

# POSITION DESCRIPTION



<b>POSITION TITLE:</b>	Labourer Operator Roadside Slashing	<b>DEPARTMENT:</b>	Infrastructure & Assets
<b>REPORTS TO:</b>	Works Coordinator - Maintenance		
<b>CLASSIFICATION:</b>	Grade 2	<b>BASIS OF EMPLOYMENT:</b>	Permanent Full Time 38 Hour / 4 Day Week
<b>AWARD:</b>	Local Government (State) Award	<b>LOCATION:</b>	Dungog Shire Council Works Depot

## POSITION OBJECTIVE

The Labourer Operator - Roadside Slashing is responsible for the satisfactory completion of manual labouring tasks and plant operations associated with undertaking construction and general maintenance works on Council's roads, bridges, buildings and associated assets. The specific work area is roadside slashing of Council's road network with other duties including the maintenance of Council parks and reserves, street cleaning, maintenance of roads and associated infrastructure, bridge maintenance, building maintenance and the operation of small plant and equipment.

## KEY DUTIES AND RESPONSIBILITIES

Duties shall be primarily based on the day to day operations of Council's Infrastructure & Assets Department and will include but not be limited to:

- Roadside slashing utilising tractor and slasher
- Grass cutting using hand and ride-on mowers and brushcutters
- Erection of signs and guideposts
- Repair of Potholes and road failures
- Tree felling works
- Street Cleaning
- Construction and maintenance of roads and associated infrastructure
- Construction and maintenance of concrete and timber bridges
- Construction and maintenance of other concrete and timber structures
- Sign placement and traffic control for worksites
- Maintenance of Council buildings
- Construction and maintenance of fences
- Maintenance and construction of parks and sporting grounds equipment
- Operate plant and equipment to high standards and within all safety and legal requirements
- Maintain plant and equipment daily inspection and servicing
- Ensure cleanliness of Plant - body, cab, tray, etc
- Load and unload machinery to be transported
- Assist or undertake as necessary loading of materials to be transported
- Complete Daily Running Sheets and Timesheets
- Implement the Council's OH&S policies, procedures and programs in the relevant work area to achieve OH&S standards
- Complete risk assessments
- Assist/respond to emergency needs during flooding and other natural disasters
- Other duties as directed by the Supervisor

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#### **SAFETY**

- Undertake duties with compliance to OH&S Act, WorkCover codes of practice and Council's OH&S Policies and Procedures
- Working safely at all times to protect your own health and safety, and the health and safety of everyone with whom you work, and any other person who is at the worksite
- Actively participate in risk assessments to ensure high-risk activities are identified and controlled. Suggest improvements where required.
- Identify and report workplace hazards and follow all reasonable directions from supervisors with regard to safety.
- Cooperating with all safety programs being implemented by the Council and follow specified safe systems of work
- Contribute to the continuous improvements of Council's OH&S Policies and Procedures
- Contribute to Worksite Hazard Identification, Risk Assessment and OH&S site inductions
- Worksites are managed to ensure the safety of the work team and public. At the end of work activities ensures that worksites are left in a state consistent with agreed safety standards
- Complete Incident Reports for all worksite accidents and near misses
- Notify OH&S Co-ordinator of accidents involving injury immediately and completes Accident Report form
- Potentially hazardous situations are rectified or reported immediately to Supervisor
- Participating in occupational health and safety consultation and training initiatives, and use of personal protective equipment and clothing that is specified and supplied by Council.

#### **QUALITY**

- Carry out tasks with the aim of minimising errors, waste and variations.
- Ensure compliance with appropriate quality standards and public expectations.

#### **ENVIRONMENT**

- Set up planned environmental measures and ensure they operate effectively.
- Monitor the ongoing effectiveness of environmental protection measures and suggest improvements where required.

#### **AUTHORITY & ACCOUNTABILITY**

- Report any problems or concerns to supervisors and management
- Act in accordance with Council's Code of Conduct
- Comply with Council's record keeping requirements
- Ensure that all work conforms to required legislative, safety and quality standards
- Promote a positive image of Council as a quality service provider
- Participate as a team member of the Engineering Department to focus on and achieve the objectives/strategies set out in Council's Management Plan
- Authority to give directions to Contractors to clarify tasks and ensure compliance with OH&S standards.
- Accountable to the Works Supervisor - Services for effective and efficient performance of duties and responsibilities
- Requests from the public are referred to Council's office staff for follow up by the appropriate officer
- Undertake training in accordance with training programmes and statutory requirements

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#### **JUDGEMENT & PROBLEM SOLVING**

- Provide recommendations to supervisors and management on issues relevant to the department
- Ability to act and think decisively.
- Ability to understand and resolve problems.
- Ability to assist and respond to emergency situations
- Involve other staff in determination of the most appropriate solution to worksite problems

#### **SPECIALIST KNOWLEDGE & SKILLS**

- Demonstrated experience and competence in all aspects of concrete work related to this position
- Demonstrated understanding of OH&S legislation and principles.
- Knowledge of relevant safety standards and principles
- Ability to solve problems in the field.

#### **MANAGEMENT SKILLS**

- Ability to establish daily individual objectives, priorities and task requirements.
- Ability to assist in achieving agreed productivity, timing and budgetary targets.
- Ability to coordinate and undertake a number of different concurrent activities.
- Ability to implement OH&S procedures and policies.
- Self motivated with a continuous improvement attitude.

#### **INTERPERSONAL SKILLS**

- Sound verbal and written communication skills.
- Ability to listen, interpret and action directives.
- Ability to impart knowledge, advise and liaise with others.
- Ability to give and receive advice and directions.
- Ability to establish good working relationship with other staff.
- Ability to both communicate and achieve commitment to decisions.
- Demonstrated ability to promote teamwork principles, integrity and honesty.

#### **PHYSICAL DEMANDS**

The physical demands described in the job demands checklist are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Please refer to the job demand checklist which accompanies this position description.

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#### SELECTION CRITERIA

##### Essential

- Class C Driving Licence
- Proven ability to operate a tractor and slasher
- Demonstrated experience in all aspects of work relevant to this position
- Proven interpersonal, verbal and written communication skills
- Proven ability to work as part of a self managed work team
- Literacy and Numeracy to year 10 or equivalent
- Working knowledge of OHS Act and practices
- WorkCover OH&S Induction Training for Construction Work
- Competence in the operation of small plant and equipment (eg Chainsaw)

##### Desirable

- Class MR (or higher) Driving Licence
- Front End Loader Qualification
- Traffic Control and Implement Traffic Control Plans Qualifications.
- Current First Aid Certificate
- Certificates for other plant and equipment
- Ability to read and interpret plans
- Ability to form, pour and finish concrete
- Road patching experience

#### AUTHORISATION

**General Manager:** Gareth Curtis      **Date:** 10 August 2020

**Date originated:** 19 July 2011      **Date last reviewed:** 10 August 2020

## JOB DEMANDS CHECKLIST

The purpose of this form is to describe the physical and psychological demands associated with the job. All tasks outlined will be undertaken in accordance with Council's OH&S policies and procedures including safe work method statements and risk assessments.

<b>POSITION:</b>	Labourer Operator Roadside Slashing
<b>EMPLOYMENT TYPE:</b>	Permanent - Full Time
<b>HRS P/W:</b>	38 hour - 4 Day week
<b>REVIEW DATE:</b>	24 November 2009
<b>REVIEWED BY:</b>	Steve Hitchens

<b>O</b>	Occasional	Activity exists up to 1/3 of the time when performing the task
<b>F</b>	Frequent	Activity exists between 1/3 and 2/3 of the time when performing the task
<b>C</b>	Constant	Activity exists more than 2/3 of the time when performing the task
<b>R</b>	Repetitive	Activity involves repetitive movements
<b>NA</b>	Not Applicable	

