

POSITION DESCRIPTION

POSITION	POSITION NUMBER
Road Maintenance Worker	1373
CLASSIFICATION	LOCATION
Band 3	Depot
DEPARTMENT	DIVISION Operations
Unsealed Roads team, Operations	Infrastructure and Environment
AGREEMENT	
Ballarat City Council Enterprise Agreement No. 8, 2019	

Position Objectives

The position of Road Maintenance worker is responsible for delivery of services as directed by the appropriate supervisor for the maintenance of the City's Road and footpath infrastructure assets with a particular emphasis on

- Road Maintenance
- Road Safety
- Drainage and footpath Maintenance

Key Responsibility Areas

- Carry out duties within a set time frame in line with specified works programs, projects, budgets relevant to Road Maintenance activities
- Liaise with relevant supervisor regarding duties, locations, and requirements of daily activities and operational programs relevant to a range of Road Maintenance functions
- Work as part of a team with a 'can do' attitude to undertake a range of Road Infrastructure Maintenance while achieving Council's values and team goals
Participate in Emergency response activities in the case of an emergency
- Work within Council's team values of Loyalty, Excellence, Outcomes and Leadership

Plant Operation

- Safe and competent operation of plant over 13.9 tonnes G.C.M up to 22.4 tonne: - including Tipping Trucks and Truck and Trailer combinations
- Maintain and use a variety of hand held power tools or machinery used in maintenance programs inclusive of emergency response as required
- Carry out regular checks of various plant and equipment items complete any adjustments and minor maintenance to ensure all equipment is maintained in a safe and operational condition.

Road Maintenance

- Sealed Roads – Pothole repairs, edge repair
- Unsealed Road grading activities
- Road Shoulder repairs and maintenance
- Traffic Management set up and monitoring, ensure daily records are accurately maintained

Road Safety

- Line Marking
- Pavement markers
- Installation of Signs and other Safety applications,

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- Bridge and Guardrail maintenance
- Herbicide Application
- Traffic Management set up and monitoring, ensure daily records are accurately maintained

Drainage and Footpath Maintenance

- Concreting
- Asphalt footpath repair
- DDA installation
- Drainage maintenance
- Traffic Management set up and monitoring, ensure daily records are accurately maintained

City Presentation

- Present City to the highest standards
- Leave worksites neat and tidy and safe for public use

Administration

- Completion of timesheets on a daily basis
- Completion of incident and hazards reports
- Completion of plant checklists on a daily basis
- Utilise Council Asset Management System (Confirm) through the use of IPADS or similar

Customer Service

- Maintain high quality public relations in all dealings with the general public, ratepayers, developers, contractors, suppliers, government authorities, other team members and City of Ballarat Staff
- Respond to customer in a courteous and efficient manner

Health and Safety

- Report hazards and incidents as soon as possible
- Constructive participation in investigations and assistance in implementing corrective actions
- Wear PPE and follow safe work procedures as directed
- Constructively participate in fortnightly team meetings

Any other duties assigned with competencies and training of position

REPORTS TO:	DIRECT REPORTS:
Divisional Supervisor	
ORGANISATIONAL RELATIONSHIPS	
Internal: Council Officers	External: General Public Suppliers Mechanical Services Contractors Other Service Authorities

Accountability and extent of authority

- Undertake daily activities efficiently and effectively under routine supervision
- Responsible for the performance and quality of works undertaken
- Perform a variety of duties utilising developed skills

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Judgement and decision making

- Ensure plant and equipment are used to maximise productivity whilst minimising undue wear and tear.
- Ensure activities are carried out in a manner to ensure the health and safety of other employees the public and other assets.
- Carry out activities to meet industry standards and qualities within available resources

Specialist skills and knowledge

- Proficiency in the safe and competent operation of light, medium and heavy sized plant used, i.e., (but not restricted to):
 - Small hand tools (Various Classes)
 - Air Tools
 - Chainsaw
 - Concrete Saw
 - Pumps and Jack Hammers
 - Vibrating rammer and plate
 - Compressor
 - Trucks
 - Truck Mounted Cranes
 - Water Cart
 - Rollers, road or footpath
 - Front end loaders
 - Backhoes
 - Excavator
 - Skid Steer
 - Line markers
 - Chainsaw
 - Air tools

Management skills

- Ability to provide team members with on the job training and guidance as required.
- Have a basic knowledge of personnel practices.
- Ability to provide guidance to new employees in the team if required.

Interpersonal skills

- Ability to communicate with other employees both in written and oral form.
- Ability to work in a team environment to achieve desired work objectives.
- Ability to liaise with the community and resolve minor problems as they arise.
- Good customer service skills

Qualifications and experience

- Practical experience in general infrastructure maintenance works or civil engineering practices relating to Road Maintenance
- Practical experience in working in a team environment.
- Current Worksite Traffic Management Certificate
- Construction Industry Induction/Red/White Card
- Current driver's license and truck license to the category HR

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- A minimum of two years' experience within a Municipal or Civil Construction environment relative to maintenance

SELECTION CRITERIA

- Ability to work with minimal supervision demonstrating and displaying City of Ballarat values and behaviours
- Practical experience in Civil maintenance works or civil engineering practices relating to Road Maintenance activities as listed in the Key Responsibility Areas
- Practical experience in working within a team environment.
- Practical knowledge in use of plant and equipment required of the position.
- Knowledge and understanding of health and safety issues relevant to work activities and work area.
- Current Worksite Traffic Management Certificate preferred
- Current Drivers Licence HR preferred

EMPLOYEE POSITION DECLARATION

I have read and understand the requirements and expectations of this Position Description. I agree that I have the physical ability to fulfil the inherent physical requirements of the position and accept my role in fulfilling the Key Responsibilities and corporate values. I understand that the information and statements in this position description are intended to reflect a general overview of the responsibilities and are not to be interpreted as being all-inclusive.

NAME OF INCUMBENT: _____

SIGNED: _____

DATED: _____