

Position Description

Position Title	Road Construction & Maintenance Team Member		
Department	<input type="checkbox"/> Community & Corporate <input type="checkbox"/> Office of CEO	<input checked="" type="checkbox"/>	Roads & Infrastructure
Workplace Agreement	<input type="checkbox"/> Australian Services Union <input checked="" type="checkbox"/> Australian Workers Union	<input type="checkbox"/>	Not applicable
Status	<input checked="" type="checkbox"/> Permanent full time <input type="checkbox"/> Fixed term full time <input type="checkbox"/> Casual	<input type="checkbox"/>	Permanent part time Fixed term part time
Level/Grade	Local Government Employees Award (Grade 6)		
Position Location	Taillem Bend		
Incumbent			
Reports To	Works Coordinator Roads		
Direct Reports	Nil		

Our People....Our Culture

"I own the decisions I make, and the actions I take"






"I treat others how I wish to be treated"

"I understand the impact my behaviour may have on others"

"I am curious, I challenge, and I contribute to continuous improvement"

"I will communicate effectively by being open, timely and respectful"



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ECONOMY	INFRASTRUCTURE	COMMUNITY	ENVIRONMENT	LEADERSHIP
				
Strengthening industry and business to create employment, opportunity and prosperity	Enhancing our roads, footpaths, buildings, parks and gardens	Strengthening the fabric of the community to enhance the quality of life of residents	Recognised for our unique native flora, fauna, habitat, water and land use	Our district will be recognised as a leader

How does this Position contribute to the Community Vision?

- Maintain Councils unsealed road network to in line with emerging and changing needs
- Provide efficient and effective grading methods and identifies opportunities for continuous improvement in Council work practices
- Enhances and builds Council's image and reputation

Position Objectives	<ul style="list-style-type: none"> • As a Roads Construction and Maintenance Team Member, you will be an integral part of our team responsible for the construction, repair, and maintenance of roads and related infrastructure. You will work collaboratively with other team members to ensure the safe and efficient operation of road construction and maintenance works while adhering to established safety protocols and quality standards. • Contribute to the asset maintenance program by utilising and maintaining plant and equipment in the most effective and efficient way, performing minor maintenance and repairs as necessary, and contributing to the identification and assessment of appropriate new and/or replacement equipment.
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Key responsibilities	<p>Infrastructure Construction</p> <ul style="list-style-type: none"> • To undertake a range of construction activities which provides high quality infrastructure services, public facilities and amenities, including; <ul style="list-style-type: none"> - Pavement construction and sealing - Unsealed road sheeting operations - Road reseals operations • Footpaths construction <p>Infrastructure Maintenance</p> <ul style="list-style-type: none"> • To undertake a range of maintenance activities which provides high quality infrastructure services, public facilities and amenities, including; <ul style="list-style-type: none"> - Undertaking road maintenance work - Tree trimming, lopping - Excavating and maintaining open drains and waterways - Maintaining Footpaths <p>Community Expectations</p> <ul style="list-style-type: none"> • Identify and implement opportunities for continuous improvement to drive an improved (internal/external) customer experience. • Promote a positive and professional image of Council to the community and other external stakeholders. <p>Asset Management & Maintenance</p> <ul style="list-style-type: none"> • To operate plant, machinery, tools and equipment required to carry out the designated tasks, in accordance with the relevant approved operating procedures. • To assist, as far as is practical, in the cost-effective use of plant, equipment and tools related to the infrastructure area, and/or allocated for individual use. • Daily maintenance of assigned plant including recording of pre-start check. • Carry out routine maintenance of plant, tools and equipment and report any further maintenance and/or repairs as required.
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Workplace Health & Safety (WHS) & Return to Work (RTW) (responsibilities as a worker)	<p>Work Health & Safety</p> <ul style="list-style-type: none"> • Take reasonable care for the health and safety of oneself and others. • Follow safe work practices, policies, procedures, and instructions at all times. • Perform all duties in a manner that ensure personal health and safety, and that of others in the workplace and the general public. • Regularly inspect own work environment and report all hazards or incidents that cause harm or that represent a threat to public safety. <p>Return to Work</p> <ul style="list-style-type: none"> • Comply with the Council's Return to Work Procedures • Actively participate in the development and implementation of return to work plans with the agreed primary goal being return to work. • Abide by agreed medical restrictions.
Leadership	<p>Level 1 – 3:</p> <ul style="list-style-type: none"> • Promote a positive image and message for the Council and be proud of your contribution to the community. • Contribute to a positive work environment through sharing success stories and key learnings. <p>Level 4 – 5:</p> <ul style="list-style-type: none"> • Preceding points, plus: • Actively plan and schedule responsibilities for subordinate staff to effectively and efficiently meet requirements. • Champion and role model Council's values to enhance team culture and performance. <p>Level 6 – 8:</p> <ul style="list-style-type: none"> • Preceding points, plus: • Build relationships and strategic partnerships with all internal and external stakeholders. • Assist in the development and implementation of leadership and business excellence opportunities across all Council departments.
Team Work	<ul style="list-style-type: none"> • Trust one another to do what we say we will do. • Encourage collaborative thinking, problem solving and innovation. • Treat colleagues with respect and dignity. • Celebrate team, departmental and organisation wide success.
Accountability	<ul style="list-style-type: none"> • Stand up, take responsibility and accept the consequences of your actions. • Actively participate in all facets of the work environment by attending on time, ensuring full prior preparedness and recognise the achievements of our stakeholders. • Understand the 'why' behind the 'what', noting every interaction is linked to Council's Community Vision Plan and positive community outcomes. • Employees are empowered to use their own initiative within the parameters of legislation and Council's policies & procedures.
Records Management	<ul style="list-style-type: none"> • Adhere to information management practices, policies and procedures for all records created and received. • Comply with legislation in relation to records management. • Ensure official records are created and captured systematically, and can be found and relied upon.
Contribution to Organisation and Community	<ul style="list-style-type: none"> • Actively model Council's values. • Genuinely use each consultation opportunity as presented. • Approach all duties with mutual respect, honest interaction and open communication. • Identify and implement opportunities for continuous improvement to drive an improved (internal/external) customer experience.
Time Management	<ul style="list-style-type: none"> • Effectively prioritise duties to meet deadline(s). • Possess a cooperative attitude in dealing with a wide range of duties and the ability to undertake same within time constraints. • Understand the holistic nature of the position and when competing priorities or external requests require escalation.

