

POSITION DESCRIPTION

ROAD SERVICES WORKER 1

Position Description

Directorate:	Infrastructure Delivery
Reports to:	Road Services Team Leader
Position Number:	RS12
Classification:	Grade 1 of Council's salary system
Location:	Narrabri Shire
Award:	Local Government (State) Award

This document describes the key responsibilities of the position and is not designed to be prescriptive. The staff member can expect to undertake other duties in addition to those described in this document. All staff are expected to demonstrate behaviours that align with Narrabri Shire Council core values, Code of Conduct and Equal Employment Opportunity Principles.

Position Objective

Act as part of a team, providing labour and expertise to construct, maintain, preserve and improve Council's road network and infrastructure, to achieve operational targets in accordance with Council's standards and practices.

Key Responsibilities

Operational

- Assist with the construction and maintenance activities including roads, culverts and bridges with Narrabri Shire.
- Operate and maintain appropriate plant and equipment to achieve work goals effectively.
- Undertake road patching and maintenance works, together with guide post and signage maintenance.
- Accurately complete documentation associated with plant and equipment operation, including a pre-start safety checklist.
- Accurately record activities on timesheets, plant sheets and daily running sheets.
- Undertake traffic management duties as required on individual projects or construction and maintenance activities.
- Undertake other duties as required that may include the operation of other plant and equipment where suitable licensed and experienced. This may also include concrete and drainage work, weed spraying, chainsaw duties.

General

- Comply with Council's Corporate Values, policies and procedures.
- In accordance with the Workplace Health and Safety Act employees must, while at work take reasonable care for their own health and safety; take reasonable care for the health and safety of others and comply with any reasonable instruction from Council.
- Employees may be required to participate in the on-call roster, weekend work, reasonable overtime and disaster and emergency situations when required.
- Employees may be required to undertake duties within the limits of their skill, competence and training, consistent with the applicable band and level within the Award, in any area of Council.

Reporting Relationships

Direct Reports	Nil
Indirect Reports	Nil

Compliance Training and Licence Requirements

This position needs to be able to attain and uphold the following licences/accreditations:

- Current NSW Class C Driver Licence.
- General Construction Induction Card (or recognised equivalent).
- Enter and work in confined spaces.
- Traffic Controller.
- Implement Traffic Control Plans.
- Chainsaw operations – trim and cross cut felled trees (Level 1).
- Chainsaw operations – fall trees manually intermediate (Level 2).

Authority and Delegations

Authority and delegations applicable to this position are laid out in Council Policies and Delegations Register, which are updated from time to time. Refer to these controlled documents for accurate and specific information.

Selection Criteria

Essential

- Ability to work unsupervised as well as effectively as part of a team.
- Ability to understand and act upon given instructions and tasks.
- Ability to read and complete basic forms.
- Ability to read and work to basic plans.
- Ability to adhere to WHS policies and procedures.

Desirable

- Knowledge of concreting practices.
- Demonstrate experience in the operation of plant and equipment.
- Demonstrated experience with the maintenance of plant and equipment to ensure they are in a clean and operational condition.

Document Review Date

October 2019

I hereby agree that this role statement accurately reflects work requirements.

Authorisation

Manger HR:

Director:

General Manager:

Employee:

[candidate_first_name] [candidate_last_name]	[acceptance_status]	[acceptance_date]

Name

Signature

Date (dd/mm/yyyy)