PHYSICAL DEMANDS OF JOB TASKS (MANUAL HANDLING)		IF SPECIFIC DETAILS AVAILABLE, PROVIDE MORE INFORMATION	O	F	C	R	NA
Kneeling/Squatting	Tasks involve flexion/bending at the knees and ankle, possibly at the waist in order to work at low levels	Manual tasks, concrete pours, etc			✓		
Leg/Foot Movement	Tasks involve use of the leg and or foot to operate machinery	Operation of vehicle.		✓			
Hand/Arm Movement	Tasks involve use of hands/arms – e.g. stacking, reaching, typing, mopping, sweeping, sorting, and inspecting.	Manual tasks, tool operation, etc			✓		
Bending/Twisting	Tasks involve forward or backward bending or twisting at the waist.	Manual tasks, concrete pours, etc		✓			
Standing	Tasks involve standing in an upright position without moving about		✓				
Driving	Tasks involve operating any motor powered vehicle and/or plant item	Truck and small plant operation		✓			
Sitting	Tasks involve remaining in a seated position during task performance	Truck and small plant operation		✓			
Reaching	Tasks involve reaching overhead with arms raised above shoulder height or forward reaching with arms extended.	Manual tasks, concrete pours, etc	✓				
Walking/Running	Tasks involve walking or running on even surfaces	Uneven ground on worksites, etc		✓			
	Tasks involve walking on uneven surfaces, steep slopes and whilst pushing/pulling objects	Survey and job set out		✓			
Climbing	Tasks involve climbing up or down stairs	Stairs, Ladder usage, etc	✓				
Working at heights	Tasks involve making use of ladders, foot stools etc. anything where the person stands on an object other than the ground.			✓			
Lifting/Carrying	Tasks involve raising/lowering or moving objects from one level/position to another, usually holding an object within the hands/arms			✓			
	1. Light lifting/carrying (0-9 Kg)			✓			
	2. Moderate lifting/carrying (10-15 Kg)	Equipment, etc		✓			
Restraining	Tasks involve restraining animals/objects/other						✓
Pushing/Pulling	Tasks involve pushing/pulling objects away from or towards the body. Also includes striking or jerking.	Placement of star posts, survey pegs, etc		✓			
Grasping	Tasks involve gripping, holding, clasping with fingers or hands.	Tool usage, etc			✓		
Manual Dexterity	Tasks involve fine finger movements, hand/eye coordination.	Tool usage, etc			✓		

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<b>SENSORY DEMANDS OF JOB TASKS</b>		<b>IF SPECIFIC DETAILS AVAILABLE, PROVIDE MORE INFORMATION</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>R</b>	<b>NA</b>
Sight	Tasks involve use of eyes (sight) as an integral part of task performance – i.e. looking at screen/keyboard in computer operation, etc.					✓	
Hearing	Tasks involve working in a noisy area – e.g. pump rooms, workshop and/or operation of noisy machinery/equipment	Worksites, workshop, etc		✓			
Smell	Tasks involve the use of the smell senses as an integral part of the task performance – e.g. working with chemicals, dusty environments.		✓				
<b>PSYCHOLOGICAL DEMANDS</b>							
Managing high turnover of work.				✓			
Supervising multiple staff.		Generally in relieving roles only	✓				
Tasks involving the management of Council's cemetery facilities, grave digging, placement of headstones.			✓				
Tasks involving disposing/handling of deceased animals.			✓				
<b>PSYCHOSOCIAL DEMANDS</b>							
Tasks involve interacting with distressed people			✓				
Tasks involve interacting with people with mental illness/disability			✓				
<b>EXPOSURE TO CHEMICAL HAZARDS</b>							
Gases	Tasks involve working with gases		✓				
Liquids	Tasks involve working with liquids which may cause skin irritations if contact is made with skin – e.g. dermatitis		✓				
Hazardous Substances	Tasks involve handling hazardous substances including storage and or transporting.		✓				
<b>WORKING ENVIRONMENT</b>							
Working outdoors	Exposure to all weather conditions, sunlight, wind, rain, varying temperatures.					✓	
Working indoors	Working in indoor environments, exposure to air conditioning.		✓				
Working with public	Customer service, complaint handling, dealing with telephone, and or face to face enquiries.		✓				
Working with Children	Working at a Council operated facility where children use that facility.	Park maintenance as required	✓				
Working with animals	Tasks involving Council's saleyard operations, pound keeping operations, animal control.						✓
Working in confines spaces	Tasks involving entering confined spaces.		✓				
Working in remote locations	Tasks involving working in remote locations with limited communications available.		✓				
Biological Products	Tasks involving working with waste, refuse.		✓				