud & Corruption policy and program are consistently observed and complied with, it is essential to apply sound fraud and corruption management practices within the workplace and community. Maintaining awareness through relevant training is crucial for all staff to meet their obligations and responsibilities related to fraud and corruption. Participation in the organisation's Fraud & Corruption training is a requirement to uphold these standards.
Record Keeping	Staff are required by legislation and internal policies to create full and accurate records that document official business activities of council.
Right to disconnect	In accordance with the new Australian right to disconnect legislation, this role acknowledges the importance of work-life balance and the employee's right to disconnect from work outside of regular working hours. However, and in addition to any obligations listed above, there may be occasional requirements to be available to take calls after hours or on weekends to address urgent matters or critical issues that arise.
Risk Management and Workplace Health & Safety	Ensure that work practices are conducted in line with Council's Workplace Health and Safety and Risk management policies, practices and relevant legislation. Observe safe work processes in accordance with training and instruction reporting any risks, hazards and incidents in a timely manner using the correct channels of communication.
Business Continuity and Emergency Management	All roles support business continuity and emergency management through participation in planning, training, and response activities relevant to their function.

To apply for this role please use the links on the 'Employment Opportunities' page of our website. To be considered for this opportunity candidates must address the Key Selection Criteria and follow the instructions listed in the Employment Application Guide.