

## POSITION DESCRIPTION

### 1. POSITION DETAILS

<b>Position Title:</b>	Emergency Services Officer
<b>Division:</b>	City Operations
<b>Unit:</b>	City Infrastructure and Traffic Operations
<b>Management Level:</b>	Worker

### 2. ORGANISATIONAL RELATIONSHIPS

**Position Title of Supervisor:**

Civil Maintenance - Supervisor

**Titles of Positions which report to Emergency Services Officer are:**

Nil

**Contractors for which this position is responsible:**

Nil

### 3. PRIMARY PURPOSE OF POSITION

The purpose of the position is to respond to after-hours emergency requests relating to the City's infrastructure assets.

### 4. POSITION OBJECTIVES

The major objectives to be achieved by the Emergency Services Officer are:

- Be the after-hours emergency response contact for requests regarding Council's infrastructure assets.
- Organise and manage the effective use of materials and equipment as required and drive and operate Council's emergency service vehicle.
- Liaise with Customer Service and other sections of Council, emergency services and utilities to respond and make safe any after-hours City of Sydney infrastructure related requests.
- Work in conjunction with other infrastructure maintenance operations to ensure work is coordinated and planned for the following day's scheduled work.
- To be held accountable for working conditions under the control of the position and for detecting any unsafe or unhealthy conditions or behaviours and to take immediate steps to report investigate and rectify any risks to health, safety and welfare arising from any activity.
- Promote Council's image by being efficient and courteous to the general public.

## 5. POSITION ACCOUNTABILITIES

- Ensure appropriate after hours emergency response in the repair, maintenance or make safe of Council's infrastructure assets and ensure that all work is carried out to Council's standards, specifications and expected level of workmanship.
- With the assistance of the Supervisor, identify and prioritise the work to be undertaken each day to ensure each work shift is effective.
- Record and document work carried out including job data entry into Council's Corporate Asset Management System.
- Comply with relevant Codes of Practice at all times.
- Ensure all issued personal protective equipment is in good condition at all times and is used correctly.
- Ensure a safe working environment is maintained at all times with regard to self, workmates, other workers and the general public.
- Ensure that work is undertaken with minimal environmental impact and that statutory standards are met.
- Drive vehicles (if licensed) appropriately. Fully comply with the responsibilities of a driver in operating and maintaining a Council vehicle as set out in the policy "Instructions to Motor Vehicle Drivers".
- At all times drive a Council vehicle in a safe manner and maintain a courteous attitude to other road users. Be responsible for the general cleanliness and appearance of Council's vehicles whilst under your control.
- Operate plant items if qualified, in accordance with Safe Work Method Statements (SWMS).
- Promptly report all damaged or incorrectly operating vehicles, plant or equipment to the Civil Maintenance Supervisor.
- Promote Council as a courteous and efficient organisation at all times.
- Carry out any other duties as directed by Supervisors and or management
- Comply with and keep abreast of any relevant legislation applicable to the performance of the duties of this position.

## 7. WORK, HEALTH & SAFETY RESPONSIBILITIES

Workers have an active role to play in the Safety Management System (SMS). Workers have the following responsibility, authority and accountability:

- Working safely so as not to put yourself or others at risk.
- Stopping work in circumstances that are deemed an immediate risk to health and safety until a satisfactory solution is agreed/implemented.
- Cooperating and complying with safe work method statements, policies and procedures and participating in their development.

- Reporting all accident, incidents and hazards to your supervisor immediately and participating in accident/incident investigation and risk management activities.
- Attending WHS training.
- Complying with the requirements of the City's Return to Work program.

A full list of WHS responsibilities and accountabilities are available within the City's SMS document Responsibility, Authority and Accountability (RAA) Matrix.

---

## 8. AUTHORITY TO ACT

- The incumbent has the authority to take any reasonable steps to ensure that the smooth flow of operations is maintained providing the actions are consistent with the responsibilities of the position and subject to any limitations, corporate policies, procedures or safe work method statements.
- All personnel have the power to stop work in circumstances that are deemed an immediate risk to health and safety until a satisfactory resolution is agreed / implemented. Such circumstances may include life threatening situations or those that could result in loss of limb or other significant lost time injury.
- The position has a high degree of autonomy especially in regards to decisions concerning programming and management of site works and negotiation with stakeholders.
- Matters which have a significant effect on the strategic direction of the unit; unit budgets or the City's statutory or financial reporting obligations are to be communicated to the Infrastructure Maintenance Manager.

---

## 9. SELECTION CRITERIA

### Essential Criteria

- Have practical experience in the construction, restoration and maintenance of civil infrastructure assets.
- Have knowledge of the functions and responsibilities of the City of Sydney after hour's emergency response service.
- Be physically fit and flexible to work on a rotating shift. Includes working evenings and every weekend.
- Must hold a current NSW C class driver licence.
- Demonstrate a commitment to Equal Employment Opportunity, Work Health and Safety and Cultural Diversity principles.

### Desirable Criteria

- Trades background or a Certificate III in Civil Construction.
- Previous experience in operating load shifting plant and equipment.
- Hold current or have held traffic control qualifications: RMS blue, yellow or red card or equivalent.