

Position Description

Crew Member

Division	City Services
Business Unit	City Infrastructure and Traffic Operations
Grade/Band	Council Worker Grade 5
Date	July 2019

Council overview

At the City of Sydney our people are our most important asset and central to achieving our exciting and ambitious [Sustainable Sydney 2030](#) – developing a green, global and connected city. The City of Sydney works to build socially sustainable communities that support a more inclusive Sydney – a city that is also more connected, liveable and engaged.

From our high-quality facilities to local services and initiatives, we are dedicated to delivering the best city environment for business, work, living and recreation.

Council values

Our people are custodians of public trust and confidence. In recognising this, we are committed to building a high performing culture built on the values of collaboration, courage, integrity, innovation, quality and respect. These six core values guide everything we do at the City.

Primary purpose of the position

The purpose of the position is to repair and maintain Council’s road and footway infrastructure assets. To undertake the effective maintenance of Council’s infrastructure assets. Organise and manage the effective use of materials and equipment as required.

Key accountabilities

- Repair and maintain 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 Crew Leader, Supervisor and Coordinator, identify and prioritise the work to be undertaken each day to ensure workflow 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, including code of conduct and demonstrating behaviours reflecting the City’s corporate values.
- Ensure a safe working environment is maintained at all times with regard to self, workmates, other workers and the general public.
- Drive and operate Council’s fleet of vehicles, small plant and machinery (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’.

- Operate plant items if qualified, in accordance with Safe Work Method Statements (SWMS) to provide effective maintenance of Council's infrastructure assets.
- Carry out any other duties as directed by Supervisors and or Management to ensure the effective and efficient delivery of repair and maintenance services.
- 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.

Key challenges

Work well with other team members in a diverse team with a wide range of personalities and technical knowledge.

Maintain a safe and injury free workplace in a busy and complex work environment.

Key relationships

Who	Why
Internal	
Supervisor, Coordinator, Manager	<ul style="list-style-type: none"> • Receive advice and report on progress towards business objectives and discuss future directions • Provide expert advice and contribute to decision making • Identify emerging issues/risks and their implications and propose solutions
Colleagues	<ul style="list-style-type: none"> • Work in conjunction with other maintenance operations to ensure work is coordinated within timeframes and specifications and that an effective workflow is achieved.
External	
Residents, visitors to the City	<ul style="list-style-type: none"> • Promote Council's image by being efficient and courteous to the general public.

Key dimensions

Decision making

- Is aware of the decisions that need to be referred to a manager or supervisor and acts accordingly when required.

Reports to: Supervisor, Infrastructure Maintenance

Estimated number of indirect reports: Nil

Essential Knowledge, Skills & Experience

- Be physically able to carry out labouring work.
- Must hold a current NSW C class licence and be willing to obtain an MR class licence within the first six months of employment and subsequently drive fleet vehicles when required or directed.

Capabilities for the position

The City's capability framework outlines the capabilities everyone needs to work well in their role. They are expressed as behaviours that show expected knowledge, skills and our values. There are capabilities for **employees** and managers which provide clarity, common language and consistency.

Capability Group	Capability Name	Level
Personal attributes	Act with Integrity and Courage	Foundational
	Demonstrate Accountability	Foundational
	Manage Self	Foundational
	Display Resilience and Adaptability	Foundational
Relationships	Work Collaboratively	Foundational
	Communicate and Engage Respectfully	Foundational
	Community and Customer Focus	Intermediate
	Influence and Negotiate	Foundational
Results	Deliver Quality Results	Foundational
	Create and Innovate	Foundational
	Plan and Prioritise	Foundational
	Think and Solve Problems	Foundational
Resources	Finance	Foundational
	Technology and Information	Foundational
	Assets and Tools	Foundational
	Procurement and Contracts	Foundational

**This profile is subject to an organisation-wide review of capability profiles. The final profile may vary slightly.*

Focus capabilities

The capabilities in bold are the focus capabilities for this position. The focus capabilities are those judged to be the most important at the time of recruiting for the position.

Group and Capability	Level	Behavioural Indicators
Personal Attributes Act with Integrity and Courage	Foundational	<ul style="list-style-type: none"> Is open and honest Tells the truth and admits to mistakes Follows the code of conduct, policies and guidelines Has the courage to speak up and report inappropriate behaviour and misconduct
Relationships Community and Customer Focus	Intermediate	<ul style="list-style-type: none"> Identifies and responds quickly to customer needs

		<ul style="list-style-type: none"> • Demonstrates a thorough knowledge of services provided • Puts the customer and community at the heart of work activities • Takes responsibility for resolving customer issues and needs
Results Deliver Quality Results	Foundational	<ul style="list-style-type: none"> • Takes the initiative to progress work tasks • Clarifies work required and timeframe available • Identifies what information/resources are needed to complete work tasks • Checks own work for accuracy, quality and completeness • Completes tasks under guidance, on time and to the required standard
Resources Assets and Tools	Foundational	<ul style="list-style-type: none"> • Uses core work tools and equipment effectively • Takes care of work tools, equipment, accommodation and community assets