

# Position description

## POSITION DETAILS

|                      |                                       |
|----------------------|---------------------------------------|
| POSITION TITLE       | Road Maintenance Team Leader / Grader |
| GRADE                | 10                                    |
| OCCUPANT             | Vacant                                |
| DIRECTORATE          | Infrastructure                        |
| REPORTS TO           | Rural Roads Works Coordinator         |
| POSITION STATUS      | Permanent                             |
| HOURS PER WEEK       | 38                                    |
| NO. DIRECT REPORTS   | 2-6                                   |
| NO. INDIRECT REPORTS |                                       |
| OPERATING BUDGET     |                                       |
| CREATED              | 3 June 2023                           |

## POSITION PURPOSE

To oversee the operation of a grader and supervise tasks related to road construction, gravel resheeting projects, maintenance of unsealed and sealed roads, as well as manage other equipment such as water trucks and rollers.

### *Our Vision*

A vibrant region to  
*Live > Enjoy > Grow*  
that is inclusive,  
resilient and  
progressive

### *Our Values*

- > Integrity
- > Leadership
- > Vision

## KEY ACCOUNTABILITIES / DUTIES

### OPERATIONAL RESPONSIBILITIES

- > To lead and set the work program for staff and plant
- > Maintenance grading of unsealed rural and urban roads
- > Sealed road bitumen surface repair works (heavy patching)
- > Sealed road bitumen edge maintenance works
- > New construction grading works
- > Reconstruction grading works
- > Drainage cleaning and forming
- > To ensure that staff and plant are meaningfully engaged on proper work carried out in an efficient and effective manner
- > Maintain and care for grader and other vehicles and plant allocated
- > Ensure maintenance is carried out by subordinates on their machines
- > Complete plant sheets, timesheets, toolbox sheets, daily running Sheets, risk assessments and MMS sheets

## SELECTION CRITERIA

### ESSENTIAL CRITERIA

- > Possession of Safe Work WH&S Construction Induction Training (White Card)
- > National Unit of Competency - Grader Operations
- > Possession of basic literacy and numeracy skills
- > Knowledge of gravel re-sheeting practices
- > Minimum of two (2) years road maintenance/construction plant operation experience
- > Ability to perform risk assessments, conduct tool box meetings and lead small groups regarding Safe Work Method Statement development and reviews
- > Ability to ensure documentation (e.g. records, time sheets, plant sheets, incident reports) is completed and accurate
- > Possession of MR licence
- > Ability to operate more than one major item of plant
- > Ability to supervise staff and other plant
- > Ability to monitor and maintain staff performance
- > Ability to work unsupervised
- > Traffic Controller Implement Traffic Control Plans

### DESIRABLE CRITERIA

- > Front End Loader & other National Plant Certification
- > Class HR Truck licence
- > Truck driving and roller operation experience
- > Rural road construction experience
- > Ability to participate in the on-call roster

## AUTHORITY AND ACCOUNTABILITY

- > Decisions are either guided by practices, procedures and precedent or made in consultation with the immediate supervisor
- > Decisions made by the job holder affect the work and activities of others within the work group or team.
- > The work of the job holder influences the external environment by ensuring services are consistent with Council standards.
- > The jobholder is responsible for ensuring that operational safety standards or other requirements are met at an operational level.
- > The job holder has little or no responsibility for budget development.
- > Look for ways to save costs. Be conscious of budget constraints and be aware of cost implications of own actions within own work area.

## JUDGEMENT AND PROBLEM SOLVING

- > Problems are solved by applying standards, established practices and procedures, or operating instructions
- > The jobholder is required to make judgements and interpretations based on analysis of information and straightforward situations and is responsible for improving and developing methods and techniques.
- > Regular planning is required to ensure activities and resources are coordinated for day to day work or that projects run to schedule.
- > Broadly understand the section's goals and how the job role contributes to them. Be familiar with Council structure, products and customers. Understand the overall organisation's vision and direction.

