



POSITION DESCRIPTION

ROLLER OPERATOR

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|--------------------|-------------------------------|
| Department: | Technical Services |
| Reports to: | Supervisor Roads North |
| Location: | Coonabarabran |
| Grade: | 4 |

Warrumbungle Shire is a local government area in the central western region of New South Wales. The Shire is traversed by the Newell Highway and the Golden Highway. Warrumbungle National Park, Coolah Tops and Siding Spring Observatory are major tourist attractions for the Shire. Indigenous history, traditions and culture are recognised as important aspects of Warrumbungle Shire, which was traditionally built on agricultural pursuits with the early establishment of wool growing and beef cattle production followed by cereal cropping and today a burgeoning vine growing and horticultural industry.

The Shire is also a meeting place for the nations of our traditional owners and custodians of the land. The northern part of the shire is home to the Gamilaraay people while the southern part of the shire is home to the Wiradjuri people. The nations of the Weilwan and Kawambarai (Werriri) come into the Shire on the western border.

COUNCIL VALUES

The guiding principles of honesty, integrity, fairness and compassion form the spirit of the team along with respect, transparency, passion, trust and opportunity is how Warrumbungle Shire Council strengthens its working environment to deliver on the aspirations of our community.

PRIMARY PURPOSE OF THE POSITION

The Roller Operator is responsible for the safe and efficient operation of flat drum vibratory rollers, pneumatic/rubber tyred rollers and pad-foot rollers to achieve the required compaction and moisture content during roadworks, including asphalt work that may include work in the close vicinity of asphalt heated to temperatures up to 150°C.

KEY ACCOUNTABILITIES

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

- Operate roller to compact earth, subgrade, and sub-base asphalt surfaces in the construction of roads and streets.
- Drive machine in successive overlapping passes over surfaces to be compacted, rolling asphalt and subgrade to desired compaction and smoothness.
- Determine speed and direction of machine based on knowledge of compressibility of material under changing temperatures.
- Distribute, break down, compress and give a finished surface to cooling asphalt.

- Coordinate machine actions with other activities, positioning and moving the machine in response to hand or audio signals from crew members.
- Communicate with site supervisor on job density requirements.
- Assist in setting up and taking down signs.
- Daily maintenance of fluids and water systems check.
- Monitors rolling temperature and works within temperature best suited for material being laid.
- Determine rolling drum mode.
- Have a thorough understanding of material thickness, type of material being laid, and material temperature for determining rolling range.
- Make frequency and amplitude adjustments depending on mix design, material thickness, temperature zone, and density.
- Optimize water systems controls to avoid material pickup and eliminate excessive water usage.
- Establish rolling pattern and determine paving width, roller drum width, drum overlap, and paver speed.
- Works with other staff to make sure density requirements are being achieved.
- Communicate with crew on any flaws in material or finished mat.
- Understand proper techniques for rolling transverse joints.
- Recognize flow lines and inverts.
- Try to minimize roller marks.
- Works with paving crew with hand rolling, wacker work, manholes and catch basins.
- Help trim edge lines and pickup excess asphalt material.
- Inspect area after job is completed.
- Understand different types of rollers and how they operate.
- Take action to avoid potential hazards or obstructions, such as utility lines, other equipment, other workers, or falling objects.
- Check fuel supplies at sites to ensure adequate availability.
- Keep machines clean and maintained.
- Monitor operations to ensure that health and safety standards are met.
- Keep records of material or equipment usage or problems encountered.
- Must have the initiative, ability, and willingness to perform and assist with other job positions for job completion as requested.

This is not an exhaustive list of duties, and the job holder may be required to undertake other duties that are within the limits of the employee's skill, competence and training.

