

POSITION DESCRIPTION

Team Member & Road Maintenance Person

| | | | |
|-------------------------|---------------------------------------|-----------------------|---------------------------|
| POSITION TITLE | Team Member & Road Maintenance Person | POSITION CODE | WKS222 |
| DIRECTORATE | Shire Services | SECTION | Infrastructure Operations |
| REPORTS TO | Foreman Road Maintenance | GRADE | D |
| DATE PD APPROVED | October 2008 | LOCATION | Picton |
| DATE PD REVIEWED | August 2024 | DIRECT REPORTS | Nil |

COUNCIL OVERVIEW

Working at Wollondilly Shire Council, you will help to achieve our organisational vision to make Wollondilly Shire an even better place, together. All of our staff live and role model our Corporate Values of Accountability, Agility, Service Excellence, Integrity and Collaboration.

PRIMARY PURPOSE OF THE POSITION

The purpose of this role is to provide and deliver a comprehensive and complete quality service to customers across all road maintenance activities.

KEY ACCOUNTABILITIES

1. All aspects of truck operation, inspection and maintenance required to undertake bitumen patching, potholes, sealing works, and defects to support various construction and maintenance activities conducted by Council
2. To actively utilise technology systems and processes to record bitumen patching work
3. General maintenance of the truck including cleaning and washing the truck inside and out
4. Maintaining of truck logs, timesheets and other documentation as required by state and federal regulations
5. Inspects truck equipment and supplies, inclusive of daily pre-starts
6. General labouring, plant operation and or other duties as directed when not operating the truck
7. Traffic control as required, including stop slow and or sign erection and removal
8. To assist in all Work Health and Safety requirements as identified in site safety induction or risk assessment of various activities
9. The ability to work flexibly and undertake other duties as required

KEY CHALLENGES AND COMPLEXITIES

1. Maintain a high level of understanding of Council's operations, policies and guidelines.
2. To participate in the development of quality customer service across the organisation.
3. Develop and maintain in all dealings a personal and professional image for the position and the unit which supports the corporate values and image of the organisation.

KEY RELATIONSHIPS

INTERNAL INFLUENCE?

Employees, Managers, Directors

WHY?

Decisions usually effect one team or working group.

EXTERNAL INFLUENCE?

Residents and ratepayers

WHY?

Provide a direct external service to residents and ratepayers within the function of the position.

AUTONOMY AND DECISION MAKING

The role has the freedom to provide services in a largely autonomous fashion. Situations will likely require strong independent judgement and abstract thought as well as possibly some research as the correct approach is not always evident. Decisions are made within the scope of Council's policies as delegated from time to time by the Chief Executive Officer. Please see delegations list for full description of authority.

POSITION DESCRIPTION

Team Member & Road Maintenance Person

CODE OF CONDUCT, POLICIES, PROTOCOLS AND PROCEDURES

Employees are to adhere to Council's Code of Conduct, Policies, Protocols and Procedures at all times.

FRAUD AND CORRUPTION PREVENTION

Council has a zero tolerance towards fraud, corruption or any behaviour that may bring Council into disrepute with the community. All Council has employees have a responsibility to identify, prevent and report fraud, corruption and behaviour that may bring Council into disrepute.




RISK RESPONSIBILITIES

Employees have a day to day responsibility to identify, analyse, evaluate and treat all risks that relate to their role and Council.

CAPABILITIES OF THE POSITION

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: "how we do things around here". It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

| Local Government Capability Framework | | |
|--|-------------------------------------|---------------------|
| Capability Group | Capability Name | Level |
|  Personal attributes | Manage Self | Foundational |
| | Display Resilience and Adaptability | Foundational |
| | Act with Integrity | Intermediate |
| | Demonstrate Accountability | Foundational |
|  Relationships | Communicate and Engage | Foundational |
| | Community and Customer Focus | Foundational |
| | Work Collaboratively | Foundational |
| | Influence and Negotiate | Foundational |
|  Results | Plan and Prioritise | Foundational |
| | Think and Solve Problems | Foundational |
| | Create and Innovate | Foundational |
| | Deliver Results | Foundational |

POSITION DESCRIPTION

Team Member & Road Maintenance Person



Resources

| | |
|----------------------------|--------------|
| Finance | Foundational |
| Assets and Tools | Foundational |
| Technology and Information | Foundational |
| Procurement and Contracts | Foundational |

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework

| Group and Capability | Level | Behavioural Indicators |
|--|--------------|--|
| Personal Attributes Act with Integrity | Intermediate | <ul style="list-style-type: none"> Maintains confidentiality of customer and organisational information Is open, honest and consistent in words and behaviour Takes steps to clarify ethical issues and seeks advice when unsure what to do Helps others to understand their obligations to follow the code of conduct, legislation and policies Recognises and reports inappropriate behaviour, misconduct and perceived conflicts of interest |
| Results Deliver 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 |

