

ROADS AND DRAINAGE MAINTENANCE WORKER

Position No.	1072
Classification	Band 3, Permanent AND Full Time
Directorate	Infrastructure and Environment
Department	Asset Services
Division	Roads and Drainage Maintenance
Team	N/A
Department Context	<p>The Asset Services department exists to plan and monitor the life cycle management of physical assets to achieve the stated outputs of the enterprise, including the maintenance of assets to achieve optimum performance and delivery.</p>  <pre> graph LR A[Manager Asset Services] --> B[Coordinator Roads & Drainage Maintenance] B --> C[Supervisor - Roads & Drainage] C --> D[Roads & Drainage Maintenance Worker] </pre>
Position Purpose	The Maintenance Worker Roads and Drainage assists the service delivery of the Asset Services department by performing both programmed and reactive maintenance and construction works by operating mobile plant competently and in accordance with directions.

VISION & VALUES

Where people matter, communities are connected, and the future is bright

Pride	We know that our work is important, and we take pride in doing the best job we can
Respect	We treat each other with courtesy and respect, and are committed to keeping our environment safe, and free from judgement
Integrity	We are committed to being authentic, honest, and ethical in our work
Collaboration	We partner together to achieve shared goals and deliver community focused outcomes
Excellence	We are committed to delivering the best community experience and outcome that we are capable of providing

KEY RESPONSIBILITIES AND DUTIES

Operational

- Carry out roads maintenance and construction work as directed daily by the Coordinator Roads & Drainage Maintenance and Supervisor Roads & Drainage Maintenance.

- Perform high quality maintenance and improvements of Golden Plains Shire's Roads ensuring all tasks have been completed to Council and industry best practice standards and expectations.
- Operate plant in a competent, safe and efficient manner to carry out allocated tasks.
- Carry out daily and routine maintenance of mobile plant and equipment including but not limited to, pre-start checks, greasing, cleaning and general basic maintenance. Ensure that equipment used is fuelled and ready to operate the next day before leaving work each day.
- Assist with general maintenance as directed by the Supervisor or Team Lead.
- Ensure all works and work sites comply with traffic management, public safety and occupational health and safety standards at all times.
- Assist in emergencies as directed by the Supervisor Roads & Drainage Maintenance and/or Coordinator Roads & Drainage Maintenance.

Administrative

- Maintain daily records of resources used in performance of projects to ensure best use of council resources and assets.

General and Organisational Responsibilities

- Comply with Council policies and procedures, including the Code of Conduct, and Councils Corporate Values.
- Contribute to the development of the Department's/Teams objective, as well as the corporate goals of Council.
- Embrace Council's commitment to providing a safe and healthy working environment by performing duties in accordance with the Health & Safety Act 2004, regulations, codes of practice and policies and procedures.
- Promote excellence in the customer experience and in conjunction with your manager or people leader, identify, review, and implement strategies to improve the customer experience quality and efficiency.
- Contribute to emergency management planning and activities as they arise as well as undertake relevant training. During a CEO identified emergency an employee may be required to complete alternative work including administration, logistics and specialist support.
- Maintain confidentiality in respect of all dealings of a sensitive or confidential nature.
- Participate as directed in training and education to maintain compliance and an up-to-date knowledge.
- Other duties within the scope of the employee's skills, competence and training, relevant to the position band, as requested by the supervisor.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required.

Child Safe Standards

Golden Plains Shire Council is committed to creating a child safe organisation where children and young people are respected, valued and encouraged to reach their full potential.

Golden Plains Shire Council's policies and procedures support the implementation of requirements under the *Child Wellbeing and Safety Act 2005* and the *Child Safe Standards*.

All staff must actively contribute to a child safe and child friendly environment and are committed to continuously update their knowledge to ensure they fulfil their obligations in relation to Child Safe Standards. Council will provide access to continuous learning opportunities and develop relevant services and programs to adopt Child Safe practices.

GPSC CAPABILITIES

The GPSC Capabilities are the knowledge, skills, and associated behaviours required by all staff. The capability level for each role is varied and dependent on the role functions. The four levels for the capabilities are:

Foundational	<ul style="list-style-type: none"> • Basic awareness of concepts and techniques • Follows guidance, complies with established procedures, seeks advice
Intermediate	<ul style="list-style-type: none"> • Broad understanding of concepts and techniques • Demonstrates the skills/knowledge with minimal guidance
Adept	<ul style="list-style-type: none"> • Strong understanding of concepts and techniques with consistent application • Influences, upholds, shares advice, consults
Advanced	<ul style="list-style-type: none"> • Extensive understanding and application of concepts and techniques • Sets, leads, designs, innovates, monitors, regulates, develops others • Shapes the organisations approach in the application of this skill/knowledge

The capability level for this role is as follows:

Capability	Description	Level
Flexibility & Adaptability	Adjust approach in line with changing priorities and remain agile and positive toward change	Foundational
Manage Self	Shows drive and motivation, with an ability to self-reflect and a commitment to learning	Foundational
Resilience	Maintain a positive attitude and consistently deliver quality work in the face of challenging situations	Foundational
Value Diversity & Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences, and perspectives	Foundational
Communication	Communicate clarity, vision, purpose, and impact, actively listen to others, and respond with understanding and respect	Foundational
Collaboration	Build strong relationships, collaborating effectively across the organisation, valuing their contribution	Foundational
Customer & Community Focus	Committed to the customer experience and delivering customer and community valued outcomes	Foundational
Influence & Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Foundational
Action & Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy, and guidelines	Foundational
Plan & Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Foundational
Problem Solving	Think, analyse, and consider the broader context to develop practical solutions	Foundational
Innovation & Continuous Improvement	Use different ideas and concepts to develop new and different ways of thinking to improve efficiency, effectiveness, and quality of work	Foundational

CLASSIFICATION DEFINITIONS

Accountability and Extent of Authority	<p>The Maintenance Worker Roads & Drainage will:</p> <ul style="list-style-type: none"> • Perform work under general supervision. • Have contact with the public or other employees and be able to explain the procedures and practices being used. • Be accountable to the Team Leader and Coordinator for the quality, quantity and timeliness of their own work and for the care of Council assets entrusted to them. • Be responsible for the efficient and safe operation and maintenance of the relevant plant in order to maintain and operate assets and construct works to best practice. <p>The position operates within the policies and procedures of the Council, the budget of the team and any relevant legislation.</p>
Judgement and Decision Making	<p>The position requires personal judgement. The nature of work is specialised with procedures well understood and clearly documented. The task performance involves selection from a range of techniques, systems, equipment, methods or processes.</p> <p>As a team member, the judgements and decisions made have a potential to influence overall performance of the unit and to impact on the wider community.</p>
Specialist Skills & Knowledge	<p>The Maintenance Worker Roads & Drainage requires proficiency in the operation of more complex equipment and knowledge of the use of plant which requires the exercise of judgement or adaption. The specific skills and knowledge required include:</p> <ul style="list-style-type: none"> • Ability to safely and proficiently operate a range of heavy mechanical plant with various attachments. • Ability to safely and competently drive vehicles a prime mover or single semi trailer exceeding 9 tonne, or rigid vehicle plus trailer greater than 9 tonnes (heavy combination vehicle licence). • Ability to carry out routine maintenance on plant. • Knowledge of engineering construction practices. • Undertake relevant training and education to maintain up to date knowledge and understanding of safety, skills and competencies relevant to this position, as directed by the Coordinator.
Management Skills	<p>The Maintenance Worker Roads & Drainage is required to have the ability to effectively plan, organise and manage their time to achieve targets within a set timetable and in an efficient and effective manner as well as a commitment to promote and lead a safety culture within the work team.</p>
Interpersonal Skills	<p>The position requires skills in oral and written communication with clients, other employees, contractors and members of the public, and in the resolution of minor problems.</p>
Qualifications & Experience	<ul style="list-style-type: none"> • Completed relevant TAFE accredited or industry based training course and/or significant practical experience commensurate with the requirements of the work (i.e. plant operator/maintenance, civil maintenance services). • Heavy combination vehicle licence. • Construction Industry Induction (White Card). <p>Desirable</p>

- MUTCD stage 2 (Stop / Slow Bat & Traffic Management Plan).

KEY SELECTION CRITERIA

1. Experience or transferable skills in the provision of maintenance services to local communities.
2. Proven ability to work autonomously and self-manage quality, quantity and timeliness own work-load and tasks.
3. Ability to identify, discuss and resolve problems independently or in consultation with other officers.
4. Demonstrated experience in applying Occupational Health Safety and Risk Management principles that support an OHS culture.
5. Demonstrated commitment to providing high quality customer focused outcomes.
6. Well-developed oral and written communication skills.
7. Demonstrated ability to work as part of a team.

Other Requirements

8. Completion of a pre-employment Disclosure of Pre-existing Condition form.
9. A current Australian heavy combination driver licence.
10. Maintain a satisfactory National Criminal History Check.

All positions are subject to a six-month probationary period.

APPROVAL

Approved By (Department): **Manager Asset Services**

Reviewed By (P&C): People & Culture Advisor

Date: August 2023

Employee Acceptance:
(Name and signature)

Date:

PLEASE NOTE:

Personal and Health Information collected by Council is used for recruitment purposes and, if the applicant is successful, will be used for HR purposes. Council may disclose this information to other organisations if required by law. The applicant understands that the personal and health information provided is for the above-mentioned purpose and that he or she may apply to Council for access to and/or amendment of the information. Information relating to unsuccessful applicants may be destroyed by Council six months after being received. Requests for access or correction should be made to Council's Privacy Officer.