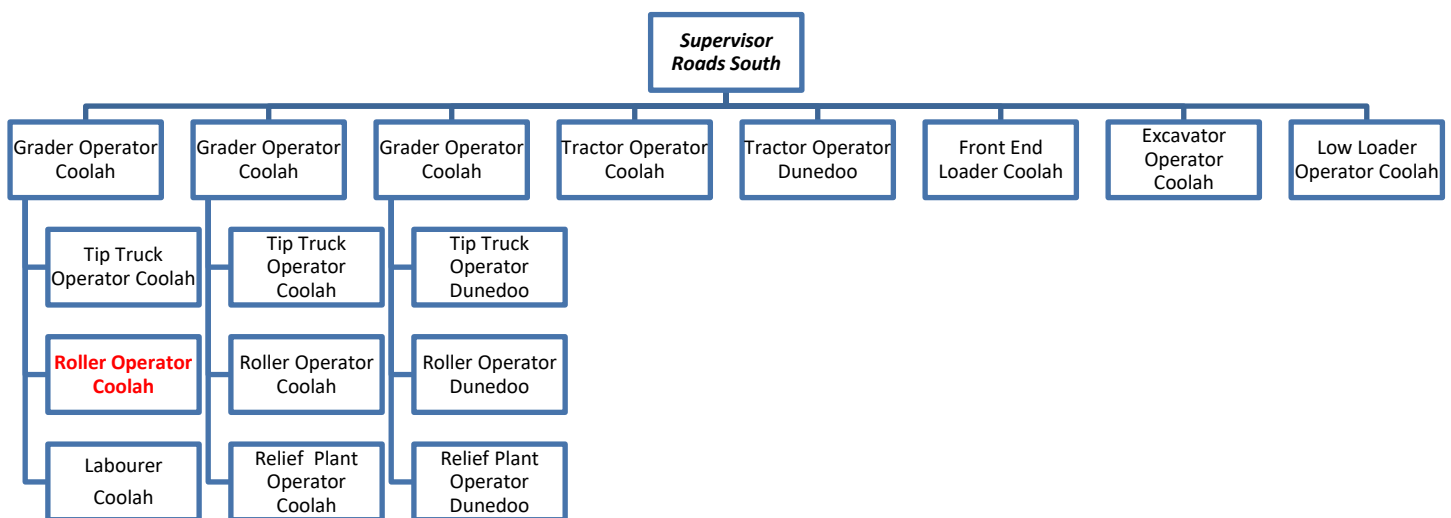
ESSENTIAL REQUIREMENTS

- Commitment to Council's Mission, Values and Code of Conduct.
- Understanding of work health and safety (WHS) in the workplace and commitment to a positive contribution to WHS in the workplace and compliance with Council and legislative requirements
- Demonstrated capability operating and undertaking daily maintenance on roller with minimal supervision
- Current Traffic Controller Ticket (blue card)
- Sound oral and written communication skills
- Ability to operate a variety of road construction plant and equipment
- OHS Construction Induction Certificate (white card)
- Class C Driver's Licence

DESIRABLE REQUIREMENTS

- Class HR driver's licence
- Certificate III Civil Construction
- Traffic Control - Implement Traffic Control Plans (yellow card)
- Level I Chainsaw (cross cut)
- Knowledge of Environmental Protection Authority legislation and guidelines relating to road maintenance and construction





DEPARTMENT STRUCTURE



CAPABILITIES FOR THE ROLE

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government, ie. "how we do things around here". It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at www.lgnsw.org.au/capability.

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 |
|  | Manage Self | Foundational |
| | Display Resilience and Adaptability | Foundational |
| | Act with Integrity | Foundational |
| | Demonstrate Accountability | Foundational |
|  | Communicate and Engage | Foundational |
| | Community and Customer Focus | Foundational |
| | Work Collaboratively | Foundational |
| | Influence and Negotiate | Foundational |
|  | Plan and Prioritise | Foundational |
| | Think and Solve Problems | Foundational |
| | Create and Innovate | Foundational |
| | Results | Foundational |
|  | Finance | Foundational |
| | Assets and Tools | Foundational |
| | Technology and Information | Foundational |
| | Resources | 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 Demonstrate Accountability | Foundational | <ul style="list-style-type: none"> • Takes responsibility for own actions • Completes tasks he/she has agreed to on time • Is aware of the decisions that need to be referred to a manager or supervisor and acts accordingly • Takes care of own and others' safety and wellbeing by following safe work practices • Identifies and speaks up about risks in the workplace |
| Relationships Work Collaboratively | Foundational | <ul style="list-style-type: none"> • Keeps team and supervisor informed of what he/she is working on • Shares knowledge and information with team members and other staff • Offers to help colleagues and takes on additional tasks when workloads are high • Is aware of the wellbeing of co-workers and provides support as appropriate • Is open to input from people with different experiences, perspectives and beliefs |

Local Government Capability Framework

| Group and Capability | Level | Behavioural Indicators |
|---------------------------------------|--------------|--|
| Results Plan and Prioritise | Foundational | <ul style="list-style-type: none">• Understands team objectives and own contribution• Plans and organises own work tasks• Asks when unsure about the relative priority of allocated tasks• Manages time appropriately and re-prioritises as required• Identifies and informs supervisor of issues that may impact on completion of tasks |
| 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 |

CONDITIONS OF WORK

Council employees work according to conditions provided under the Local Government (State) Award and Council's policies and systems, including but not restricted to:

- Council's Salary System
- Council's Code of Conduct
- Equal Employment Opportunity
- Drug and alcohol testing.