SELECTION CRITERIA

INHERENT REQUIREMENTS

Essential Experience

- Demonstrated experience in operation of a bitumen patching vehicle
- A minimum of twelve months relevant work experience within a similar position
- General labouring experience, with a comprehensive understanding of Work Health and Safety Regulations
- Demonstrated communication skills with the ability to effectively communicate with internal and external customers

Essential Qualifications, licences and tickets

- Current and valid Class HR Drivers Licence
- Current Traffic Controller Qualification
- Work Health and Safety Construction Induction Certificate (White Card)

POSITION DESCRIPTION

Team Member & Road Maintenance Person

DESIRABLE REQUIREMENTS

- Current certificates in the use of items of plant

ACCEPTANCE OF POSITION

I have read and understand the contents of the position description for my role and agree to work in accordance with the requirements of the position. I understand this position description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list. I understand that this position description may change with organisational requirements and the tasks and responsibilities outlined in the position description may vary from time to time.

Signature:

Date:

| | | | |
|-------------------------|---------------------------------------|-----------------------|---------------------------|
| POSITION TITLE | Team Member & Road Maintenance Person | POSITION CODE | WKS222 |
| DIRECTORATE | Shire Services | SECTION | Infrastructure Operations |
| REPORTS TO | Foreman Road Maintenance | GRADE | D |
| DATE PD APPROVED | October 2008 | LOCATION | Picton |
| DATE PD REVIEWED | August 2024 | DIRECT REPORTS | Nil |

PHYSICAL TASK REQUIREMENTS

Physical Demands – General

- Data Entry – tasks involve the use of hands and arms to enter data on a computer with the use of a keyboard and/or mouse.
- Writing – tasks require written correspondence to be done.
- Verbal communication – tasks involve constant verbal communication with others face to face and via telephone.
- Driving – tasks involve operating a manual or automatic vehicle or item of plant
- Sitting – tasks involve the prolonged periods in a seated position.

Physical Demands – Manual Handling

- Light lifting/carrying – tasks involve raising, lowering, pushing, pulling, striking or moving objects away from or towards the body or the use of tools, equipment or the moving of materials – Light 0-9kg
- Bending/Twisting – tasks involve forward or backward bending or twisting at the waist.
- Climbing – tasks involve climbing in and out of the cabin of a truck or plant
- Kneeling/Squatting – tasks involve the need to bend down in order to work at lower levels
- Leg/Foot Movement – tasks involve use of leg and/or foot to operate machinery
- Operating Machinery – tasks involve operating Major plant

Exposure to Chemical or Biological Hazards

- Working with Hazardous or Dangerous Substances – tasks involve the use of chemicals that are classified as hazardous or dangerous which may cause skin, eye or respiratory irritations if contact is made and requires precautionary measures and/or the use of PPE
- Fumes – tasks involve working with material or products where hazardous fumes may be generated i.e. welding

The Working Environment

- Working Outdoors – tasks involve exposure to sunlight, wind, rain, and varying temperatures
- Working in a Noisy Environment – tasks involve working on or around noisy plant or machinery where you would need to raise your voice above environmental or background noise to be heard

Psychological Demands

- Information ordering – tasks involve arranging things in a certain order.
- Language skills – tasks involve the ability to read, analyse & interpret reports, correspondence, forms, technical drawings, legislation and policies.
- Making Decisions – tasks involve making decisions and operating under short time frames and/or deadlines.

WORK HEALTH AND SAFETY

Employees – must cooperate with the employer as far as they are reasonably able to ensure the provision of a safe and healthy place of work.

Responsibilities

- To comply with all reasonable direction given to them by their immediate Supervisor.
- To follow and comply with the direction contained in documented WHS procedures, Safe Work Method Statements, Safe Operating Procedures or Risk Assessments.
- To perform their duties in a safe manner, and to take reasonable care for the safety of others at work.
- Ensure that all incidents and near misses are reported to their immediate Supervisor.
- To use and maintain all safety equipment and personnel protective equipment (PPE) where directed by the Supervisor or signage.
- To be proactive in the identification of potential hazards that may be present in the workplace.

Accountability

- Employees will be held accountable for failing to comply with the Work Health and Safety responsibilities listed above.

Authorities

- Employees will have the authority to control any Work Health and Safety issue pertaining to their work activities at their place of work and/or to cease work when there is a genuine concern of risk to their own safety or that of others in the workplace.
- Where the ability to control a Work Health and Safety issue beyond, or progresses beyond an employee's authority, the issue is to be escalated to the next appropriate level of management.

ACCEPTANCE OF WHS REQUIREMENTS

I have read and understand the contents of the WHS Physical Tasks and Requirements for my role and agree to work in accordance with the requirements of the position.

Signature:

Date: