

## Position Description

<b>TITLE</b>	Road Maintenance Operator
<b>CLASSIFICATION</b>	Band 3
<b>SERVICE UNIT</b>	Infrastructure Services
<b>DIRECTORATE</b>	City Services
<b>POSITION NO</b>	551311
<b>POSITION REPORTS TO</b>	Roads and Infrastructure Team Leader
<b>DATE REVIEWED</b>	November 2018

### POSITION OBJECTIVE

To provide quality services in the provision of road maintenance and minor construction work including the maintenance of roads, shoulders, open drains, car parks, and paths.

### CORPORATE RESPONSIBILITIES

Manningham Council expects all employees to:

- display Manningham Council's Values: working together, excellence, accountable, respectful and empowered.
- act in accordance with the Employee Code of Conduct
- adhere to all Manningham Council policies, procedures and guidelines as required
- adopt risk management principles in all decision-making processes and apply in day-to-day activities
- comply with all Occupational Health & Safety policies
- apply the principles of Equal Opportunity in the workplace
- display a willingness to work towards Continuous Improvement.

## KEY RESPONSIBILITIES

### Road Maintenance

- Carry out all repairs to assets as per Manningham Council standards and specifications, in accordance with all safety and technical requirements.
- Operate Manningham Council trucks and other nominated items of plant as part of the road maintenance and construction operations.
- Undertake spotting for overhead and underground service authority assets.
- Provide site traffic management and control activities.
- Maintain written records of all works undertaken and locations worked.
- Utilise mobile computing devices in the field.
- Undertake on road and off road operations in accordance with the traffic regulations and appropriate procedures and practices.
- Place signs and safety devices out in accordance with Australian Standards AS 1742.3 and the Victorian Worksite Safety Traffic Management Code of Practice.
- Place all machinery in a location where it is not an obstruction to passing vehicles or use traffic control.
- Accommodate the needs of pedestrians and the provision of additional warning signs if appropriate.

### General Duties

- Operate plant/trucks as per the requirements of the position.
- Conduct daily pre-start checks on all plant and equipment.
- Provide general labouring duties and use of hand tools;
- Ensure plant and equipment is well maintained and cleaned, including tool boxes, are locked and secured at the end of the working day and keys returned to designated location.
- Report any damage or malfunction of plant to your Supervisor immediately.
- Act in a courteous, co-operative, responsible and professional manner at all times.
- Refer any member of the public to Manningham Council Customer Service Centres for any questions or issues that cannot be properly answered.
- Report the need for maintenance and /or repair of Manningham Council assets observed during the course of undertaking your normal duties.
- Advise supervisor of any safety issues immediately.
- Provide all necessary explanations of problems or issues encountered on the job that affects; safety, proper completion of the job, or details of any improvement opportunities.
- Manage and control of road safety and job site organisation.
- Assist with store operations including maintaining stock, issuing goods and loading of vehicles.
- Keep plant and equipment used in good safe working condition.

## POSITION REQUIREMENTS

### Accountability and Extent of Authority

- Authority to under allocated tasks to the required quality standards using the appropriate methods and procedures.
- Accountable for completing tasks in accordance with the given timeframes.
- Authorised to carry out various maintenance tasks in a safe, effective and efficient manner including the operation of Manningham Council plant.

### Judgement and Decision Making

- Ability to assess situations, arrive at appropriate works solutions and show judgement as to when to contact / advise the supervisor.
- Work is performed under general supervision.
- Proficiency to place signs and safety devices out in accordance with Australian Standards AS 1742.3 and the Victorian Worksite Safety Traffic Management Code of Practice.
- Ability to use judgement skills to place all machinery in a location where it is not an obstruction to passing vehicles or use traffic control.
- Accommodate the needs of pedestrians and the provision of additional warning signs if appropriate.

### Specialist Knowledge and Skills

- Ability to operate allocated plant and other associated equipment.
- Knowledge and experience in road maintenance and minor construction practices and procedures.
- Willingness to work towards continuous improvement as defined in the Manningham Council Quality Assurance System.
- Capacity to follow the quality and safety management procedures to ensure trouble free operation for our internal and external customers.
- Capability to generate improvements in quality and safety.
- Have an understanding of the responsibilities of the position arising from the Manningham Council management system including quality, safety and environmental.

### Management Skills

- Capacity to adopt safe working practices and take corrective action when required.
- Ability to document and record keep scopes and locations of completed works.
- Capability to complete and document daily plant pre-start checks.

### Interpersonal Skills

- Good oral and written communication skills and the ability to liaise with the general public with a strong focus on customer service.
- Ability to be part of a working team and contribute positively within a team environment.

### Qualifications and Experience

- Experience in road maintenance and minor construction practices and processes.
- Medium Rigid truck licence.
- Traffic Control & Worksite Traffic Management qualifications and skills.
- Spotters electrical safety awareness qualification.
- OH&S Induction (Red card or equivalent)

- Experience and competency in operating various plant and equipment including skid steer, excavator, front end loader and forklift.
- Experience working near overhead and underground services.

## PREREQUISITES

- Medium Rigid truck licence.
- Experience and competency operating a front loader and forklift.

## KEY SELECTION CRITERIA

1. Capability to carry out various maintenance tasks in a safe, effective and efficient manner including the operation of Manningham Council plant.
2. Ability to assess situations, arrive at appropriate works solutions and show judgement as to when to contact / advise the Supervisor.
3. Knowledge and experience in road maintenance and minor construction practices and procedures.
4. Experience and competency in operating various plant and equipment including skid steer, excavator, front end loader and forklift.
5. Ability to be part of a working team and contribute positively within a team environment.
6. Good oral and written communication skills and the ability to liaise with the general public with a strong focus on customer service.