Work Health and Safety

Employees – All employees of Council have a legal obligation to comply with statutory requirements and Warrumbungle Shire Council's WHS Management system, policies, procedures, Safe Work Method Statements, practices and work instructions. These are introduced to ensure the health and safety of employees, contractors, visitors, volunteers, the public and the environment.

Responsibilities include:

- Being aware of Council's WHS Management system, policies and procedures.
- Performing all work and associated functions in a safe manner.
- Complying with all documented WHS policies, procedures, Safe Work Method Statements, work instructions and verbal instructions issued by the organisation or its officers.
- Correctly using and maintaining all personal protective clothing and equipment supplied by the organisation.
- Identifying hazards, conducting risk assessments, and taking corrective action to eliminate hazards where possible in the workplace, and/or to report hazards and risks in accordance with WHS procedures.
- Establishing and maintaining a high standard of housekeeping and cleanliness within individual work areas and on Warrumbungle Shire Council property generally.
- Reporting and assisting with the investigation of all incidents in the workplace, including minor injuries, near misses and property damage.
- Attending any toolbox, team talks or specific training supplied by Council.
- Being familiar with the location of first aid treatment centres, fire protection facilities and evacuation procedures.
- Working in a manner that will not endanger themselves, other employees or the public.
- Report any concerns for WHS to your Supervisor.

Employees will be held responsible for failing to comply with the Work Health and Safety responsibilities listed above.

Privacy and Confidentiality

Council employees are often privy to confidential and sensitive information. In addition, Council collects personal information from clients for purposes covered within the Privacy and Personal Information Protection Act 1998. This information cannot be used for any purpose other than that which is specifically authorised by the client at the time of collection. Nor can this information, or any impressions gained in the process of interaction with the client, be given either verbally or in any written or electronic form, to any other person other than those duly authorised by Council's Privacy Contact Officer.

It is a condition of employment not to discuss, or disclose by other means, information which may breach privacy legislation, Council's Privacy Management Plan, or bring harm to clients or customers of Council, or which may bring Council into disrepute. Breaches of this condition will be dealt with in accordance with the Disciplinary Procedures Clause of the of the Local Government (State) Award.

Hours of Work

Council's outdoor staff normally work a 38 hour week:

Week 1 - 7.30 am – 4.30 pm Monday – Thursday
 7.30 am – 4.00 pm Friday

Week 2 - 7.30 am – 4.30 pm Tuesday – Friday

For works located 3 km or more from the depot, staff may be required to start on the job (ie be at the work site rather than the depot at the starting time). Staff may also be required to finish on the job (ie at the work site).

A ten minute break (paid) is provided for morning tea and half an hour (unpaid) for lunch.

Council operates a 9-day fortnight with one rostered day off per two weeks. Employees are entitled to four weeks annual leave and fifteen days sick leave per annum. After one year of employment female employees are entitled to nine weeks paid maternity leave.

Progression

Salary progression is based on a competency assessment document. Assessments are conducted after six (6) months employment and thereafter annually on 1 August or on request.

Superannuation

Council pays the amount required by the Superannuation Guarantee Scheme on behalf of every employee into their preferred superannuation provider. Superannuation is paid weekly to Local Government Super on all earnings. All other funds are paid quarterly, on earnings exceeding \$450 per month, as required by the Australian Taxation Office.

Training

Council provides leave for training and study purposes, based upon the employee's professional development and Council's long term needs as determined by its training plan.

Smoke-Free Workplace

Council's workplaces and vehicles are smoke-free zones. Children's Services based at Bandulla Street and Robertson Street campuses are smoke free to the property boundary, as are Council's swimming pools. Smokers must move a minimum of four (4) metres from doorways into buildings and dispose properly of waste.

Health Monitoring Requirements

This position has the following health monitoring requirements as part of Council's Health Monitoring Procedure and WHS requirements.

Hearing

Pre-employment

Audiometric testing within three months of commencement

Every two years

Audiometric testing

Council Induction

Before commencing duties all workers must complete a Council induction.

Camera Surveillance and GPS tracking

Camera surveillance has been installed in and on Council-owned buildings and in some public spaces in the Council area. Signage is installed to indicate camera locations. GPS tracking has been, or may be, installed, in commuter use vehicles; plant and trucks; small plant; general fleet and leaseback vehicles. All vehicles and plant with GPS tracking installed have an identifying sticker attached.

Camera surveillance and GPS tracking is continuous and ongoing.