

## CORPORATE INFORMATION

<b>Position title</b>	Team Member Pothole (Kilkivan)		
<b>Directorate</b>	Infrastructure Services	<b>Branch/Section/Unit</b>	Operations Roads and Drainage Roads Maintenance
<b>Position number</b>	1587.1	<b>Level</b>	LGE3
<b>Award</b>	Queensland Local Government Industry (Stream B) Award – State 2017 Division 2, Section 5		
<b>Line Manager</b>	Supervisor Road Surfacing		
<b>Direct reports</b>	Nil		
<b>Indirect Reports</b>	Nil		

## SCOPE OF POSITION

### Position Summary

This position supports Council's direction by undertaking a range of labouring, plant operation and truck driving tasks as part of a multi-disciplined team that is responsible for the maintenance of Council's infrastructure assets in accordance with recognised standards.

The position is primarily in the Operations Roads and Drainage crew as Team Member Pothole, however depending on the program being delivered and workloads the position maybe moved to other crews within the Capital Delivery and Assets and Operations Roads and Drainage teams.

### Key Responsibilities of the Role

- Operate and maintain light plant and equipment in a competent and efficient manner to deliver council's work program.
- Perform labouring tasks in a safe, competent, efficient and timely manner to deliver councils work program to quality standards.
- Identify new ways to improve work practices in accordance with council's continuous improvement commitment.

### Mandatory Licence/Competency (Ticket) Requirements

- Queensland 'C' Class driver's licence that is current and maintained.
- Construction Industry White/Blue card.

### **Desirable Licence/Competency (Ticket) Requirements**

- Knowledge of Civil construction and Maintenance activities
- Queensland 'HR' Class driver's licence that is current and maintained
- Roller Operator ticket – Competency to conduct Roller Operations

### **Essential Knowledge/Skills/Qualifications Criteria**

- Demonstrated ability to undertake a broad range of tasks including operation of plant, vehicles, equipment and tools in a competent and proficient manner.
- Demonstrated physical agility and dexterity to carry out labouring and frequent heavy lifting and bending.
- Demonstrated ability to maintain harmony within a team and foster good working relationships with all council employees and members of the public.
- Demonstrated ability to work under general supervision

### **Physical Requirements of the Position**

- An ability to frequently exert a force up to 20kg whilst pushing, pulling, lifting or carrying an object or equipment.
- An ability to occasionally lift or carry objects or equipment up to 25kg.
- An ability to frequently stand for periods of two hours and occasionally walk on sloping, uneven or slippery surfaces whilst using equipment or carrying objects up to 20kg.
- An ability to kneel or crawl in a bent position whilst exerting force up to 15kg.
- An ability to clearly hear directions and instructions being provided at normal speech levels.

### **Special Requirements**

- Occasional out of hours work (including weekends).
- Regular local travel.
- Respond to Emergency/Disaster events in accordance with Council's Emergency Management plans and systems.

## **ORGANISATIONAL INFORMATION**

### **Safety**

#### **Behaviours**

Maintain a positive attitude towards acquiring an understanding of work health and safety (WHS) legislation, including Council WHS policies and procedures.

Fostering and maintaining a positive attitude towards WHS within the individual work teams.

## **Responsibility**

Applying Council policies and procedures in every day work activities to assist Council in ensuring a safe work environment.

To meet the standards imposed by any relevant safety legislation as required by Queensland's *Work Health and Safety Act 2011*.

## **Related documents**

- WHS Policy statement WHSPOL004.
- Work Health and Safety Responsibility and Accountability Statement WHSPOL008.
- The WHS KPIs are located in the Work Health and Safety Management Plan WHSPOL010 and should be referenced as applicable with this position.

## **Code of Conduct**

As per the Staff Code of Conduct (OCPOL001), employees must conduct all business with integrity, honesty and fairness and comply with all relevant laws, regulations, codes, policies and procedures.

## **Records Management**

Council employees are required to ensure adequate records of actions taken and decisions made whilst undertaking their duties are created and maintained, in accordance with Council's Recordkeeping Policy.

## **Council's Vision**

To be the *natural* choice to live, work and play.

## **Council's Values**

**Accountable** – we take responsibility for our actions. We will be accessible and fair.

**Consistent** – our actions will reflect Council's guidelines and practices at all times.

**Appreciative** – we value the opportunities we have and that we look for the best in our people, our organisation and our community.

**Communicative** – we will keep people informed, consult with the community and will actively listen to and respond to their input.

**Respectful** – we treat people with dignity and courtesy. We recognise and support the contribution of individuals and respect each other, our customers and the diverse community we serve.

## POSITION APPROVAL AND ACCEPTANCE

### Approved by

Name		Position	
Signature		Date	

### Accepted by

Name			
Signature		Date	

*The scope and requirements of this position as well as the organisational structure is subject to change by Council as required by business needs.*