## MANAGEMENT SKILLS

- > Direct supervision of an employee or team of employees or leading a team of professional or specialist staff on special projects or assignments.

## INTERPERSONAL SKILLS

- > This job requires written communication skills which enable the job holder to complete standard forms
- > The jobholder is required to provide information to customers and assist with routine service problems and should recognise when a problem is 'too delicate' or 'volatile' to be handled by self and refer to others.
- > Not usually required to provide service to internal customers, other than answering occasional queries and helping others when required and performing work in logical sequence.
- > Responsible for team building and team development

## CORPORATE WIDE ACCOUNTABILITIES

### WORK HEALTH AND SAFETY

All employees are responsible for the Work Health and Safety (WHS) for Gilgandra Shire Council and their duties include:

- > Complying with Council's WHS policies and procedures
- > Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others
- > Reporting an potential hazards, incidents or injuries to their Supervisor or People and Culture within 48 hours
- > Participating in any WHS consultation arrangements
- > Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace
- > Correctly using all personal protective equipment
- > Complying with emergency and evacuation procedures and site rules if applicable

### SUSTAINABILITY AND TRANSFORMATIONAL CHANGE

Staff will give equal priority to improving and enhancing Council's economic, social and environmental outcomes by integrating sustainability and transformational change into all decision making processes. This includes continuously increasing efficiencies, reducing resource use, sustainable procurement, maintaining service levels and protecting our natural assets. It is expected that all staff can demonstrate awareness and participation in sustainable and transformational change work practices.

### CODE OF CONDUCT AND EQUAL EMPLOYMENT OPPORTUNITY

Staff will, at all times, adhere to:

- > Council's adopted Code of Conduct
- > Council's Equal Employment Opportunity and Workplace Bullying policies to adopt a fair and equitable workplace free of illegal discrimination, harassment and bullying behaviour.

## ACCEPTANCE

I, \_\_\_\_\_ confirm I have read and understood the Position Description. As the incumbent of this position, I agree to work with the requirements of the position and will abide by Gilgandra Shire Council's policies and procedures.

I understand this Position Description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list. I acknowledge that the organisation, in response to changing priorities, may vary tasks and responsibilities from time to time.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## COMPETENCY STEPS

### ENTRY

| Competency  | Performance Criteria | COMPETENT/<br>NOT YET<br>COMPETENT |
|---|----------------------|------------------------------------|
| <b>Assessment Methods</b><br>Observation: <b>OB</b><br>Demonstration: <b>DM</b><br>Work Sample: <b>WS</b><br>Training Records: <b>TR</b><br>Questioning Discussion: <b>QD</b> |                      | √ or X                             |
| WH&S Induction Construction Card  | TR                   |                                    |
| National Unit of Competency – Grader Operations   | TR                   |                                    |
| Possession of basic literacy and numeracy skills  | DM                   |                                    |
| Knowledge of gravel resheeting practices, including compaction and moisture content   | WS                   |                                    |
| Minimum of 2 years road maintenance/construction plant operation experience   | WS                   |                                    |
| Ability to perform risk assessments, conduct tool box meetings and lead small groups regarding SWMS development and reviews   | WS                   |                                    |
| Ability to ensure documentation (e.g. records, time sheets, plant sheets, incident reports) is completed and accurate   | WS                   |                                    |
| Possession of Class MR license  | TR                   |                                    |
| Ability to operate more than one major item of plant  | WS                   |                                    |
| Ability to supervise staff and other plant  | WS                   |                                    |
| Ability to monitor and maintain staff performance   | WS                   |                                    |
| Ability to work unsupervised  | WS                   |                                    |
| Implement Traffic Control Plans & Traffic Controller Accreditation  | TR                   |                                    |

