

POSITION DESCRIPTION

POSITION	POSITION NUMBER
Road Maintenance Worker	1373
CLASSIFICATION	LOCATION
Band 3	Depot
DEPARTMENT	DIVISION
Unsealed Roads team, Operations	Operations Infrastructure and Environment

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

POSITION DESCRIPTION

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:

Supervisor Unsealed Roads

DIRECT REPORTS:

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

POSITION DESCRIPTION

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

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

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

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