

# POSITION DESCRIPTION



POSITION	POSITION NUMBER
Road Maintenance Worker	1372c
CLASSIFICATION	LOCATION
Band 3	Depot
DEPARTMENT	DIVISION
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 Supervisor Sealed roads for the maintenance of the City's road infrastructure assets with a particular emphasis on

1. Road Maintenance
2. Road Safety
3. 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 handheld power tools or machinery used in maintenance programs.
- 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
- Bridge and guardrail maintenance
- Herbicide application
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## 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 team meetings

Any other duties assigned with competencies and training of position

REPORTS TO:	DIRECT REPORTS:
Supervisor Sealed Roads	Nil
ORGANISATIONAL RELATIONSHIPS	
Internal: <ul style="list-style-type: none"> <li>• Council Staff</li> </ul>	External: <ul style="list-style-type: none"> <li>• General Public</li> <li>• Suppliers</li> <li>• Mechanical Services Contractors</li> <li>• Other Service Authorities</li> </ul>

ORGANISATIONAL RELATIONSHIPS
<b>Accountability and extent of authority</b> <ul style="list-style-type: none"> <li>• Undertake daily activities efficiently and effectively under routine supervision</li> <li>• Responsible for the performance and quality of works undertaken</li> <li>• Perform a variety of duties utilising developed skills</li> </ul>



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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
- Tip Trucks
- Truck mounted cranes
- Front end loaders
- Skid Steer
- Line markers
- Basic computer skills
- Herbicide application

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

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## SELECTION CRITERIA

- Relevant qualifications and experience as listed above
- Practical experience in Civil maintenance works or civil engineering practices relating to Sealed Road Maintenance
- Practical knowledge in use of plant and equipment required of the position, Flocon operation highly desirable
- 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

## 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:**

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**SIGNED:**

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**DATED:**

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## PHYSICAL AND COGNITIVE DEMANDS

### Physical Demand Matrix

Overall Role	Road Maintenance Worker					
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Body Posture	N R	R	I	O	F	C	Comments
Standing						✓	Constant standing required over sealed and unsealed surfaces. Workers may be required to stand over uneven surfaces. The requirement to stand cease upon driving between locations of work.
Sitting						✓	Constant sitting required when driving between working locations within the municipality. A maximum of 30 minutes would be driven at any one time.
Horizontal reaching with arms extended > 30cm in a 180 degree plane.				✓		✓	Occasional requirement to reach in order to unload items and equipment from work vehicle Constant requirement to reach to complete signage maintenance for 5-10minutes maximum at a time.
Neck flexion/extension/rotation					✓		Occasional requirement to assume, maintain and perform repetitive neck movements whilst <ul style="list-style-type: none"> <li>• Shovelling,</li> <li>• Lifting/carrying bluestones and manoeuvring into place.</li> <li>• Sweeping</li> <li>• Pouring cold mix</li> <li>• Breaking loose asphalt</li> <li>• Utilising Wackerplate</li> <li>• Jack hammering</li> <li>• Utilising key to leverage / remove pit lids</li> <li>• Removing wedge from street sign poles</li> </ul>
Reaching above shoulder height				✓	✓		Occasional to frequent requirement to reach particularly while unloading and loading items from truck. However there is a frequent requirement to raise upper limbs beyond shoulder height particularly whilst: <ul style="list-style-type: none"> <li>• Removing damaged street signs</li> <li>• Fastening new street signs to poles</li> </ul>
Stooping & bending forward from standing position					✓		Frequent requirement to assume this posture on a repetitive basis whilst: <ul style="list-style-type: none"> <li>• Shovelling</li> <li>• Sweeping using broom</li> <li>• Manoeuvring bluestones</li> <li>• Pouring materials into potholes</li> <li>• Utilising key to leverage / remove pit lids</li> <li>• Removing wedges which secure the street sign poles</li> </ul>
Kneeling / squatting					✓		Frequent requirement <b>whilst concreting ONLY</b> , it is not required for other tasks.
Trunk rotation					✓		Frequent trunk rotation required whilst; <ul style="list-style-type: none"> <li>• Shovelling</li> <li>• Sweeping</li> <li>• Crow bar use</li> </ul>



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<b>Mobility</b>	<b>N R</b>	<b>R</b>	<b>I</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>Comments</b>
Climbing step / platform					✓		<p>Frequent requirement to climb when doing street sign maintenance. This includes:</p> <ul style="list-style-type: none"> <li>Step ladder</li> <li>Large industrial ladder</li> <li>Plant Operation</li> </ul> <p>Note: climbing step / platform is rarely required whilst completing:</p> <ul style="list-style-type: none"> <li>Bluestone / Laneway repair</li> <li>Pit Lid Cleaning and Drainage Maintenance</li> <li>Pot Hole repair / Patchwork (make safe)</li> </ul>
Walking					✓		Frequent requirement to walk over sealed and unsealed surfaces
Walking over uneven surfaces					✓		<p>Frequent requirement to walk over uneven surfaces. This includes areas in which bluestones have been removed, as well as nature strips within the community</p> <p>Not required as a Plant Operator</p>
Ladder climbing					✓		<p>Frequent requirement to climb ladders to access high street signage.</p> <p>Note: ladder climbing is not required whilst completing:</p> <ul style="list-style-type: none"> <li>Bluestone / Laneway repair,</li> <li>Pit Lid Cleaning and Drainage Maintenance</li> <li>Pot Hole repair / Patchwork (make safe)</li> </ul>

