



Living our corporate values ...

**Community
Focused**

**Show
Integrity**

**Encourage
Innovation**

**Be Caring &
Respectful**

**Commitment
to Safety**

**Value
Teamwork**

... to deliver progress and value to our community

Civil Construction Assistant - Roads

PD Version – November 2017

Next Review – November 2019

Position Details

POSITION NO: 500,210; 500,242; 500,244; 500,247; 500,237; 500,229; 500,228; 500,211; 500,213; 500,256; 500,225; 500,202; 500,236; 500,241; 500,243; 500,214; 500,231

DEPARTMENT: Works & Services

POSITION LOCATION: Parkes and Villages

EMPLOYMENT STATUS: Casual/Permanent Full-time

REPORTING TO: Works Supervisors

NO. OF DIRECT REPORTS: 0

BAND/LEVEL: Operational Band 1, Level 2

SALARY SYSTEM GRADING: Grade 2

ALLOWANCES Adverse Working Conditions Allowance

Purpose of the Position

To undertake a variety of activities associated with Civil Construction within the Works & Services area of Council to required standards.

Position Responsibilities

- Road construction and maintenance labouring including tar patching
- Concrete labouring including kerb and gutter, footpaths, road and drainage components
- Signs and roadside furniture installation and maintenance
- Traffic control, including attainment of certification
- Operate and maintain small plant and equipment
- Assist with works survey set out
- Some maintenance of Council assets and facilities as required
- To undertake other duties as required by Parkes Shire Council, within the scope of the person's capabilities, knowledge and experience



Position Skill Descriptors – Grade 2

Planning of operations, projects, services or activities

Work is closely directed and personal organisational skills are required

Autonomy of position

Work is undertaken consistent with procedures or under general supervision

Method of analysis commonly used to solve problems and the level of innovation and creative thinking required

Work issues are addressed but problems are passed to the supervisor/overseer/team leader for resolution

Level of verbal communication skills required for the position

Respond to straightforward questions and directions

Level of written communication skills required of the position

Complete standard forms

Leadership and work coordination skills required for the position

Expected to cooperate with co-workers in creating smooth workflow, including assisting with each other's work when necessary

Level and breadth of expenditure or budget implications

No responsibility for budget control or expenditure

Position Qualifications and Experience Requirements

Qualifications:

- Current and maintained NSW Driver's Licence
- SafeWork NSW Construction Induction (White Card)

Experience:

- Some work experience in civil construction or relevant fields

For this position there are mandatory job training requirements to be satisfied:

This position requires that the successful incumbent undertake and **successfully complete** the following **mandatory training** in order to fulfil the requirements of this role.

- Certificate III in Civil Construction
- Traffic Control Qualifications: Traffic Controller and Implement Traffic Control Plans

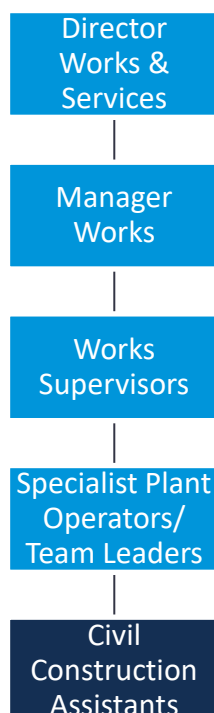
This training and other training required for this position is specified with the Learning Plan for the position.



WHS Responsibilities

| Key Responsibility | Performance Requirements |
|--|--|
| <p>To comply with all Council safety policies and procedures including applicable SWMSs, SOPs or Project/Event Safety Management Plans</p> <p>(REPLACE THIS TABLE WITH THE TABLE FROM SECTION 1.4 WHS 001 RELEVANT TO THE POSITION'S MANAGEMENT LEVEL) – remove this statement.</p> | <ul style="list-style-type: none">+ Work in a safe manner without risk to themselves, others or the environment.+ Follow established and communicated safe work procedures at all times (this includes any permit requirements for high risk work).+ Report all incidents, hazards, injuries, illness or property damage, theft or loss.+ Participate in agreed WHS consultation arrangements+ Participate in site inspections, site risk assessments (WASPs) or incident investigations as requested.+ Seek assistance/clarification if unsure of WHS rules or procedures.+ Report any faulty tools or plant.+ Correctly use and maintain all personal protective equipment provided as required.+ Complying with emergency and evacuation procedures.+ Participate in any required WHS training or induction.+ Follow any verbal directions given by any Parkes Shire Council employee with regard to WHS.+ Participate in WHSMS review activities as required/requested. |

Organisational Relationships





Physical Requirements

| | | | |
|--|---|---|---|
| Neck Movement (looking up, down, sideways) | 3 | Dust (expose airborne material ie. Dust) | 2 |
| Reaching (above shoulder height, forward/side extended) | 2 | Gas / Fumes (Working with gases or fumes) | 1 |
| Hand/Arm Movements (stacking, reaching, mopping, tool use) | 4 | Liquids (Tasks involve working with liquids which may cause skin irritations if contact is made with the skin) | 1 |
| Bending/Twisting (forward/ backward bending or twisting at waist) | 2 | Noise (Tasks involve exposure to high noise environments, and hearing protection is required to be worn) | 1 |
| Kneeling/Squatting | 2 | Lighting (Tasks involve working in dark or visually-poor environments) | 1 |
| Leg Movements (operate machinery) | 1 | Temperature (Task involve working in extremes of temperature - hot or cold) | 1 |
| Standing (upright without moving) | 2 | Confined Space (confined spaces work) | 1 |
| Driving (operate any mobile plant) | 1 | Radiation (Tasks involve magnetic or radiation sources) | 1 |
| Walking (even surfaces) | 4 | Hazardous Substances (Tasks involve working with hazardous substances) | 1 |
| Walking (uneven surfaces) | 1 | Meeting Deadlines | 3 |
| Walking (walking while manual handling object) | 2 | Conflict Resolution | 2 |
| Walking (up or down steep slopes) | 1 | Sitting for extended periods | 4 |
| Climbing (in and out of plant/car) | 1 | Dealing with people | 4 |
| Climbing (stairs, ladders, scaffolding) | 1 | Underground Work | 1 |
| Manual Handling (Tasks involve manual handling of objects - lifting, lowering, carrying, pushing, pulling, restraining) | 2 | Personal Protective Equipment | 1 |
| Sight (Use of sight as an integral part of task performance eg. Dark, fine detail) | 3 | Manual Dexterity (Tasks involve fine motor hand/finger use, including pinching, fine manipulation, keyboard use and writing) | 5 |
| Sight (Ability to discriminate between colours) | 2 | Manual Dexterity (Gross motor hand use; Gripping, holding, claspings) | 2 |
| Hearing (Effective hearing ability as an integral part of task performance) | 5 | Task involves working in an awkward positions Eg: | |
| Smell (use of smell senses as an integral part of task performance) | 1 | Cardiovascular Fitness level required for position | 2 |
| Balance | 2 | | |

| Keys | |
|------|------------------------|
| | General Demands |
| | Sensory Demands |
| | Environmental Factors |
| | Other Demands |
| | Manual Handling |
| | Cardiovascular Fitness |

| Measures | | | | |
|----------|----------------|---|-----------------|---|
| # | Physical | | Manual Handling | Cardiovascular Fitness |
| 1 | Not applicable | Not Relevant to this position | | |
| 2 | Occasional | Task is performed for 0-33% of the day | Light | Low (sedentary) |
| 3 | Frequent | Task is performed for 34-66% of the day | Moderate | Medium |
| 4 | Constant | Task is performed for more than 66% of the shift | | |
| 5 | Repetitive | Work cycle is repeated < 30 sec & performed for > 60min | Heavy | High (constantly on feet, repetitive physical work) |



Civil Construction Assistant - Roads

The Position Description for this role should be reviewed and discussed with your Manager. Following the review, the PD should be signed, reflecting your understanding and acceptance of the role and responsibilities. The document should then be returned to the Human Resources Section.

Position Incumbent

Name: _____

Signature: _____

Date: _____

Supervisor

Name: _____

Signature: _____

Date: _____

Director

Name: _____

Signature: _____

Date: _____

This position description presents the major responsibilities required for this job title. Individual positions may require the performance of additional duties as assigned that are within the limits of the employee's skill, competence and training