

## Position Description

<b>Position Title:</b>	Field Worker
<b>Directorate:</b>	Infrastructure
<b>Business Unit:</b>	Civil Works
<b>Salary Point:</b>	1-3
<b>Position Reports To:</b>	Field Supervisor
<b>Staff Management:</b>	Nil - responsible for own work only
<b>Budget Responsibility:</b>	Nil
<b>Date PD Reviewed:</b>	October 2012

### Organisation Context of Position

The City of Newcastle employs over 900 staff and is responsible for a local government area of 187km<sup>2</sup>. Newcastle has a population of 148,000 and is the business and cultural centre of the Hunter region, home to over 620,000 people. In the heart of the Hunter Region, The City of Newcastle has a variety of locations across the City and encompasses three Groups:

- Planning & Regulatory
- Corporate Services
- Infrastructure

The purpose of the Infrastructure Group is to:

- Ensure whole of life planning and maintenance of Council's built, physical and natural assets including infrastructure, traffic management, natural resources, waste management, plant and fleet assets.
- Managing delivery of civil works and environmental projects across the LGA.
- Provide contract management services to Council, including the management of relevant works and services delivered by external providers.
- Manage the operations and maintenance of Council's outdoor leisure facilities, including parks, bushland, pools, beaches, ocean baths and community halls.
- Provide services that improve presentation of the city, including waste collection and management, graffiti removal, and street cleaning.

The Business Units that form part of the Infrastructure Group are:

- Infrastructure Planning
- Civil Works
- Projects & Contracts
- Facilities & Recreation
- Waste Management

### Workplace Health & Safety

<b>WHS RAA Level</b>	6
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For specific WHS Responsibilities, Authorities & Accountabilities applicable to this position, the position holder will refer to the WHS Responsibilities, Authorities & Accountabilities matrix in the WH&S Management System. The person accepting the position will be required to sign off that they have received and understood their WHS Responsibilities, Authorities & Accountabilities.

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## Position Responsibilities

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- Contribute to the efficient and effective construction and maintenance of civil infrastructure and other municipal works, (including but not limited to road pavement construction, concrete works, asphalt works, drainage works and vegetation control) using accumulated personal skills and knowledge to ensure that the required quality of workmanship and productivity is attained.
- Maintain the health and safety of self, fellow workers and the general public during the execution of works by ensuring that safe work practices are adopted and adhered to in accordance with Work Health and Safety Guidelines.
- Work in a team based environment and contribute in a manner to promote team spirit and harmony and industrial safety whilst optimising the output of the team.
- Execute instructions (both verbal and written) from supervisors in a timely and efficient manner.
- Maximise productivity through the organisation and completion of allocated works within nominated timeframes to minimise the inconvenience to public amenity and meet budgetary constraints.
- Attend requisite training and personal development courses as arranged by the organisation to enhance skills and knowledge or to maintain accreditations or licences.
- Any other accountabilities or duties as directed by the Supervisor / Manager which are within the employee's skill, competence and training.

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## Position Selection Criteria

### Essential

1. Previous experience in civil infrastructure and municipal works in accordance with Council's Field Worker competencies.
2. General WH&S Induction Training for Construction Industry.
3. Working knowledge of relevant Work Health and Safety requirements.
4. Traffic Control accreditation.
5. Class C manual drivers licence.
6. Ability to work in a team based environment and perform allocated duties with minimal supervision.
7. Ability to accept, interpret and action verbal and written instruction.
8. Literacy and numeracy skills adequate to meet the requirements of the position.

### Highly Desirable

1. Class LR, MR or HR Drivers Licence and / or Plant Operators Certificate.
2. Ability to interpret construction plans, standards and related documentation, set out minor works and establish survey levels.
3. Skills and knowledge in the following municipal works:
  - The construction and maintenance of road pavements including sub grade, sub base and base preparation.
  - Concrete works including erection of formwork, reinforcement fixing and concrete finishing of both poured and extruded concrete.
  - Asphaltic concrete works including the preparation for and placement of both hand and machine laid asphalt.
  - The construction and maintenance of storm water drainage systems.
  - The setting out and laying of brick and concrete pavers.
  - Vegetation control works including operation of ride on mowers, push mowers, brush cutters as well as herbicide application and tree trimming.