

## POSITION DESCRIPTION



<b>POSITION TITLE:</b>	Works Officer – Asphalt
<b>POSITION NO:</b>	522
<b>CLASSIFICATION:</b>	Works Officer Level 1/Level 2
<b>AWARD / LWAA:</b>	Moreland City Council Enterprise Agreement 2018
<b>DEPARTMENT:</b>	City Infrastructure
<b>BRANCH:</b>	Roads, Fleet and Waste
<b>WORK UNIT:</b>	Roads Unit
<b>REPORTS TO:</b>	Operations Engineer
<b>SUPERVISES:</b>	Operator Road Maintenance (Outdoor staff), Contractors
<b>PREPARED BY:</b>	Unit Manager Roads
<b>APPROVED BY:</b>	Manager Roads, Fleet and Waste

Moreland's Values are mine!



*As an employee of Moreland City Council you are required to observe all Policies, Codes of Conduct, use and wear personal protective clothing and equipment (where applicable) and follow work instructions and relevant regulations.*

**DATE CREATED:**






**DATE MODIFIED:**

**DATE APPROVED:**

**DATE PRINTED:**

## 1. POSITION OBJECTIVES:

- Manage the works programs and activities of the team to ensure they are carried out in an efficient and cost-effective manner.
- Supervise and ensure asphalt road, footpath repairs and reinstatements, minor drainage repairs and make safe works are completed to Council standards and specifications.
- Ensure all road management plan inspection make safe work orders are completed within the allocated time frames.
- Review and implement procedures, safe work method statements, operational procedure manuals and action plans to achieve continuous improvement within the Unit.

Value	Statement
	We acknowledge our main purpose is to work with our Community and customers
	I will support and value others
	I take pride in my work and am responsible for doing it well
	I will do what I say
	We will work within and across the organisation to achieve community outcomes

## **2. KEY RESPONSIBILITY AREAS:**

### **Council:**

- To ensure the asphalt road and footpath and other associated items are maintained to standard as per Council's Road Asset Management Plan and Technotes.
- Allocate plant, equipment and work orders to staff daily.
- Ensure works are completed in prompt, efficient, cost effective manner and within agreed timeframes.
- Advise service authorities of damage to their assets.
- Undertake investigations of customer requests and public liability claims including writing of reports.
- Deliver toolbox talks with staff and demonstrate a commitment to Occupational Health & Safety.
- Adhere to Council's procurement policy for the purchasing of goods and services.
- Regularly review maintenance budgets using Council's financial systems.
- Ensure all works are conducted within monthly forecasted budgets.
- To be available for afterhours 'availability' duties on a roster basis.
- Assist in Council Emergency Evacuation Plan.
- Develop a culture within the team of reporting maintenance issues to responsible Council Units or Service Authorities.
- Update and maintain various databases used by the roads unit.

### **Role:**

- Providing front line supervision to operational employees
- Providing effective operational support to Operations Engineer
- Furthering Moreland's operational objectives
- Supporting and advocating Moreland's organisational values and behaviours

### **Customer Service:**

- Ensure all customer requests (CRS) are actioned and completed within agreed timelines
- Ensure all customers receive a call back to notify them of the outcome of each customer request.

### **Continuous Improvement**

- Contribute to the effective implementation of the Moreland Continuous Improvement system in the work area and achievement of quality outcomes.

### **Occupational Health & Safety**

- Contribute to the achievement of a safe and healthy environment by working in accordance with Council's OHS Policy and Procedures.

### **Environmental Sustainability**

- Incorporate Council's environmental sustainability objectives and targets into projects and programs.

- Promote and participate in a culture of environmental sustainability.

**Diversity & Equity**

- Undertake all duties with an awareness of and sensitivity to diversity and equity in accordance with Council policy.

**Records Management**

- Ensure that complete and accurate records relating to business activities are maintained and stored in Council's electronic records management system (including correspondence, reports, emails) in accordance with Council policy.

**Other duties**

- Required to undertake other duties as directed.

**3. ORGANISATIONAL RELATIONSHIP:**

**Reports to:** Operations Engineer

**Supervises:** Operator Roads Unit (13 staff) and contractors

**Internal Liaison:** Manager Roads Fleet and Waste, Unit Manager Roads, Coordinator Roads, Operations Engineer, Works Officers, Operational employees, Engineering Services, Human Resources, OH&S Safety Advisor, and other Council departments as required.

**External Liaison:** General public, Moreland citizens, contractors, contract employees, suppliers, local government/industry associations, builders, service authority contractors.

## **JOB CHARACTERISTICS RELEVANT TO THE POSITION**

The following Job Characteristics should be read in the context of the definitions describing the characteristics required of a Works Officer Level 1/2 under the City Infrastructure Local Area Work Agreement (LAWA) as outlined in section 11.1 of the Enterprise Agreement.

### **4. ACCOUNTABILITY AND EXTENT OF AUTHORITY:**

- Ensure that works on Council Roads and footpaths are carried out in an efficient and cost-effective manner.
- Ensure that roads and footpaths are maintained to an agreed standard as per Council's Road Asset Management Plan and Technotes.
- Provide direction, leadership and training to supervised employees.
- Ensure all employees under their direction are trained in safe work practices and in the safe operation of equipment and made aware of all occupational, health and safety policies and procedures.
- Provide support to the Operations Engineer.
- Responsible for conducting random safety audits on staff and contractors.
- Ensuring that established plans and works programs within the work area are adhered to.
- Accountable for the quality, effectiveness, cost and timelines of the programs, projects and work plans.

