Position Description

Position Title	**Team Leader – Road Patching**
Position No.	9120
Division	Infrastructure Services
Section	Rural Works
Reports to	Works Coordinator – Rural
Current Status	Permanent Full Time
Band/Level	Band 2 Level 1
Grade	9
Step	Entry to Step 4
Last Reviewed	November 2026
Conditions of Employment	The employee will work according to conditions provided under the *Local Government (State) Award* as varied from time to time, and the Council Policies/Systems including, but not restricted to: * Council's Salary Administration System * Council's Code of Conduct * Equal Employment Opportunity * Equity & Access to Training * Performance Appraisal
Work Health and Safety (WHS)	The employee who occupies this position must abide by Council's WHS policies and procedures as described in Council's WHS Manual. The employee must participate in the completion of relevant WHS/Risk documentation and take all reasonable and practicable steps for their own health and safety and of others affected by their actions at work.

Position Summary

Responsible for the safe operation of Council's jet patcher in maintaining Council's rural and urban sealed road network.

Specific Duties and Responsibilities

- **Maintain Truck**
  - Perform Duty Tyre Check
  - Perform Equipment Safety Check
  - Perform Brake Safety Check Daily
  - Check Oil Levels in Motor Daily
  - Check Coolant Level Daily

- **Cart Loose Materials**
  - Prepare for Loading
  - Transport Material
  - Dump Material

- **Maintain Patchmobile**
  - Check Oil Levels
  - Check Hydraulic Levels
  - Adjust Belt Tensions
  - Check Metal Distributor
  - Maintain Tar Hose

- **Operate Patchmobile**
  - Operate tar patching unit in a safe manner and in accordance with the manufactures specifications and recommendations.

- **Maintain Water Tank**
  - Perform Pump Motor Maintenance
  - Fill Water Tank

- **Set Up Traffic Procedures**
  - Set Up Traffic Procedures

Core Duties and Responsibilities

Following is a list of duties and responsibilities that are required in this position, as well as other positions within the organisation;

- Processing Customer Enquiries
  - Receive customer enquiries is a courteous and efficient manner
  - Research, assess and respond to customer enquiry within an appropriate timeframe

- Provide on the Job Training
  - Prepare for Training
  - Deliver Training

- Provide Information Overview of Work Area
- Review Training

Work Health & Safety Supervisor Responsibilities

- Set and enforce clear standards for WHS in their team, in line with Council's WHS policies and procedures
- Ensure all workers in their team are trained and competent in relation to safe work operations and WHS topics
- Ensure the safe systems of work and daily risk management activities are carried out as per Council procedures, to ensure that all WHS hazards in their department are identified, controlled, and reviewed
- Ensure all incidents are reported via the council system
- Consult with workers and other affected people to ensure effective management of risks.
- In consultation with relevant workers, ensure all WHS risks associated with the whole product or service life cycle are assessed and WHS considerations are prioritised in all purchasing decisions, as far as reasonably practicable.
- In consultation with relevant workers, ensure WHS risks associated with all event stages and foreseeable occurrences are assessed, and WHS considerations are prioritised in all event planning decisions, as far as reasonably practicable.
- In consultation with relevant workers, ensure WHS risks associated with all stages of construction are assessed and WHS considerations are prioritised in all construction planning decisions, as far as reasonably practicable.
- Ensure a Project WHS Management Plan is developed or reviewed by Council, for all projects valued at over $250k.
- Ensure current SWMSs are followed for all high-risk construction work.
- Ensuring that contractors have adequate WHS management systems before contracts are awarded
- Ensuring contractors are inducted to the site safety rules and hazards,
- Providing adequate supervision to ensure the safety of all people potentially affected by their work
- Follow Council's WHS policies and procedures as instructed
- Ensure their actions do not adversely affect the health and safety of themselves or any other person
- Report all WHS hazards and incidents to their supervisor as soon as possible
- Participate in all required WHS training
- Follow all reasonable directions from supervisors, managers, and others in regard to safety

- Recordkeeping Responsibilities
    - The incumbent is to undertake responsible and accountable practices for keeping full and accurate records and information for all corporate activities and decisions
    - Prioritise and complete allocated Recordkeeping activities

Supervisory Responsibilities

This position may directly supervise two labourers and may include supervision of additional team members for specific projects.

Signatures

I agree to the requirements of this Position Description.

_____	_____
Employee	Date
_____	_____
Supervisor	Date
_____	_____
Manager	Date

Selection Criteria

Essential

- HR Truck Licence
- WHS General Induction for Construction Certificate (Whitecard)
- Traffic Control (Stop/Slow) (Blue Card)
- Traffic Control (Apply Traffic Control Plans) (Yellow Card)
- Willingness to undertake additional training
- Demonstrated experience in Truck Driving
- Demonstrated commitment to the principles of integrity and honesty
- Demonstrated commitment to and understanding of Work Health and Safety

Desirable

- Experience in operation of bitumen patching unit.
- Supervisory Experience.