

# Job Description

We are Campbelltown, where opportunity comes to life

<b>Position Title:</b>	Lead Operative
<b>Position No:</b>	CWO104, CWO112 & CWO115
<b>Division:</b>	City Services
<b>Section:</b>	Operational Services
<b>Job Grade:</b>	11
<b>Reports to:</b>	Section Leader Civil Works

## JOB SPECIFICATION

<b>Position Overview</b>
<ol style="list-style-type: none"> <li>1. To work primarily carrying out maintenance and care within the areas of roads, drainage, footpath, parks and reserves.</li> <li>2. Responsible for the control and supervision of site works for team members, contractors and general public</li> <li>3. To work cooperatively within all areas of Operational Services to ensure the programs, goals and objectives of the Section are achieved in an efficient and effective manner.</li> <li>4. To cooperatively assist in maintaining a safe work environment and ensure risk assessments are carried out prior to work being commenced and all incidents are reported immediately.</li> </ol>

<b>Key Duties &amp; Responsibilities</b>
<ul style="list-style-type: none"> <li>• To monitor and review all relevant legislation, standards, codes of practice that relate to the activities of their Section to ensure that Council processes and documents adhere to these requirements.</li> <li>• Responsible for undertaking all duties in a manner that will promote the effective and efficient performance of the team and Section.</li> <li>• Actively assist in reviewing and implementing of risk assessment and safe work method statements/ procedures within the Section.</li> <li>• Responsible for the care, inspection and safe operation of plant and equipment.</li> <li>• Carry out all duties in a manner that complies with Statutory and Council standards and procedures.</li> <li>• Assist in the physical repair, maintenance and construction of Council assets.</li> <li>• Play an active role in assisting the Operational Services Section achieve its goals and objectives.</li> <li>• Ability to plan, supervise and deliver small projects.</li> <li>• Supervision of council contractors</li> </ul>

## Performance Standards

- To “live” the organisational values of respect, integrity, teamwork, trust and optimism, thereby positively contributing to the direction and culture of Council.
- Completion of performance reviews and training plans in accordance with Organisational Standards.
- All staff have a duty to ensure that they comply with the requirements of all relevant standards, codes of practice and legislation including the *Local Government Act 1993* and the *State Records Act 1998*.
- All staff are required to perform their duties in accordance with Council’s Policies, Authorised Statements, Procedures, Job Description, Risk Identifications, Work Method Statements (WMS), Safe Operating Procedures (SOP) and site specific documents.
- The responsibility of staff is to ensure that they take reasonable care of their own health and safety.
- To work in line with Council’s strategies and plans including the Community Strategic Plan, Delivery Program and Operational Plan.
- Timely reporting of all incidences, hazard and accidents.



## PERSON SPECIFICATION

### Essential Criteria

- Trades Certificate or similar qualification in relevant area to operational services
- High level awareness of WHS, environmental and risk identification aspects related to this type of position and work.
- Be able to demonstrate a high level of written and oral skills that will enable you to work cooperatively and effectively within your team and the Section.
- Ability to work alone or as part of a team and maintain a harmonious working environment.
- High level practical understanding of WHS, environmental and risk identification related to this type of position and work.
- Current Class MR Drivers Licence.
- Construction Induction Certificate (White card)
- Demonstrated ability to plan and organise day to day activities of relevant work areas including scheduling and ordering of materials and plant.
- Be able to demonstrate a work ethic that promotes a high level of efficiency and customer satisfaction.
- High level of literacy, numeracy comprehension and problem solving skills
- Local knowledge of Council’s streets and suburbs.

### Desirable Criteria

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### Behavioural Competencies & Personal Attributes

- Flexibility to deviate from regular procedure to meet particular needs.
- Work within other areas of Operational Services to meet the work demands of the Section.

#### DATA AND DOCUMENT CONTROL

- Ensure you are well informed of all Council policy and procedures.
- Actively participate and attend all scheduled training course.
- Play an active role in assisting the Operational Services Section achieve its goals and objectives.
- Carry out all duties in a manner that will present Council's image to the highest standard.
- Cooperate and be flexible to changes in the workplace that may be required to meet the needs and expectations of Council and the community.
- Adaptability
- Reliability
- Teamwork
- Customer Service
- Ability to work alone or as part of a team and maintain a harmonious working environment.
- Be self-motivated, demonstrate initiative and dependability.
- Team Player
- Flexible
- Dependable
- Motivated
- Approachable
- Organised

### Further Responsibilities

Equal Employment Opportunity Principles	A knowledge and application of Council's Equal Employment Opportunity principles is required. Promotion of Council's EEO and Harassment Prevention principles is required.
Delegations	As per delegations and policy register in <a href="#">PULSE</a> .
Work Health and Safety	<a href="#">Category 5</a>
Pre-employment Health Assessment Category	High Risk
Review Process	Job and Person Specifications are reviewed annually in conjunction with Council's Performance Development System.
Authorisation	Executive Manager Central Services

### Acknowledgement of Country

Campbelltown City Council resides within Dharawal country. We honour and respect our Aboriginal and Torres Strait Islander Traditional Custodians, Elders and communities and the spirit that binds us in our dreams and aspirations on Dharawal country.

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**DATA AND DOCUMENT CONTROL**

Section  
DocSet:

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