POSITION DESCRIPTION

Position Title:	Roads Team Member
Position Number/s:	INF- 053, 087, 088, 086
Employment Type:	Full Time, Permanent
Hours	76 hours per fortnight, 9 Day RDO
Agreement:	Charters Towers Regional Council Union Collective Certified Agreement
Award:	*Queensland Local Government Industry (Stream B) Award – State 2017*
Classification:	Level 3 to 5
Location	Council's Highway Depot, Charters Towers
Directorate:	Infrastructure Services
Department	Operations

POSITION OBJECTIVE

Under the direction of the Roads Team Leader and Roads Leading Hand, the Roads Team Member contributes to the safe, efficient and effective delivery of Council's road and drainage construction and maintenance programs.

The role undertakes manual labouring, vehicle and plant operation and associated field activities at a level consistent with the employee's skills, competencies and classification band, while working collaboratively as part of an on-site team and complying with Council policies, procedures, safety requirements and relevant legislation.

ORGANISATIONAL RELATIONSHIPS

Reports to: Roads Leading Hand

Directly Supervises: Nil

ORGANISATIONAL VALUES



DELEGATIONS

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

CHARTERS TOWERS
REGIONAL COUNCIL

POSITION DESCRIPTION

KEY RESPONSIBILITIES

Level 3 (all Road Team Members)

1. Undertake road, drainage and associated civil construction and maintenance activities to the required quality, timeframe and work program, in accordance with Council policies, procedures, specifications, safe work requirements and supervisor instructions.
2. Perform a broad range of manual labouring duties, including site preparation, excavation, loading and unloading materials, hand-tool and small plant operation, vegetation control, drainage works, pavement repairs, and worksite establishment and clean-up.
3. Safely operate vehicles, tools and equipment appropriate to a Class C driver licence.
4. Complete pre-start inspections, routine operator checks and required records for assigned vehicles, plant, tools and equipment. Maintain them in a safe and serviceable condition, and promptly report defects, damage or maintenance requirements.
5. Assist with establishing, monitoring and removing worksite controls, including signs, barriers and traffic controls, within the employee's training, competency and authorisation. Promptly identify and report unsafe conditions.
6. Complete work in accordance with plans, levels, specifications and procedures, and report defects, non-conformances or other issues that may affect safety, quality, cost or delivery of the work program.
7. Safely receive, handle, use and store construction materials, fuels and chemicals; minimise waste; protect Council assets and the environment; and apply required erosion, sediment, dust, noise and spill controls.
8. Accurately complete timesheets, daily work records, plant hours, material usage, inspection forms and other paper-based or electronic records.
9. Work cooperatively as part of the roads crew, follow the directions of the Roads Leading Hand, and communicate effectively with supervisors and team members. Promptly raise safety, operational, environmental, quality or customer matters that need further action.
10. Interact courteously with residents, road users, contractors and other stakeholders, provide assistance within the scope of the role, and refer complaints or technical enquiries to the appropriate Council officer.
11. Assist with storm, flood, disaster recovery, after-hours or other emergency response activities when lawfully and reasonably directed.
12. Comply with Council's Work Health and Safety Management System, including WHS policies, procedures, safe work method statements (SWMS), risk controls, personal protective equipment (PPE) requirements and lawful directions. Comply with obligations under the *Work Health and Safety Act 2011 (Qld),* including reporting hazards, incidents, injuries and near misses, not wilfully injuring yourself or others, and wearing and maintaining PPE according to Council procedure.
13. Maintain the licences, qualifications, competencies and authorisations required for assigned duties, and participate in toolbox talks, training and competency reassessments.
14. Protect Council resources and undertake other lawful and reasonable duties as directed, within the scope of the role and the employee's competence and classification level.

Level 4: (in addition to Level 3)

15. Safely operate vehicles appropriate to a Class MR driver licence and undertake additional road construction and maintenance activities within the employee's licence, training, demonstrated competency and Council authorisation.

Level 5 (In addition to Level 3 & 4)

16. Hold a minimum of two (2) relevant RII plant competencies, and safely and efficiently operate the corresponding authorised items of road construction or maintenance plant following successful Council Verification of Competency.
17. Provide practical task guidance to less experienced team members within the employee's expertise, without exercising formal supervisory responsibility.

