

Position Description

POSITION TITLE:	Multi-skilled Road Maintenance Team Member
POSITION NO:	1043
DIRECTORATE:	Infrastructure Services
DEPARTMENT:	Operations and Maintenance
SECTION:	City Amenity
CLASSIFICATION:	Band 4
LOCATION:	Operations Centre, 95 Sunshine Road, West Footscray
DATE:	March 2026

ORGANISATIONAL RELATIONSHIPS

Reports to:	Team Leader Road Maintenance
Supervises:	Not applicable
Internal Liaisons:	Manager City Amenity, Coordinator Civil Maintenance, Drainage Maintenance Engineer, Contract Supervisor, Signage Team Leader, Civil Maintenance Team Leader, Surveillance Officer – Civil and all Council employees.
External Liaisons:	Service Authorities, Residents, Traders, members of the public, emergencies services, contractors and government authorities.

ORGANISATIONAL VALUES:

Employees at Maribyrnong will be guided in their behavior and conduct in the delivery of its services by Council's values of Respect, Courage and Integrity.

Respect	The promotion of inclusiveness, empathy, communication, good will.
Courage	The promotion of innovation, considered risk, creativity, problem solving, initiative, accountability, responsibility.
Integrity	The promotion of honesty, loyalty, ethical behaviour, trustworthiness.

PRIMARY OBJECTIVES OF POSITION:

To perform road maintenance activities and repairs in accordance with works programs and management systems. Works will include road, footpath, street furniture assets maintenance and civil repairs, in accordance with approved programs, specifications and budgets.

Implement and maintain traffic management at worksites in line with approved Traffic Guidance Schemes (TGS) and applicable Codes of Practice.

Undertake various other duties as directed by the Team Leader Road Maintenance within the Operations and Maintenance Department.

DUTIES AND RESPONSIBILITIES

Work Delivery – Civil and Streetscapes

- Perform routine and reactive road, footpath and shared user path maintenance tasks.
- Asphalt works: pothole repairs, footpath, edge breaks, patching, reinstatements and compaction to specification.
- Concrete works: forming, placement and finishing of concrete footpaths, pram ramps and minor K&C patching.
- Pavers and bluestone: minimal lift, relay, re grout and realign to rectify defects including trip hazards and water pooling approx. 5 pavers per site.
- Drainage: maintenance and replacement of side entry pits (concrete, steel, or grate), lids and surrounds; utilising crane mounted truck.
- Laneway: maintenance of laneway, grading and pothole repair as per council practice.
- Street Furniture: Replacement of bike hoops, pre-cleaned and empty bins and concrete pads for bin.
- Signage: carry maintenance of all council signs with working in Heights under 2m limit and traffic management facilities within the municipality.
- Ensure that works are carried out in accordance with relevant Occupational Health & Safety procedures, risk assessments and that all personal protective equipment is worn.
- Complete customer service requests and provide detailed written responses to Team Leader and Civil Maintenance Team.
- Act as spotter whilst plant or equipment are in operation near overhead or underground services.

Traffic Management and Worksite Safety

- Set out, implement and maintain Traffic Guidance Schemes (TGS) and temporary traffic management devices in accordance with approved plans and Codes of Practice.
- Undertake traffic control duties, including stop/slow duties, establish detours and pedestrian management, and manage worksite access/egress.
- Operate or work with Truck-Mounted Attenuator (TMA) crews where qualified and rostered.
- Complete pre-start risk assessments (SWMS), plant pre-starts and hazard inspections and escalate risks promptly to the Team Leader.
- Provide traffic management support where required including during emergencies.

Operations, Plant and Equipment Safety

- Undertake the basic daily vehicle checks to ensure that the vehicles, plant and equipment is safe and operational before use.
- Report any faults, including the mechanical fault requiring repair or attention.
- Safely operate and maintain light and medium plant (e.g., compactors, plate tampers, concrete saws, small rollers) and HR vehicles in accordance with Council's Safety Procedures.

- Ensure that the vehicle and plant equipment are ready for the next day, including washing and cleaning vehicle as required with general housekeeping at storage cages.
- Assess work requirements and estimate quantities for site work; minimise waste and rework.
- Accurately complete daily/weekly worksheets, timesheets and customer request responses.
- Assist other teams where required, within the Operations and Maintenance Department.

The incumbent of this position may be directed to carry out such duties as are within the limits of the employee's skill, competence and training.

Team Participation

Support the team's success by actively and productively participating in team meetings, safety and service delivery toolbox sessions in or across sections, departments and directorates. Respectfully contribute to operational improvement discussions with the relevant teams and departments.

