

POSITION DESCRIPTION

Position Title:	Roads Team Member
Position Number/s:	INF-047
Employment Type:	Full Time, Permanent
Agreement:	Charters Towers Regional Council Union Collective Certified Agreement 2023
Award:	Queensland Local Government Industry (Stream B) Award – State 2017
Classification:	Level 6
Directorate:	Infrastructure Services

POSITION OBJECTIVE

Under the direction of the Roads Team Leader and Roads Leading hand, a Roads Team Member is required to contribute to the performance of an on-site work team delivering safe and efficient road maintenance and/or construction activities in relation to Council's Roads Infrastructure Capital Works and Maintenance programs

ORGANISATIONAL RELATIONSHIPS

Reports to: Roads Leading Hand

Directly Supervises: Nil

DELEGATIONS

In accordance with Charters Towers Regional Council's Register of Delegations

KEY RESPONSIBILITIES

1. Undertake a broad range of tasks that contribute to the maintenance and/or construction work on the roads and drainage to meet the required standard within a given period of time whilst complying with relevant Council Policies, Codes and Regulations, and Tender requirements as applicable and within budget constraints.
2. Carry out manual labour duties and operate plant (as qualified and competent to operate) as required.
3. Liaise with the Leading Hand on any maintenance and or construction issues or concerns.
4. Operate and maintain any plant assigned in a safe and satisfactory condition, including appropriate reporting of defects and daily completion of prestart and other safety checks.
5. Comply with Council's Workplace Health and Safety Management System including; WHS policies, SWMS, procedures and lawful instructions or directions given in the workplace. Employees must comply with their obligations under the *Work Health and Safety Act 2011*. These obligations include reporting of injuries, incidents and hazards, not to wilfully injure yourself or someone else and wearing and maintaining personal protective equipment according to Council procedure.
6. Comply with reasonable and lawful directives given in the workplace and undertake any other duties associated with the role, as reasonably directed and within the scope of the requirements of the role.

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POSITION REQUIREMENTS

| Knowledge, skills and abilities |

Essential:

- Knowledge and experience in general road maintenance and construction activities.
- Experience operating a range of plant items.
- Basic mechanical knowledge including the ability to conduct routine mechanical prestart and other safety checks.
- Sound numeracy and literacy skills, with an ability to operate basic computer and electronic devices.

Desirable:

- Exposure to using Microsoft Office applications, particularly Outlook, Word and Excel.

| Education/Qualifications |

Essential:

- General Safety Induction Certificate (Construction Industry) "Blue/White Card".
- Traffic Management Implementation accreditation.
- RII certificate of competency (or equivalent) in Grader operations.

Desirable:

- RII certificate/s of competency (or equivalent) in one or more of the following: Watercart, Front End Loader, Backhoe, Excavator, Grader, Skidsteer, Loader, Tractor/Slasher, Tip Truck, Roller (or ability to obtain).
- Current First Aid and CPR accreditation.
- Traffic Management Implementation accreditation.
- Traffic Controller accreditation.
- Working Safely Near Live Electrical Lines & Apparatus accreditation.
- Bridge Inspector Level 1 accreditation.
- Agricultural Chemical Distribution Certificate (ACDC) accreditation.
- Polesaw and/or chainsaw competencies.

| Licences |

Essential:

- Possession and maintenance of a Queensland 'C' Class Driver Licence (if qualified to operate Grader).
- Possession and maintenance of a Queensland 'MC' Class Driver Licence (if unqualified to operate Grader).

Desirable:

- Possession and maintenance of a Queensland 'HC' Class Driver Licence (if unqualified to operate Grader).

PHYSICAL REQUIREMENTS/POSITION ENVIRONMENT

- This position requires the incumbent to undertake field work exposed to inclement weather.
- The ability to carry out the physical requirements of the position – manual handling, physical labour.
- This position may be required to work weekends and/or overtime as directed.
- This position may be required to work and camp throughout the Council region.

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ORGANISATIONAL COMMITMENT OBLIGATIONS

Personal Leadership

- Demonstrates effective relationship building.
- Positively influences others.
- Takes responsibility for own development.
- Actively seeks feedback on performance and learns from experiences.
- Accepts accountability with responsibility.
- Treats Council resources (finances, plant, equipment etc) with respect.
- Demonstrates a commitment to ensuring resources are utilised efficiently and effectively.

Policy and Procedure

- Be aware of, and act in accordance with all Council policies and procedures, including those in relation to Anti-Discrimination, Workplace Bullying and Sexual Harassment, Equal Employment Opportunity, Workplace Health and Safety, Integrated Management System, Quality, Environment, and Customer Service.

Workplace Health and Safety

- Assist new workers in the understanding of carrying out work tasks and recognising hazards in the workplace.
- Ensure incidents, hazards and near misses are reported to the supervisor.
- Advise the supervisor or team leader of unsafe conditions or activities in the workplace.
- Work in a safe manner that will not endanger you or any other person.
- Use and maintain PPE provided by council in accordance with the manufacturer's requirements.
- Report any defective or damaged plant and equipment to your supervisor or team leader.
- Do not remove or interfere with anything provided at the workplace in the interests of health and safety.
- Support and participate in any work health and safety consultative process.
- Fulfil health and safety performance requirements and attitude expectations.
- Participate in and complete any required health and safety training and actively support its implementation at the workplace.
- Partake in the return and rehabilitation plan for a workplace injury.

Environment

- Charters Towers Regional Council is committed to achieving a high standard of environmental care in its activities as a local government. Council recognises that responsible environmental management is increasingly important, with greater expectations being placed on all organisations to minimise their impact on the environment.

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POSITION DESCRIPTION AUTHORISATION

Position descriptions cannot provide a definitive list of duties and responsibilities. This position description is subject to change from time to time as Charters Towers Regional Council may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.

Supervisor: _____ **Signature:** _____
(Name)

Date: _____

Director: _____ **Signature:** _____
(Name)

Date: _____

POSITION ACCEPTANCE

I accept the Position Description as stated above and acknowledge that it may require amending or updating periodically due to changes in responsibilities or organisational requirements. Changes to position descriptions will be in accordance with the position classification and consistent with the purpose for which the position was established.

Incumbent: _____ **Signature:** _____
(Name)

Date: _____