### **5. JUDGEMENT AND DECISION MAKING:**

- Assessment of the condition of asphalt roads and footpaths as per Council's Road Asset Management Plan.
- Inspecting and scoping out required asphalt repair or make safe works for staff to undertake.
- Carry out temporary make safe repairs to resolve unsafe conditions.
- Analyse work process and identify areas of improvement and make recommendations to Operations Engineer.
- Recommend type, aggregate size and quantity of asphalt required to conduct works.
- Follow Council technotes for information on reinstatement of Council assets.
- Ensure safe work method statements are followed and reviewed as required.

## **6. SPECIALIST KNOWLEDGE AND SKILLS:**

- Technical expertise and knowledge of general road maintenance practices, plant operation and standards.
- The ability and skills to provide training necessary to support the specialist activities of the work unit e.g. either through formal training programs or on the job training.
- Detailed knowledge of safe working standards and practices relating to road and drainage maintenance and construction.
- Ability to provide direction based on Council's long-term goals.
- Possess the ability to provide direction and leadership.
- Proficiency in using computers specifically MS office suite, asset management software and financial systems.

## **7. MANAGEMENT SKILLS:**

- Coordination of road and footpath maintenance programs.
- Supervision of employees to achieve agreed outcomes.
- Liaise with the residents, ratepayers, general public and Council staff in a respectful and courteous manner at all times.
- Budgeting and reporting
- Effective time management
- The proven ability to set priorities and planning and organising one's own work and that of supervised employees
- Work independently and in a team environment with senior members of staff and external stakeholders to achieve unit objectives
- The proven ability to understand and implement basic Human Resource policies and practices including those related to Appropriate Workplace Behaviour, OHS, and staff performance reviews (PDR).

## **8. INTERPERSONAL SKILLS:**

- Exhibit professional and personal ethics that are in line with Moreland's organisational values.
- A commitment to oversee and contribute to improving the quality, effectiveness and efficiency of the services that Moreland provides the community.
- A commitment to the philosophy, principles and practices of continuous improvement.
- Well-developed communication and interpersonal skills.
- Sound problem solving skills and well-developed negotiation skills.
- A demonstrated commitment to appropriate workplace behaviour.
- The ability to gain cooperation and assistance from clients, members of the public and other employees.
- The ability to write reports in their area of expertise and to prepare routine external correspondence.

**9. QUALIFICATIONS AND EXPERIENCE:**

- Proven experience in road maintenance and the construction industry.
- Demonstrated customer service skills.
- Computer proficiency in Microsoft Office suite and asset management software.
- Well-developed communication and interpersonal skills.
- Demonstrated ability to work unsupervised and within a team.
- Ability to plan and deliver maintenance works programs.
- Ability to read and understand plans, drawings, maps, drainage plans and construction plans.
- Current Victorian Driver Licence.



## 10. PHYSICAL REQUIREMENTS OF THE POSITION

### TASK ANALYSIS

In the course of his/her duties, a person in this position may be expected to work in or be exposed to the following conditions or activities as marked.

Condition/Activity	Constant	Frequent	Occasional	N/A
Manual handling weights -above 10kgs	( )	( )	(✓)	( )
-below 10kgs	( )	( )	(✓)	( )
Manual handling frequency	( )	( )	(✓)	( )
Repetitive manual work	( )	( )	( )	(✓)
Repetitive bending/twisting	( )	( )	( )	(✓)
Working with arms above head	( )	( )	( )	(✓)
Lifting above shoulder height	( )	( )	( )	(✓)
Using hand tools – vibration/powerful	( )	( )	(✓)	( )
Operating precision machinery	( )	( )	( )	(✓)
Close inspection work	( )	( )	(✓)	( )
Wearing hearing protection	( )	( )	(✓)	( )
Wearing eye protection	( )	( )	(✓)	( )
Working in dusty conditions	( )	( )	(✓)	( )
Working in wet/slippy conditions	( )	( )	(✓)	( )
Wearing Gumboots	( )	( )	( )	(✓)
Wearing safety shoes/boots (steel cap)	( )	( )	(✓)	( )
Working with chemicals/solvents/detergents	( )	( )	(✓)	( )
Washing hands with soap (hygiene)	( )	( )	(✓)	( )
Working at heights	( )	( )	( )	(✓)
Working in confined spaces	( )	( )	( )	(✓)
Working in chillers (+4 degrees C)	( )	( )	( )	(✓)
Performing clerical duties	( )	(✓)	( )	( )
Working on a keyboard	( )	(✓)	( )	( )
Driving cars and/or trucks	( )	(✓)	( )	( )
Other (please specify)_____	( )	( )	( )	( )

Other special features (e.g. nature of chemicals, travelling requirements, etc):

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## **11. KEY SELECTION CRITERIA**

- Proven experience in the road maintenance and construction industry.
- Demonstrated ability to lead teams to achieve required programs and outcomes.
- Demonstrated ability to use technology to improve programs and reporting.
- Well-developed communication and interpersonal skills.
- Valid Driver Licence.
- Ability to plan and deliver maintenance works programs.
- Demonstrated planning and organisational skills.
- Demonstrated ability to work unsupervised and within a team.
- Self-motivated.

## **SIGNATURE PAGE**

**This is to certify that the position description has been drawn up/reviewed by both employee & Supervisor/Manager.**

..... **Date**     /     /  
**(Staff member's signature)**

..... **Date**     /     /  
**(Supervisor/Manager's signature)**

**Please send original signed document to the HR Officer (Human Resources) and also forward an electronic version to be filed in the Position Description database.**