Organisational Responsibilities:

- Adhere to the Victorian *Occupational Health and Safety Act 2004*, Council's Occupational Health and Safety Policy and Council's Contractor Health and Safety Policy including assuming responsibility for the proper use of all safeguards, safety devices, personal protective equipment and other equipment provided for safety purposes.
- Consider and preserve their own safety and the safety of those around them while at work. This includes following health and safety guidelines and procedures, and using protective clothing or equipment provided, at all required times. Employees must immediately report any injury, near miss, damaged equipment or any other hazard observed in their workplace.
- Familiarise themselves with, and adhere to, Council's Risk Management policy and program and the application of sound risk management practices within the workplace and community.
- Practice and promote Council's Equal Opportunity and Respect at the Workplace principles and policies by treating fellow employees and our customers fairly and equitably and without discrimination, harassment or bullying.
- Promote a positive image of Council to members of the public through professional standards of personal presentation and through the provision of services/advice in a courteous and efficient manner.
- We are a child safe organisation and are committed to child safety and supporting the best interests of children in all our operations.

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- Accountable for the effective and efficient performance of key responsibilities listed above, maintaining and improving standards of work within the scope of the role.
- Ensure all employees under their direction are trained in safe working practices and maintain compliance with OH&S requirements and Council's policies and procedures in undertaking allocated projects.
- Provide leadership and on the job training to other employees, particularly those under their supervision, on position relevant procedures, systems and equipment.
- Exercise high precision trade skills using various, systems, materials and specialised techniques relevant to the position.

- Expected to exercise discretion within standard practices and processes, undertaking and implementing quality control measures.

JUDGEMENT AND DECISION MAKING

- Adhere to relevant policies, procedures and guidelines determined for the operation of Council's services and facilities.
- Advice and guidance are always available, from supervisor or other Council employees within the time available to make a choice.
- Ability to make decisions and select from a range of available alternatives the specific method, process and equipment to be used to achieve defined objectives of the work. When supervising employees, quantification of the number of resources needed to meet those objectives is required.
- Exercise good judgement and discretion regarding confidential issues.

SPECIALIST SKILLS AND KNOWLEDGE

- An understanding of Council's adopted Road Management Plan, policies, regulations and procedures associated with the position and other Council services, as required, including the principal, practices and techniques of road maintenance activities, and the relevant Code of Practice and industry standard.
- A basic understanding of relevant Road Acts/Regulations and traffic control and road work signing requirements.
- Highly skilled, safe and competent operation of machinery and equipment, as well as basic knowledge and experience in quality assurance as it applies to the position.
- Thorough understanding of the relevant technology, procedures and systems related to the role.
- Knowledge and understanding of the principles, practices and techniques of road maintenance activities, and the relevant Codes of Practice and industry standards.
- Be conversant with the legal implications of a course of action taken, especially in regard to Public Liability and Occupational Health & Safety.
- Thorough knowledge of worksite Traffic Management Code of Practice and its application
- Basic IT literacy, including the ability to use mobile phone applications for work-related tasks.

MANAGEMENT SKILLS

- Ability to effectively plan, organise and manage own time, and that of those under their supervision, within a diverse range of projects and priorities to achieve targets within a set timeframe.
- Ability to exercise initiative and work both independently and within a team environment.
- Understanding of and ability to implement and embody Council personnel practices including Equal Employment Opportunity and Occupations Health and Safety, as well as assisting employees with their tasks, particularly when performing supervisory tasks.
- Ability to establish a rapport with employees and foster a customer focussed team.

INTERPERSONAL SKILLS

- The ability to establish rapport, gain cooperation and assistance from all levels of the organisation and with external stakeholders.
- Well-developed written communication skills to prepare correspondence, assist with reports and presentations related to their area of expertise.

QUALIFICATIONS AND EXPERIENCE

- Certificate 3 in Civil Construction.
- Relevant extensive practical experience to support competency requirements of Civil maintenance work.
- Current Victorian Driver's Licence with a Medium or Heavy Rigid Licence Endorsement.
- Valid Traffic Control qualification (TC) and Traffic Management Implementer (TMI) (i.e. less than 3 years old).
- Licenses/tickets and competency relevant to road works, e.g. operating a backhoe, skid-steer, loading chains and slings (dogman) etc.
- Qualified spotter.
- White Card.
- No relevant criminal record found in a police check.
- Experience applying the principles and techniques used in footpath and road maintenance construction.
- Experience assessing safety on site.

KEY SELECTION CRITERIA

- Relevant qualifications and experience as listed above.
- Competent in operating a variety of plant and equipment used in road and footpath maintenance, and other minor civil works.
- Able to communicate effectively both in oral and written form.
- Physically fit to undertake duties as outlined in this position description. The position requires the incumbent to complete a pre-employment medical check.
- Ability to work cooperatively as part of a team and perform tasks safely and competently.

CONDITIONS OF EMPLOYMENT: In addition to the terms and conditions of Council's Enterprise Agreement and the requirements listed in this Position Description, there are policies and procedures that apply to your employment and require your diligent compliance. These policies and procedures are formulated by Council for the efficient and fair administration of employment and other business matters and can be amended from time to time. However, such policies and procedures are not deemed to be incorporated into your employment conditions, nor are they intended or deemed to impose specific contractual obligations on Council.

The following signatures are required to indicate understanding, agreement and approval of the position description.

Employee:

Date:

Manager/ Coordinator:

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Date: