

Position Description

Senior Field Operator (Patching Truck)

Name of appointed officer: Vacant

Date of appointment:

Date of last review of position description: September 2017

Salary and conditions

All terms and conditions of employment are consistent with the Local Government (State) Award unless otherwise stated.

Assessed entry level of position within salary system:	Band 2 Level 1
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Position limit within salary system: (20 Grade structure)	Grade 5 – Entry to Step 4
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Status of position:	Permanent
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Hours of work per week:	38
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Organisational relationships

Directorate:	Works and Civil
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Section:	Civil Services
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Team:	Not applicable
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Work base:	Grafton, South Grafton, Maclean or Koolkhan Depot as appropriate to the position
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Position responsible to:	Supervisor (Roads) (Grafton, South Grafton, Maclean or Koolkhan) as appropriate to the position
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Level of support and supervision:	Medium level of independence
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Level of personal management	Medium
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Level of teamwork required:	High
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Supervision of staff:	Supervises the daily work activities of up to 3 staff
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Internal contacts:	All staff within Council but primarily within the Civil Services Section
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External contacts:	General public, government agencies, and private organisations
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Vision, mission and values

Our vision:	To make the Clarence Valley a community full of opportunity
Our mission:	To plan and deliver services valued by the community
Our values:	the acronym ' STRIVE ' describes the values and behaviours which are considered to be core requirements when we deal with each other and our community



Physical requirements of the position

Frequent driving between job sites

Capable of working in difficult terrain, including walking up and down embankments and over rough ground, with prolonged standing and frequent bending

Manual handling, including general labouring duties

Access and egress to plant and equipment

Purpose of the position

To undertake works, including:

- Determine, arrange and allocate resources (materials, plant and personnel) to complete allocated works with regard to road, drainage and general construction and maintenance activities, particularly relating to sealed road surface maintenance and installation and repair of roadside furniture (guideposts and signs).
- Manage and monitor works and personnel to ensure correct standards, legislative requirements, timelines and budget issues are met.
- Undertake maintenance and construction works to the required standard for road, drainage and general construction and maintenance activities.
- Ensure all project related documentation is correctly recorded.

To undertake investigations for Council works and matters of public complaint and request

Major duties and responsibilities

Undertake relevant works to ensure cost efficient delivery of service and a safe working environment for employees and the public, including (but not limited to) the following:

- Operation of a truck to Council standards, including bitumen emulsion tanks
- Operation of other designated items of plant within the operators capabilities and certification
- Undertaking general maintenance activities within the Council area, including (but not limited to) repairs to road pavements, repair and installation of road furniture, signs and amenities and maintenance of roadside vegetation.
- Undertaking construction activities within the Council area
- Undertaking traffic control duties

Convey information regarding training requirements of staff

Provide input to staff competency and performance appraisals

Request purchase orders for works undertaken in the position

Coordinate delivery of materials and services required to complete Council designated works

Ensure works under the positions control are completed to required standard

Undertake works in accordance with all quality, environmental and WHS requirements, completing all appropriate documentation including (but not limited to):

- Risk assessments
- Selection and use of appropriate safe work codes and traffic control plans
- Plant pre start check lists
- Site inductions
- Daily costing sheets
- Quality and environmental control documentation
- Timesheets and plant sheets

Liaise and coordinate with others to ensure efficient delivery of Council services

Convey information regarding the state of Council's asset/infrastructure and suggest remedial action

Be responsible for the maintenance of the first aid kit attached to the plant operated by the position

Essential selection criteria

The selection criteria must be addressed as part of your application. Applicants must meet the essential criteria in order to be considered for interview.

Education and knowledge

Certificate III in appropriate discipline; **or** equivalent relevant industry experience

Licences/tickets, clearances, membership

Class MR Drivers Licence

WHS Construction Induction Training Certificate (NSW); or equivalent recognised in NSW

Experience

Demonstrated experience in a similar role

Essential selection criteria

An understanding of road, bridge and drainage maintenance activities

Position related skills

Work supervisory skills and the ability to organise the duties of staff

Communication skills including the ability to liaise with the public

Clerical, administration and organisational skills, including the ability to work with minimal supervision

Work qualities

Behaviour that positively demonstrates commitment to Council's STRIVE values

A demonstrated commitment to and knowledge of Work Health & Safety requirements

Desirable selection criteria

The following criteria are considered important and demonstrated capacity to meet them will be highly regarded

Licences/tickets, clearances, membership

Safe Work Near Overhead Powerlines Course

High Risk Work Licence Class 'DG' - Dogging

RMS Traffic Control Certificate 'Traffic Controller'; or equivalent recognised in NSW

RMS Traffic Control Certificate 'Implement Traffic Control Plans'; or equivalent recognised in NSW

RMS Traffic Control Certificate 'Prepare a Work Zone Traffic Management Plan'; or equivalent recognised in NSW

Current HR Drivers Licence

Statement of Attainment (Backhoe) or WorkCover ticket, or ability to demonstrate competence and attain Statement of Attainment within 6 months of commencement

Statement of Attainment (Front End Loader) or WorkCover ticket, or ability to demonstrate competence and attain Statement of Attainment within 6 months of commencement

Chainsaw Certificate Level 1 (trim and cross cut felled trees)

Experience

Basic computer literacy

Experience with RMS Routine Maintenance Council Contract documentation and recording requirements

Staff management skills, including the ability to lead and motivate staff

Other features of this position may include

Call back

Generic performance requirements

Ethics/probity – act in accordance with the Code of Conduct.

Equal employment opportunity - comply with Council's Equal Employment Opportunity (EEO) Protocol.

Health and safety (WHS) - undertake duties and act at all times in accordance with the WHS Management System.

Other duties (outside of specific position requirements) - under the provisions of the Local Government (State) Award, Council may direct any employee to carry out duties that are believed to be within the employee's skills, qualifications, competence and fitness capabilities, whether or not they are a usual function of the position. Where an employee is required to perform duties associated with a higher position, the **Use of skills** Clause in the Local Government (State) Award will apply.

Declaration

In signing this declaration I acknowledge that I,
have been advised of the requirements, terms and conditions of appointment to this position
based on this Position Description.

Signed: Date
Employee

Signed: Date
Manager Human Resources