



## POSITION DESCRIPTION

Concreter

Incumbent:	VACANT
Department:	Infrastructure
Reports to:	Infrastructure & Operations Lead
Employment Status:	Full Time (1EFT)
Award Classification:	Band 4
Prepared by:	Human Resources Business Partner
Approved by:	Chief Executive Officer

### Position Summary

This position is responsible for undertaking concrete maintenance and construction activities in a safe, conscientious, and efficient manner. The role ensures work is completed to a high standard, delivering consistent, cost-effective services that meet Council and community expectations. The position also contributes to the planning and coordination of works, supports compliance with relevant standards and safety requirements, and helps achieve positive outcomes for both internal and external stakeholders.

### Key Responsibilities

- Undertake concrete maintenance and construction works, including footpaths, kerbs, channels, slabs, and other concrete infrastructure.
- Read and interpret basic construction plans, set out work from reference points, and carry out ongoing checks to ensure accuracy.
- Prepare work sites, including setting out, forming, and ensuring proper grading and levels.
- Mix, pour, finish, and cure concrete to meet quality standards and project specifications.
- Operate and maintain concrete-related equipment and small plant, e.g., mixers, trowels, saws, and vibrators.
- Assist in the delivery of drainage works, including but not limited to trenching, laying pipes, backfilling and construction of drainage structures.
- Assist in traffic management and site safety, ensuring compliance with OH&S and Council policies.
- Collaborate with team members, supervisors, and other tradespeople to ensure efficient workflow and project delivery.
- Maintain accurate records of work performed, materials used, and plant/equipment checks.
- Perform minor maintenance on tools and equipment and report defects or hazards promptly.
- Contribute to the planning and coordination of works, including inspections, materials and resource requirements.
- Maintain effective and timely communication with supervisors, team members, and stakeholders to ensure safe, high-quality outcomes are delivered within set timeframes.
- Provide excellent customer service to internal and external stakeholders.
- Undertake general labouring duties as required to support other teams or projects.
- Demonstrate a positive, can-do attitude, contributing to a productive and cooperative work environment.
- Attend to and resolve any hazardous situation within the ability of the incumbent, referring to the supervisor if unsure of the most effective resolution.
- Ensure compliance with Council's Risk Management Policy, Risk Management Framework and OH&S Policy.
- Observe all policies and procedures of Council.



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- Any other duties as required within the scope of the position.

### Accountability & Extent of Authority

- Responsible for the safe and effective completion of assigned concreting and related works.
- Accountable for the quality and timeliness of routine and periodic maintenance and construction tasks.
- Ensure the safe and secure use, care, and basic maintenance of all plant, equipment, and tools under their control.

### Judgement & Decision Making

- Exercise sound judgement in achieving required work standards and meeting agreed outcomes.
- Apply technical skills and experience to assess and deliver quality concrete works.
- Establish and maintain appropriate traffic management measures in line with safety standards and worksite requirements.

### Specialist Knowledge & Skills

- Proficiency in the maintenance and construction of concrete assets, including placement, finishing, and repair.
- Safe and competent use of a range of plant and equipment associated with concreting works.
- Ability to apply quality control techniques to ensure compliance with standards and specifications.
- Knowledge of traffic management practices and correct application on worksites.
- Competence in using technical line and level equipment for accurate set out and checks.

### Interpersonal Skills

- Effective oral and written communication skills to engage positively with colleagues, supervisors, and the public.
- Ability to work productively within a team environment and support collaborative outcomes.
- Willingness to maintain a positive, professional, and customer-focused approach at all times.

### Qualifications & Experience

- Demonstrated experience in concreting, including the ability to place, level, and finish concrete to required standards.
- Construction Induction (White Card).
- Current Victorian Medium Rigid Truck Licence.
- Level 2 First Aid Certificate (or willingness to obtain).
- Experience in traffic management (qualification desirable).

### Position Approval

	Signed	Date
Acknowledged by Employee		
Approved by the HR Business Partner		
Approved by the Chief Executive Officer		