Position Description

CORPORATE INFORMATION

Position title	Team Member Pothole		
Directorate	Infrastructure Services	**Branch Section/Unit**	Operations Roads and Drainage Roads Maintenance
Position number	1580	**Level**	3
Award	Queensland Local Government Industry (Stream B) Award – State 2017 Division 2, Section 5		
Line Manager	Supervisor Road Surfacing		
Direct reports	Nil		
Indirect Reports	Nil		

SCOPE OF POSITION

Position Summary

This position supports Council's direction by undertaking a range of labouring, plant operation and truck driving tasks as part of a multi-disciplined team that is responsible for the maintenance of Council's infrastructure assets in accordance with recognised standards.

The position is primarily in the Operations Roads and Drainage crew as Team Member Pothole, however depending on the program being delivered and workloads the position may be moved to other crews within the Capital Delivery and Assets and Operations Roads and Drainage teams.

Key Responsibilities of the Role

- Operate and maintain light plant and equipment in a competent and efficient manner to deliver council's work program.
- Perform labouring tasks in a safe, competent, efficient and timely manner to deliver councils work program to quality standards.
- Identify new ways to improve work practices in accordance with council's continuous improvement commitment.

Mandatory Licence/Competency (Ticket) Requirements

- Queensland 'C' Class driver's licence that is current and maintained.
- Construction Industry White/Blue card.

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Desirable Licence/Competency (Ticket) Requirements

- Knowledge of Civil construction and Maintenance activities
- Queensland 'HR' Class driver's licence that is current and maintained
- Roller Operator ticket – Competency to conduct Roller Operations

Essential Knowledge/Skills/Qualifications Criteria

- Demonstrated ability to undertake a broad range of tasks including operation of plant, vehicles, equipment and tools in a competent and proficient manner.
- Demonstrated physical agility and dexterity to carry out labouring and frequent heavy lifting and bending.
- Demonstrated ability to maintain harmony within a team and foster good working relationships with all council employees and members of the public.
- Demonstrated ability to work under general supervision

Physical Requirements of the Position

- An ability to frequently exert a force up to 20kg whilst pushing, pulling, lifting or carrying an object or equipment.
- An ability to occasionally lift or carry objects or equipment up to 25kg.
- An ability to frequently stand for periods of two hours and occasionally walk on sloping, uneven or slippery surfaces whilst using equipment or carrying objects up to 20kg.
- An ability to kneel or crawl in a bent position whilst exerting force up to 15kg.
- An ability to clearly hear directions and instructions being provided at normal speech levels.

Special Requirements

- Occasional out of hours work (including weekends).
- Regular local travel.
- Respond to Emergency/Disaster events in accordance with Council's Emergency Management plans and systems.

ORGANISATIONAL INFORMATION

Safety

Behaviours

Maintain a positive attitude towards acquiring an understanding of work health and safety (WHS) legislation, including Council WHS policies and procedures.

Fostering and maintaining a positive attitude towards WHS within the individual work teams.

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Responsibility

Applying Council policies and procedures in every day work activities to assist Council in ensuring a safe work environment.

To meet the standards imposed by any relevant safety legislation as required by Queensland's *Work Health and Safety Act 2011*.

Related documents

- WHS Policy statement WHSPOL004.
- Work Health and Safety Responsibility and Accountability Statement WHSPOL008.
- The WHS KPIs are located in the Work Health and Safety Management Plan WHSPOL010 and should be referenced as applicable with this position.

Code of Conduct

As per the Staff Code of Conduct (OCPOL001), employees must conduct all business with integrity, honesty and fairness and comply with all relevant laws, regulations, codes, policies and procedures.

Records Management

Council employees are required to ensure adequate records of actions taken and decisions made whilst undertaking their duties are created and maintained, in accordance with Council's Recordkeeping Policy.

Council's Vision

Gympie Regional Council has a vision for embracing opportunities, promoting wellbeing and celebrating strong communities.

Council's Values

Accountability – We are open, transparent and take responsibility for our actions.

Communication – We consult with the community, actively listen to and respond to the input of residents, and keep people informed.

Customer Service Focused – We meet the needs of our community in an efficient and effective manner. We strive to continually improve, show empathy and are environmentally aware in our service delivery.

Integrity – We act with honesty and respect in all we do and respect all residents, colleagues and visitors.

Teamwork and Collaboration – We recognise and support everyone's contributions. We are inclusive and contribute respectfully working as a team. We will care for ourselves and others.

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POSITION APPROVAL AND ACCEPTANCE

Approved by

Name		**Position**	
Signature		**Date**	

Accepted by

Name			
Signature		**Date**	

The scope and requirements of this position as well as the organisational structure is subject to change by Council as required by business needs.

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