

POSITION DESCRIPTION



www.bendigo.vic.gov.au

POSITION TITLE & NUMBER:	Asphalter (#166)
EMPLOYMENT STATUS:	Full time, Ongoing
CLASSIFICATION:	Operational Band 3
FULL TIME STARTING SALARY:	\$62,093 (Incl Industry Allowance) plus superannuation
UNIT:	Works

APPLICATION GUIDELINES

Please submit a cover letter, outlining why you are interested in this position and detailing your relevant experience with your current CV/resume.

THE CITY

Greater Bendigo celebrates our diverse community. We are welcoming, sustainable and prosperous. Walking hand-in-hand with the traditional custodians of this land. Building on our rich heritage for a bright and happy future. The City works in partnership with our community to move toward this vision and deliver the Greater Bendigo Council Plan (Mir wimbul).

We are a values driven Organisation and committed to embracing diversity, flexibility and supporting employee training and development. The City provides a safe, inclusive and team orientated work place where people perform at their best. Further information is found at the [City of Greater Bendigo website](http://www.bendigo.vic.gov.au)

THE UNIT

The Works unit is responsible for the construction of new and renewal projects, maintenance of civil infrastructure including roads, bridges, drains and footpaths with The City's mechanical workshop being responsible for the repairs and maintenance of the Depot plant and equipment.

Further information is found at [our website](http://www.bendigo.vic.gov.au)

POSITION OBJECTIVE

- Undertake a range of tasks related to infrastructure maintenance activities (usually within the road reserve), civil construction works and associated activities.

KEY RESPONSIBILITIES AND DUTIES

- Responsible for the efficient execution of a wide range of maintenance and construction tasks, usually within the road reserve, including drainage, concreting, paving, earthworks and asphaltting, and having special regard to customer requirements and cost.
- Responsible for the effective utilisation of resources on the job.
- Safe and efficient operation of a range of plant associated with maintenance and construction activities, which may include Flocon equipment, asphalt truck, grader, excavator, backhoe and skid steer.
- Responsible for maintaining quality standards of the work performed.
- Responsible for ensuring the routine servicing of plant equipment to ensure safe and efficient operation.
- Responsible for arranging for any special maintenance or repairs when required.
- Accurately complete and submit work instructions, timesheets, checklists, Job Safety Analysis and other documentation, in either written or electronic form.
- Respond to emergency situations related to the key duties of this position, during and after hours.

Our Values & Behaviours



SKILLS AND ATTRIBUTES

Technical/specialist skills:	Plant and machinery operation, road maintenance and construction
Personal attributes:	Communication, teamwork, flexible, organised

ORGANISATIONAL RELATIONSHIPS

Reports to:	Asphalt and Concrete Team Leader
Supervises:	Nil
Internal Liaisons:	Staff members and other City employees
External Liaisons:	Service authorities, contractors, general public, customers and external suppliers

ADDITIONAL INFORMATION

- A satisfactory Police Record Check and evidence of any required vaccinations is required for this position.
- You will comply with and follow all Occupational Health and Safety requirements as set out in all relevant policies, procedures, legislation and Acts.
- You may be provided with or use equipment that contains electronic monitoring devices.
- The Presentation and Assets Directorate operates under a standards based Integrated Management System (IMS) for Quality, OH&S and Environment. All Presentation and Assets Staff are required to comply with the requirements of the IMS.

QUALIFICATIONS

- Trade Certificate or equivalent and/or knowledge and skills applicable to general road maintenance using medium equipment, asphalt or concrete work and/or civil construction works and associated works or a related trade certificate.
- Construction Induction Card (formally known as red Card) is essential.
- A current driver's licence with Medium Rigid (MR) endorsement is required.
- Heavy Rigid (HR) endorsement is desirable.
- A current worksite traffic management and traffic controller's certificate is desirable.

KEY SELECTION CRITERIA

- Ability to demonstrate and display City of Greater Bendigo values and behaviours.
- Skills and experience in the safe and competent operation of a range of plant associated with road maintenance and construction activities which may include the use of Flocon equipment, graders, asphalt truck, excavator, backhoe and skid steer.
- Demonstrated ability to effectively manage a safe and efficient worksite, including an understanding of the basic OH&S principles and practices.
- Ability to work cooperatively and positively in a team environment and under direction.
- Good communication skills with clients, other employees and members of the public.
- Ability to maintain accurate written records.

BAND 3 OPERATIONAL CLASSIFICATION DESCRIPTORS

ACCOUNTABILITY & EXTENT OF AUTHORITY:

- Ability to perform work under general supervision.
- Skills in contact with the public and other employees which may involve explanation of specific procedures and practices.
- May be required to supervise and coordinate others in similar or related work.
- Accountable for the quality, quantity and timeliness of one's own work in so far as available resources permit, and for the care of assets entrusted to them.

JUDGEMENT & DECISION MAKING:

- Exercise personal judgement in making day to day decisions regarding works under one's direct control within developed standards, guidelines and accepted work practices. The nature of work is usually specialised with procedures well understood and clearly documented.
- Particular tasks to be performed will involve making a selection from a range of techniques, systems, equipment, methods or processes.

SPECIALIST SKILLS & KNOWLEDGE:

- Require proficiency in the operation of more complex equipment or knowledge of the use of plant which requires the exercise of judgement or adaption.
- Understanding and application of quality control techniques.
- Performance of trades and non-trade tasks incidental to the work.
- Provision of trade guidance and assistance as part of a work team.
- Provision of formal training programs in conjunction with supervisors and trainers.
- Basic administrative skills including the accurate preparation of relevant records eg. timesheets, job cards and checklists.

MANAGEMENT SKILLS:

- Ability to provide employees under one's supervision with on-the-job training and guidance when needed.
- Basic understanding and knowledge of personnel practices.

INTERPERSONAL SKILLS:

- Ability to demonstrate and display the City's staff values and behaviours.
- Ability to provide excellent customer service in adherence to the City's Customer Service Charter.
- Skills in oral and written communication with clients, other employees and members of the public.
- Ability to resolve minor problems.