<b>Manual Handling</b>	<b>N R</b>	<b>R</b>	<b>I</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>Comments</b>
Unilateral lifting					✓		Frequent requirement to lift when using hand held tools whilst completing all tasks
Bilateral carrying					✓		<p>Frequent requirement to lift and carry;</p> <ul style="list-style-type: none"> <li>Crowbar</li> <li>Shovels</li> <li>Hand held items</li> <li>Brooms</li> <li>Jackhammers (weighs ~20kg)</li> <li>Street sign poles (weighs ~10kg)</li> </ul>
Lifting with weight away from body <10kg					✓		Frequent requirement to lift weights away from the body.
Lifting with weight away from body >10kg	✓						Not required
Lowering a vertical distance > 25cm from waist to floor					✓		<p>Frequent requirement to lower whilst unloading items from work vehicle onto ground such as:</p> <ul style="list-style-type: none"> <li>Jackhammers (weighs ~20kg)</li> <li>Street sign poles (weighs ~10kg)</li> <li>Wheelbarrows</li> <li>Shovels</li> <li>Brooms</li> <li>Water container (weighs 22kg when full)</li> </ul>
Lifting a vertical distance > 25cm from waist to shoulder height					✓		<p>Frequent requirement to raise items whilst reloading items into work vehicle at conclusion of job including:</p> <ul style="list-style-type: none"> <li>Street sign poles (weighs ~10kg)</li> <li>Wheelbarrows</li> <li>Shovels</li> <li>Brooms</li> <li>Water container (weighs &lt;22kg)</li> </ul>

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Lifting 0kg - 4.5kg					✓	<p>Frequent requirement to lift;</p> <ul style="list-style-type: none"> <li>• Hand held items</li> <li>• Shovels</li> <li>• Brooms</li> <li>• Cordless drills</li> <li>• Hand held tools</li> <li>• Street signs</li> </ul>
Lifting 4.5kg - 9kg					✓	<p>Frequent requirement to ;</p> <ul style="list-style-type: none"> <li>• Road traffic management signage</li> <li>• Step ladder</li> </ul>
Lifting 9kg - 22kg					✓	<p>Frequent requirement to lift;</p> <ul style="list-style-type: none"> <li>• Crow bars</li> <li>• Angle grinder</li> <li>• Sledge hammers</li> <li>• Bluestones (dependent on size)</li> <li>• Waste Product</li> <li>• Material bags</li> <li>• Wheelbarrows</li> <li>• Street sign poles (~10kg)</li> <li>• Jack hammers (~20kg)</li> </ul>
Lifting 22kg - 45kg				✓		<p>Occasional requirement to lift;</p> <ul style="list-style-type: none"> <li>• Bluestones (dependent on size)</li> <li>• Pit lids (dependent on size)</li> </ul> <p>This lifting is performed whilst the worker is assuming a kneeling/squatting and/or stooping position.</p> <p>Note: Lifting up 22kg - 45kg not required for:</p> <ul style="list-style-type: none"> <li>• Pot Hole repair / Patchwork (make safe)</li> <li>• Street Sign Maintenance</li> </ul>
Lifting 45kg+	✓					Not required as a mechanical lifter is available.
Handling unstable objects					✓	<p>Frequent requirement to handle;</p> <ul style="list-style-type: none"> <li>• Loaded shovel containing dirt/rubbish</li> <li>• Whilst operating Wackerplate</li> <li>• Whilst operating jackhammer</li> </ul> <p>Such task requires workers to have a high level of control and strength in the upper limbs.</p>
Carrying					✓	Frequent requirement to carry the above listed items
Pushing / pulling					✓	<p>Frequent requirement to push / pull ;</p> <ul style="list-style-type: none"> <li>• wheelbarrow (loaded and unloaded)</li> <li>• Rakes and other equipment</li> </ul>
Sustained/repetitive hand grip					✓	<p>Constant requirement to assume and maintain grip using hands for the purposes of:</p> <ul style="list-style-type: none"> <li>• Lifting / carrying hand held items</li> <li>• Lifting / carrying bluestones ranging in weight</li> <li>• Pushing / pulling wheelbarrow</li> <li>• Shovelling</li> <li>• Sweeping</li> <li>• Utilising crowbar</li> <li>• Utilising pit lid key to leverage the lids</li> <li>• Drilling</li> <li>• Utilising key to remove street pole wedge</li> <li>• Utilising jackhammer</li> </ul>
Tool use					✓	Constant requirement to utilise tools
Exposure to vibration					✓	<p>Frequent exposure to vibration. Workers are subject to vibration whilst utilising:</p> <ul style="list-style-type: none"> <li>• Wackerplate through the upper limbs</li> </ul>

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							<ul style="list-style-type: none"> <li>Jackhammers</li> </ul> <p>Note: whilst completing Bluestone repair, workers would be exposed to vibration on rare occasions when required to use an angle grinder for the purposes of cutting larger bluestones which are too heavy to handle using upper limbs.</p> <p>Whilst completing Pit Lid Cleaning and Drainage Maintenance tasks, workers would not be exposed to any vibration</p>
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Frequency scale for critical physical demands	<p><b>NR</b> = Not Required within this range of duties</p> <p><b>R</b> = Rarely (less than 1 x weekly)</p> <p><b>I</b> = Intermittently (1 x every 2.5 hours)</p> <p><b>O</b> = Occasional (1 x every 30 minutes)</p> <p><b>F</b> = Frequent (1 x every 2 minutes)</p> <p><b>C</b> = Constant (1 x every 15 seconds)</p>
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