Position Description

Patching Truck Operator/Bitumen Maintenance

Department	**Infrastructure & Engineering Services**
Location	**Narromine**
Classification/Grade/Band	**Grade 8**
Status	**Full-time**
Hours	**38 hrs p/w - Outdoors**
Date of Approval	**February 2025**

Our Council

Narromine Shire Council covers an area of 5264 km2 and has a population of approximately 6444 in the rural townships of Narromine, Trangie and Tomingley and the surrounding rural areas. Narromine is located 40km from the regional city of Dubbo.
The identities and values of Narromine Shire have been shaped by the culture of the Wiradjuri People, early farmers and by our strong aviation and sporting history. Today, the Shire has a significant farming-based industry that contributes nationally.

Our Values

This position requires commitment to the Council's values and behaviours being accountability; pride; teamwork; creativity and innovation; trust and respect; and communication.

Primary purpose of the position

The objective of this position is to contribute to the overall effectiveness of Council by carrying out maintenance works on Council's sealed roads and other sealed surfaces in a safe and efficient manner.

The incumbent will be responsible for the safe, efficient and effective management of Council's bitumen patching operations.

Key challenges

- Effective plant operation and maintenance, including the level of service of small plant and equipment.
- Delivery of works projects to required quality and standards, within the approved agreed timeframes.

Key accountabilities

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

Functional Area	Key Accountabilities
Operation of bitumen	• Undertake general labouring duties including but not limited to pothole patching, sealing, erection of erosion and sediment control, excavation and spreading of material. • Ensure adequate materials are available to undertake duties • Maintenance of roads and pavements • Install all signage correctly as per the traffic control plan • Operate and maintain mobile and fixed plant to the manufacturer's specifications • Provide effective customer service to the community • Follow defined WHS procedures • Operate chainsaw to Australian standards • Control traffic around the worksite • Use chemicals and biological agents • Provide quality and timely advice • Any other duties within the skills of the position, as required
General	• Ensures that all work conforms to required safety standards, including completion of risk assessments and site-specific training for employees/contractors, installation and maintenance of signage, and implementation of Safe Work Method Statements and Traffic Control Plans. • Maintain records relevant to the duties of the position including timesheets, gravel sheets, plant maintenance logs, job records, safety records etc. • Ensures that all assigned vehicles/plant items are properly maintained and kept in a clean and tidy condition. • Comply with Council's adopted policies and procedures. • Attend and actively participate in training provided. • Promote a positive image of Council. • Work as a team member to ensure quality service to internal and external stakeholders.
Other	• Other duties as directed by the Supervisor that are within the skills, capabilities and competencies of the employee.
Code of Conduct and Equal Employment Opportunity	Employees will, at all times, adhere to: • Council's adopted Code of Conduct • Council's Equal Employment Opportunity Policy & Management Plan.

	• Council's Workplace Bullying & Procedures Policy.
Work Health & Safety and Risk Management Responsibilities.	All employees are responsible for Work Health and Safety (WHS) and their duties include: • Complying with Council's WHS policies and procedures • Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others. • Reporting any potential hazards, incidents or injuries to their supervisor or the WH&S Co-ordinator within 48 hours • Participating in any WHS consultation arrangements • Complying with any Return-to-Work Plan if injured and supporting rehabilitation in the workplace. • Correctly using all personal protective equipment • Complying with emergency and evacuation procedures and site rules if applicable
HVNL National Heavy Vehicle Legislation (HVNL)	• As a party in the chain of responsibility and you exercise or have the capability of exercising control or influence over any transport task, you have a responsibility to ensure the HVNL is complied with. • You must take all reasonable steps to prevent breaches of mass, dimension, loading, speed, and fatigue laws. • You must consult with all other parties in the supply chain to identify risks and issues that may contribute to breaches of the HVNL.

Key relationships

Who	Why
Internal	
Roads Overseer	This position has an effective working relationship with the Roads Overseer and is responsive to requests providing timely and reliable outcomes to scheduled tasks.

Delegations of Authority:

Nil

Key dimensions

Reports to:

Roads Overseer

Direct reports:

Nil

Indirect reports:

Nil

Budget (operating and capital expenditure)

Nil

Inherent Requirements of the Position

- Promote the image of Council as courteous, responsive, and efficient.
- Willingness to undertake further training as required.
- This position is required to wear appropriate personal protective clothing, including an approved NSC uniform at all times.
- The position is required to work outdoors and thus a reasonable level of fitness and good manual handling technique is required.
- Commitment to safety
- Ability to follow instructions.
- Ability to work within a team environment.
- Ability to lift, move, handle and stack a wide range of materials.
- This position is required to complete a Pre-Employment Medical Assessment.
- Participate on Council's after hours On-Call Roster when required.
- This position may require work on weekends and public holidays. Appropriate penalty rates per the current award will be applied accordingly.

Selection Criteria

Essential

- Class `HR' Drivers Licence
- General Construction Induction (CIC – White Card) NSW
- Willingness to undertake further training as required
- Internal licenses for specific plant items
- Physical fitness to undertake the inherent requirements of the role
- Basic literacy and numeracy

Desirable

- Backhoe and front-end loader competencies
- Sound working knowledge of construction techniques and principles
- Work Zone Traffic Control – Traffic Controller
- Work Zone Traffic Control – Implement Traffic Control Guidance Plans
- Chainsaw Certification – Crosscut & Felling
- First Aid Certificate
- Chemcert Certificate

Special Conditions

Nil

Acknowledgement

I have read and understood the contents of this position description and accept the following:

- This position description is not to be considered as a complete list of responsibilities and that other duties may be required consistent with my grade/classification from time to time.
- My position is dynamic and that continuing development, change and improvement of processes, practices, knowledge, skills, values and behaviours is expected by Narromine Shire Council.
- My position will develop over time and this position description will facilitate this development as a 'living document' that I will actively invest in.

_____ _____

Signed Date

Employee

_____ _____

Signed Date

Supervisor

Capabilities for the role

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**
 **Personal attributes**	**Manage Self**	**Foundational**
	Display Resilience and Adaptability	Foundational
	Act with Integrity	Foundational
	Demonstrate Accountability	Foundational
 **Relationships**	Communicate and Engage	Foundational
	Community and Customer Focus	Foundational
	Work Collaboratively	**Foundational**
	Influence and Negotiate	Foundational
 **Results**	Plan and Prioritise	Foundational
	Think and Solve Problems	Foundational
	Create and Innovate	Foundational
	Deliver Results	**Foundational**
 **Resources**	Finance	Foundational
	Assets and Tools	Foundational
	Technology and Information	Foundational
	Procurement and Contracts	Intermediate

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 Manage Self	Foundational	• Checks understanding of own role within the team • Proactively seeks instruction and guidance • Approaches work tasks with energy and enthusiasm • Stays up to date with knowledge, training and accreditation in relevant skills areas • Is willing to learn and apply new skills • Learns from mistakes and the feedback of others
Relationships Work Collaboratively	Foundational	• 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
Results Deliver Results	Foundational	• Takes the initiative to progress work tasks • Clarifies work required and timeframe available • Identifies what information/ resources are needed to complete work tasks • Checks own work for accuracy, quality and completeness • Completes tasks under guidance, on time and to the required standard
Resources Assets and Tools	Foundational	• Uses core work tools and equipment effectively • Takes care of work tools, equipment, accommodation and community assets