## STEP 1

| Competency   | Performance Criteria | COMPETENT/<br>NOT YET<br>COMPETENT |
|--|----------------------|------------------------------------|
| Ability to operate Backhoe (LB) / Front End Loader (LL)  | TR                   |                                    |
| Ability to carry out maintenance grading, including the coordination of other road plant/equipment and operators   | DM                   |                                    |
| Ability to construct batter slopes and perform shoulder grading  | DM                   |                                    |
| Ability to form up roads with suitable compaction  | DM                   |                                    |
| Ability to perform gravel resheeting   | DM                   |                                    |
| Knowledge of grader capability and limitations   | DM                   |                                    |
| Ability to ensure good housekeeping prior to demobilising from site (sign & guidepost reinstatement, removal of temporary traffic control, not leaving signs behind) | DM                   |                                    |
| Ability to perform inspections following complaints and recommend suitable treatments  | WS                   |                                    |
| Ability to coordinate and implement safety protocols and procedures  | WS                   |                                    |
| Knowledge of winning and loading materials   | WS                   |                                    |
| Ability to fill out incident forms and damage reports  | WS                   |                                    |

## STEP 2

| Competency  | Performance Criteria | COMPETENT/<br>NOT YET<br>COMPETENT |
|---|----------------------|------------------------------------|
| Training in sediment and erosion control  | TR                   |                                    |
| Possession of chainsaw accreditation  | TR                   |                                    |
| Certificate III in Civil Construction   | TR                   |                                    |
| Ability to identify utilities/services that may require further investigation   | DM                   |                                    |
| Ability to work to levels, place offset pegs and transfer levels  | DM                   |                                    |
| Ability to lay culverts   | WS                   |                                    |
| Knowledge of materials from local gravel pits   | DM                   |                                    |
| Sound communication skills both verbal and written  | DM                   |                                    |
| Demonstrated knowledge and understanding of Workplace Health and Safety responsibilities and practices in the workplace.    | DM                   |                                    |
| Have a sound knowledge of Council's policies  | DM                   |                                    |
| Ability to control traffic in unusual or emergency situations   | DM                   |                                    |
| Ability to coordinate staff and contractors, plant and equipment so that work flows without unnecessary delays or stoppages | DM                   |                                    |

### STEP 3

| Competency  | Performance Criteria | COMPETENT/<br>NOT YET<br>COMPETENT |
|---|----------------------|------------------------------------|
| Ability to work in confined areas and the urban environment with plant.                   | DM                   |                                    |
| Supervisor's WH&S certificate   | TR                   |                                    |
| RIIMPO324E Conduct civil construction grader operations or equivalent                     | TR                   |                                    |
| Fundamentals of Stabilising Course  | DM                   |                                    |
| Ability to solve work related problems and develop alternative approach to work practices | WS                   |                                    |
| Ability to perform shoulder widening and heavy patching on sealed roads                   | DM                   |                                    |
| Ability to manage and motivate staff  | DM                   |                                    |
| Ability to use a level for layer control or determine finished surface level              | DM                   |                                    |
| Ability to set out construction from pegs   | DM                   |                                    |
| Ability to perform one to one training and assess trainees                                | WS                   |                                    |
| Ability to perform works on State Highways  | WS                   |                                    |

### STEP 4

| Competency   | Performance Criteria | COMPETENT/<br>NOT YET<br>COMPETENT |
|--|----------------------|------------------------------------|
| Keep accurate records (diary notes of observations/issues/occurrences)   | WS                   |                                    |
| Ability to perform road construction, including final trim   | WS                   |                                    |
| Ability to read, understand and implement the requirement of construction plans  | DM                   |                                    |
| Knowledge of bitumen sealing practices   | WS                   |                                    |
| Ability to relieve the essential duties of the Works Coordinator   | DM                   |                                    |
| Ability to effectively resolve conflict within team or with customers  | DM                   |                                    |
| Promote a professional and positive image of Council. Take a pro-active approach to providing excellent customer service | WS                   |                                    |