

Position Description

Team Member Roads



Department	Infrastructure & Engineering Services
Location	Narromine
Classification	Grade 4
Remuneration	\$49,909 to \$56,312
Date of approval	February 2022

Our Council

Narromine Shire Council covers an area of 5264 km² and has a population of approximately 6444 in the rural townships of Narromine, Trangie and Tomingley and the surrounding rural areas. Narromine is located 40km from the regional city of Dubbo.

The identities and values of Narromine Shire have been shaped by the culture of the Wiradjuri People, early farmers and by our strong aviation and sporting history. Today, the Shire has a significant farming-based industry that contributes nationally.

Our Values

This position requires commitment to the Council's values and behaviours being accountability; pride; teamwork; creativity and innovation; trust and respect; and communication.

Primary purpose of the position

The objective of this position is to effectively and safely operate Council's plant to carry out pavement construction and maintenance in a safe and efficient manner to a standard which provide safe road surfaces for the travelling public.

To safely and competently operate Council plant and equipment in accordance with manufacturers specifications and Council Procedures.

To promote and maintain a positive image of Council to the community.

Key challenges

- Safely and competently operate Council's plant as required and in accordance with manufacturer and plant specifications.
- Delivery of works projects to required quality and standards, within the approved agreed timeframes.

Key accountabilities

Within the area of responsibility, this role is required to:

Functional Area	Key Accountabilities
Plant Operations	<ul style="list-style-type: none"> • To safely and competently operate Council's plant and small tools as required • Ensure plant is operated in accordance with manufactures and plant specifications and any defects are reported. • Plant is serviced in accordance with manufacture and plant specifications • Implement Traffic Control Plans • Work cooperatively in a team environment • Ensure accurate records are kept eg. timesheets, plant checklists, work accomplishments sheets, material use etc. • Assist with urban and rural maintenance and construction activities • Assist in pegging out offsets and spotting edge line for sealing works • Ensure you are aware of the relevant safety documentation, SWMS and risk assessments for the works being performed • Ensure all work activities are in accordance with the safe work method statements and WHS documentation and address all safety issues whilst being as efficient as possible and accurately reflect actual work procedures • Follow Council's operational procedures and quality system • Other targets as agreed are achieved • Provide input into Council's plant replacement program in relation to your role •
Other	<ul style="list-style-type: none"> • Other duties as directed by the Supervisor that are within the skills, capabilities and competencies of the employee.
Code of Conduct and Equal Employment Opportunity	<p>Staff will, at all times, adhere to:</p> <ul style="list-style-type: none"> • Council's adopted Code of Conduct • Council's Equal Employment Opportunity Policy & Management Plan and Workplace Bullying & Procedures Policy to foster a fair and equitable workplace free of illegal discrimination, harassment and bullying behaviour.
Work Health & Safety	<p>All employees are responsible for the Work Health and Safety (WHS) for Narromine Shire Council and their duties include:</p> <ul style="list-style-type: none"> • Complying with Council's WHS policies and procedures

	<ul style="list-style-type: none"> • Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others • Reporting any potential hazards, incidents or injuries to their Supervisor or People, Culture & Safety 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 • The General Manager, Directors, Managers and Team Leaders have additional responsibilities as defined in the Narromine Shire Council Work Health and Safety Policy
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Key internal relationships

Who	Why
Internal	
Roads Overseer	The Team Member Haulage has an effective working relationship with the Roads Overseer and is responsive to requests providing timely and reliable outcomes to scheduled tasks.

Delegations of Authority

- Nil

Key dimensions

Reports to:

Roads Overseer

Direct reports:

Nil

Indirect reports

Nil

Budget (operating and capital expenditure)

Nil

Essential requirements

Essential

- Class 'HR' drivers licence
- General Construction Induction (CIC – White Card) NSW

Desirable

- Experience and competency operating a backhoe, front end loader and grader.
- Sound working knowledge of construction techniques and principles.
- Proficient written and verbal communication skills.
- Ability to work in a team environment.
- Work Zone Traffic Control – Traffic Controller.
- Work Zone Traffic Control – Implement Traffic Control Guidance Plans.
- Chainsaw Certification – Crosscut & Felling.
- First Aid Certificate.
- HC Licence.

Special Conditions

Nil

Acknowledgement

I have read and understood the contents of this position description and accept the following:

- This position description is not to be considered as a complete list of responsibilities and that other duties may be required consistent with my grade/classification from time to time.
- My position is dynamic and that continuing development, change and improvement of processes, practices, knowledge, skills, values and behaviours is expected by Narromine Shire Council.
- My position will develop over time and this position description will facilitate this development as a 'living document' that I will actively invest in.

Signed

Date

Employee





Signed

Date

Supervisor

Capabilities for the role

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Foundational
	Display Resilience and Adaptability	Foundational
	Act with Integrity	Foundational
	Demonstrate Accountability	Foundational
 Relationships	Communicate and Engage	Foundational
	Community and Customer Focus	Foundational
	Work Collaboratively	Foundational
	Influence and Negotiate	Foundational
 Results	Plan and Prioritise	Foundational
	Think and Solve Problems	Foundational
	Create and Innovate	Foundational
	Deliver Results	Foundational
 Resources	Finance	Foundational
	Assets and Tools	Foundational
	Technology and Information	Foundational
	Procurement and Contracts	Foundational

Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Group and Capability	Level	Behavioural Indicators
Personal Attributes Manage Self	Foundational	<ul style="list-style-type: none"> • Checks understanding of own role within the team • Proactively seeks instruction and guidance • Approaches work tasks with energy and enthusiasm • Stays up to date with knowledge, training and accreditation in relevant skills areas • Is willing to learn and apply new skills • Learns from mistakes and the feedback of others
Relationships Work Collaboratively	Foundational	<ul style="list-style-type: none"> • Builds a culture of respect and understanding across the organisation • Facilitates collaboration across units and recognises outcomes resulting from effective collaboration between teams • Builds co-operation and overcomes barriers to sharing across the organisation • Facilitates opportunities to develop joint solutions with stakeholders across the region and sector • Models inclusiveness and respect for diversity in people, experiences and backgrounds
Results Deliver Results	Foundational	<ul style="list-style-type: none"> • Takes the initiative to progress work tasks • Clarifies work required and timeframe available • Identifies what information/ resources are needed to complete work tasks • Checks own work for accuracy, quality and completeness • Completes tasks under guidance, on time and to the required standard
Resources Assets and Tools	Foundational	<ul style="list-style-type: none"> • Uses core work tools and equipment effectively • Takes care of work tools, equipment, accommodation and community assets