POSITION REQUIREMENTS

Progression: Progression from Level 3 to Level 5 is not automatic. It will be assessed by the Roads Coordinator and People and Culture, based on evidence that the Level 4 or 5 criteria have been met as set out in this position description and that the incumbent is performing the full range of key responsibilities to a satisfactory standard.

| Knowledge, skills and abilities |

Level 3 Essential:

- Previous experience in road construction, road maintenance, drainage, civil construction, earthworks, infrastructure maintenance, agriculture, construction or another relevant field-based environment.
- Willingness and ability to learn and safely undertake road, drainage and maintenance labouring duties, including the use of hand tools and small equipment.
- Ability to follow instructions, safe work procedures and supervisor directions, and to report hazards, defects and other issues.
- Ability to undertake pre-start inspections and routine operator checks and report defects or maintenance requirements for assigned vehicles, plant, tools and equipment.
- Basic mechanical knowledge and the ability to complete pre-start inspections, routine operator checks and defect reports for vehicles, plant and equipment.
- Ability to work safely around mobile plant, vehicles and active worksites, and to assist with traffic and worksite controls, with training and supervision.
- Basic literacy, numeracy and communication skills, including the ability to complete timesheets and daily work records.
- Ability to work cooperatively in a team and interact courteously with residents, road users and other stakeholders.

Level 4 Essential: (In addition to Level 3)

- Demonstrated ability to safely undertake the broader operational duties associated with the position, including the operation of vehicles appropriate to a current MR driver licence and within the employee's training, competency and Council authorisation.

Level 5 Essential: (In addition to Level 3 & 4)

- Demonstrated ability to safely operate a minimum of two (2) authorised items of road construction or maintenance plant for which the employee holds the required RII competencies and Council Verification of Competency, including the operation of vehicles appropriate to a current MR driver licence.
- Demonstrated experience in road construction, drainage, civil constructions, local government roadworks, traffic control, environmental controls or emergency and disaster recovery activities.

| Education/Qualifications |

Level 3 Essential:

- Completion of year 10 Certificate.

Level 5 Essential:

- Certificate III in Civil Construction or relevant discipline or ability to obtain.

| Licences |

Level 3 Essential:

- Possession and maintenance of a current Queensland Class C driver licence.
- General Construction Induction Certificate (White Card) or ability to obtain.
- Current First Aid and CPR accreditation or ability to obtain.
- Traffic Management Implementation accreditation or ability to obtain.
- Traffic Controller accreditation or ability to obtain.
- Working Safely Near Live Electrical Apparatus accreditation.
- Bridge Inspector Level 1 or 2 accreditation or ability to obtain.
- Agricultural Chemicals Distribution Control accreditation or ability to obtain.
- Polesaw and/or chainsaw competencies or ability to obtain.

Level 4 Essential:

- Possession and maintenance of a current Queensland MR Class driver licence.

Level 5 Essential:

- Possession and maintenance of a current Queensland MR Class driver licence and
- a minimum of two (2) relevant RII plant units of competency, or recognised equivalent, applicable to plant used within Council's road construction or maintenance operations.

Desirable:

- Possession and maintenance of a current Queensland HR Class driver licence or higher.

INHERENT REQUIREMENTS AND WORKING ENVIRONMENT

Inherent Requirements

The following are essential to performing this role safely. Council will consider reasonable adjustments to help a person meet these requirements.

- Undertake field-based work in varying inclement weather and environment conditions, including exposure to outdoor environments.
- Undertale heavy manual handling and physical labour duties, walking and working in a range of outdoor environments associated with road, drainage and civil construction and maintenance work and working in and around active worksites, moving vehicles, mobile plant, construction equipment, dust, noise and uneven terrain. Reasonable adjustments will be considered where applicable.
- Wear required personal protective equipment (PPE) and uniforms for extended periods, including high-visibility clothing, safety boots, gloves, hearing and eye protection.
- Drive a Council vehicle, often over long distances and on unsealed roads, to reach sites across the region.
- Be required to participate in an on-call roster, work outside ordinary hours, reasonable overtime and respond to emergencies and operational incidents including weekends, and emergency or disaster response, as reasonably directed to meet operational needs.
- Use a computer, mobile device and telephone as required operationally.
- Be required to travel, work and camp throughout the Council region.

Pre-Employment Checks, Health Monitoring and Immunisation

This position is required to complete a satisfactory health declaration, and a pre-employment medical assessment including a drug and alcohol screen, based on the inherent requirements above. A national criminal history check may be required to also be undertaken with the applicant's written consent.

Council takes all reasonably practicable steps to provide a safe and healthy workplace and to prevent occupational disease. Under Council's P0199 Vaccinations and Health Monitoring Procedure, this position is listed on Council's health monitoring register as requiring Tetanus as vaccinations required for this position.

POSITION DESCRIPTION

POSITION DESCRIPTION AUTHORISATION

This Position Description provides an overview of the principal duties, responsibilities and requirements of the position and is not intended to provide an exhaustive list of all activities that may be undertaken.

The duties and responsibilities of the position may change from time to time to meet operational and organisational requirements. Any changes will be consistent with the purpose of the position, the employee's classification level, competence and applicable Council requirements.

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

Manager:_____**Signature:**_____
(Name)

Date:_____

POSITION ACCEPTANCE

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

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

Date:_____