

POSITION	Road Maintenance Worker (Plant Operator)
POSITION NUMBER	
CLASSIFICATION	Band 3
AGREEMENT	Ballarat City Council Enterprise Agreement No. 8 2019
DIVISION	Operations
UNIT	Road Maintenance
MANAGER	Executive Manager Operations
DATE UPDATED	July 2021

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: _____

1. ORGANISATIONAL CONTEXT

As a result of population growth across Australia, Ballarat is now one of the largest inland regional cities in the country. Ballarat is uniquely located with easy access to Melbourne, Geelong and Bendigo and is the Western Victorian capital for a region of 400,000 people.

From a Health and Safety perspective the City of Ballarat requires the following:


All Employees and Volunteers

- Follow City of Ballarat policies and procedures.
- Report hazards and other unsafe practices.
- Report injuries as soon as possible to your Manager/Supervisor.
- Participate constructively in all forums set up to investigate, improve or communicate safety.

The Infrastructure and Environment Division is one of four Divisions within the City of Ballarat and is charged with developing and maintaining the City. The division includes the functional business units of Operations, Infrastructure, Property and Facilities Management, Environment and Strategy and Implementation.


Operations is responsible for a diverse range of operational programs and activities focused primarily on developing, maintaining and preserving the City's civil infrastructure, waste, environmental and public open space assets. The Operations Business Unit (the "Unit") comprises the functional areas of Road Maintenance and Parks & Gardens.

Road Maintenance Values are based around the organisation's values of Leadership, Loyalty, Excellence and Outcomes:




LEADERSHIP

- Everyone at the City of Ballarat can show leadership by contributing to delivering the best outcomes for our community, our organisation and our teams.
- We value positive leadership; understanding that what we do, counts and each of us take responsibility for the work we do




OUTCOMES

- We show persistence with discipline to deliver what we promise to our community and each other.
- We will work hard to find solutions for our community and our organisation that make a positive and lasting difference.



LOYALTY

- At the City of Ballarat, we are each committed to our purpose and enjoy belonging to an organisation where we support each other and act with integrity and trust.



EXCELLENCE

- As the needs of our community change, we will continually improve our performance.
- We encourage people to be clever, creative and collaborative to deliver outstanding outcomes for Ballarat

2. 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

1. Road Maintenance
2. Road Safety

3. Drainage and footpath Maintenance

3. 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 – Pot hole 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,
- 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

4. ORGANISATIONAL RELATIONSHIPS

Reports to:	Supervisor Unsealed Roads
Supervisors:	Nil
Internal Liaisons:	Council Officers
External Liaisons:	General Public Suppliers Mechanical Services Contractors Other Service Authorities

5. 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

6. 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

7. 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

8. 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.

9. 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

10. 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
- A minimum of two years' experience within a Municipal or Civil Construction environment relative to maintenance;

11. 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
- 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
- Current Drivers Licence HR preferred