Required Skills and Knowledge	<ul style="list-style-type: none"> • Proficiency in operating heavy equipment safely and familiarity with construction techniques and material. • Ability to complete all assigned tasks to an acceptable standard within specific time constraints. • Good written and oral communication and basic numeracy skills including the ability to use these skills with weight, volume and measurement. • Ability to work to detailed instructions and procedures. • Mechanical aptitude. • Good interpersonal skills. • Knowledge of civil works construction and maintenance activities and techniques relative to the function of general construction work. • Good knowledge of all streets, township areas and rural roads. • Council policies and procedures, legislation, regulations, by-laws and policies relevant to the work area. • Understanding of best practice and continuous improvement principles.
Required Experience and Qualifications	<ul style="list-style-type: none"> • Experience in road construction, maintenance, or related field is preferred. • Practical experience in machinery operation and capability, road construction and infrastructure maintenance. • SACE or a substantive working history within a relevant industry. • Qualifications or competencies to operate plant and machinery according to specification. • Completion of Work Zone Traffic Management course. • Current drivers' licence (Class HC) essential. • White card. • A fair degree of physical fitness and agility, since this position involves some lifting, reaching, bending and the capacity to operate various tools, plant and equipment
Job Requirements	<ul style="list-style-type: none"> • The location of this position is at the Tailern Bend Works Depot, however Council maintains the right to locate this position to any of its operational locations. • Willingness to work flexible hours and adapt to changing work requirements, with some out of hours work may be required. • Undergo a biennial audiometric test based on the identification of noise hazard(s) attributed to this position. • As far as practicable, use personal hearing protection and personal protective equipment to prevent the risk of hearing loss for all noise related activities attributed to this position. • Actively participate in activities designed to improve the quality of service delivery in line with Council's aims and objectives. • Participate in performance development review annually. • Adhere and comply with Code of Conduct for Council Employees, Council policies and procedures. • Promoting the Council and services available to the community. • Undertake other duties / projects as required in accordance with the AWU Award classification tasks.

Disclaimer

This Position Description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.

Agreement
<i>This Position Description, reflecting the responsibilities, duties, KPIs and skill requirements for this position has been discussed with the incumbent and manager.</i>

I,		
have read the Job & Person Specification and acknowledge, understand, and accept the requirements and responsibilities of the position,		
Employee Name:	Signature:	Date:
Manager Name:	Signature:	Date:
Dean Mustart Works Coordinator Roads		