

Moreland City Council

## POSITION DESCRIPTION

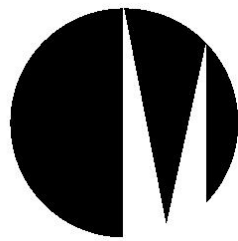


<b>POSITION TITLE:</b>	Operator – Road Maintenance Unit
<b>POSITION NO:</b>	2369
<b>CLASSIFICATION:</b>	Operator Level 1/2 – Road Maintenance
<b>EBA/AWARD:</b>	Moreland City Council Enterprise Agreement 2018
<b>DEPARTMENT:</b>	City Infrastructure
<b>BRANCH:</b>	Roads, Fleet & Waste
<b>WORK UNIT:</b>	Roads Unit
<b>REPORTS TO:</b>	Works Officer
<b>SUPERVISES:</b>	Not applicable
<b>PREPARED BY:</b>	Unit Manager Roads
<b>APPROVED BY:</b>	Manager Roads Fleet & Waste

*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.*








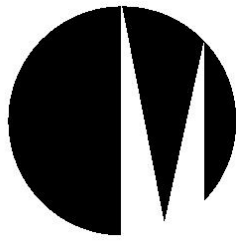
<b>LAST MODIFIED:</b>	8 March 2019
<b>HR REVIEWED:</b>	
<b>DATE PRINTED:</b>	30 November 2020



## 1. POSITION OBJECTIVES:

To form a part of road maintenance teams within the day labour workforce, carrying out maintenance and improvement works in Council's road reserves in a safe, efficient and effective manner. This will be done in accordance with established work practices, and policies associated with MORESAFE and other legal legislation and associated codes of practice.

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:**

### **Key Responsibility Area**

- Perform routine road maintenance tasks in accordance with Moreland's Road Asset Management Plan, MoreSafe and road maintenance guidelines as directed by Team Leaders, Works Officers or Unit Manager.
- Repair and install various road signs, street furniture, fences, guardrails and other assets as required.
- Drive and operate trucks up to 22400 GVM which includes towing of various items i.e. trailers and compressors.
- Drive and operate ride on rollers to compact road making materials
- Carry out daily checks of all vehicles and equipment in their care to ensure safe and correct operation. Report any mechanical faults to the vehicles or equipment to you immediate supervisor, Works Officer or Unit Manager.
- Assist in all tasks including labouring as required.
- Assist in the erection and the maintenance of roadwork signs.
- Operate various small plant as required i.e. concrete saws, vibrating plates, etc.

### **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**

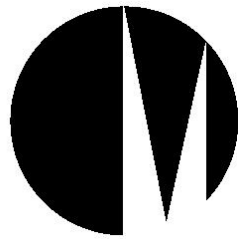
- Incorporate Council's environmental sustainability objectives and targets into projects and programs.
- Promote and participate in a culture of environmental sustainability.

### **Diversity & Equity**

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

### **Other duties**

- Required to undertake other duties as directed.



### **3. ORGANISATIONAL RELATIONSHIP:**

**Internal Liaison:** Team Leader, Works Officer, Unit Manager.  
**External Liaison:** The General Public, Suppliers.

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

The following Job Characteristics should be read in the context of the definitions describing the characteristics required of an Operator 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:**

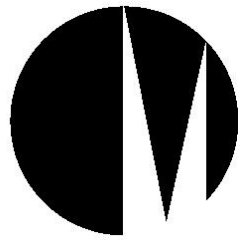
- Perform all work in accordance with MoreSafe including following standard operating procedures and instruction and taking all reasonable care for the safety of yourself and others.
- A basic understanding of the OH&S Act 2004.
- Basic mechanical knowledge and skills.
- Ensure the safe and efficient use and operation of all vehicles as assigned making sure that the vehicles and equipment are kept clean and tidy.
- Comply with all Victorian Road Regulations.
- Utilise safe work practices to ensure the creation and maintenance of a safe working environment for both employees and the public.
- Perform tasks involving the utilisation of developed skills.
- Assist with 'on the job' training based on skills and experience when requested
- Completion of set tasks within agreed time frames.

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

- Resolve minor problems that relate to immediate work tasks, including occasions when supervisor is not available for advice.
- Take pride and accountability of works carried out.

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

- Safe and competent driving and operation of vehicles up to 22400GVM.
- Competent in the operation of asphalt and concrete cutting machines.
- Competent in the operation of smooth drum and other rollers used in Road Maintenance and Construction.
- Experience in the principles and techniques of road maintenance construction and road
- The ability to operate hand tools and other small mechanical equipment associated with road maintenance and construction including signs and street furniture in a competent manner.
- A good working knowledge of road making materials and techniques in the proper use if those materials.



## **7. MANAGEMENT SKILLS:**

- Complete tasks and achieve work objectives as agreed
- Work both independently and in a team environment.

## **8. INTERPERSONAL SKILLS:**

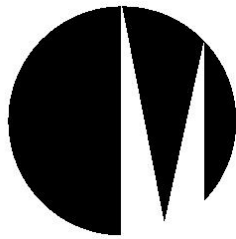
- An ability to communicate with both internal and external stakeholders.
- Skills are required in written and verbal communication to assist with reporting on-site issues and customer service work requests.
- Experience in working in co-operation with others and working as part of a team.
- Able to carry out the duties and responsibilities in a manner to maintain Council's commitment to customer service.
- Able to discuss and resolve minor problems.

## **9. QUALIFICATIONS AND EXPERIENCE:**

- Experience in the principles and techniques of road maintenance and construction and road signage set out.
- Well-developed communicate effectively
- Experience in the use of small hand tools and small plant such as drills, generators, vibrating plates and concrete saws.
- Ability to understand sketches, diagrams and maps related to the work area.
- A current Victorian Drivers Licence with a minimum Medium Rigid Truck Licence endorsement and White/Red card.
- Willingness to work as part of a team.

## **10. KEY SELECTION CRITERIA**

- A current Victorian Drivers Licence with a minimum Medium Rigid Truck Licence endorsement.
- Ability to work unsupervised.
- Ability to work as part of a team.
- Ability to use small plant and hand tools.
- Self-motivated.
- Knowledge of Road Maintenance techniques.
- Strong communication skills.



## 11. PHYSICAL REQUIREMENTS OF THE POSITION

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/slippery 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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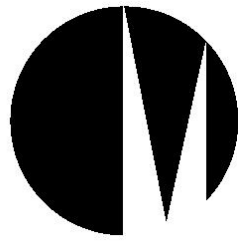
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## 12. Employee Acknowledgement

This is to certify that this position description has been prepared and/or reviewed by both the employee and their supervisor/manager.

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

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



Moreland City Council

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.