

## POSITION DESCRIPTION

<b>Position Title</b>	Road Management and Operations General Operator
<b>Position No.</b>	801, 803, 805, 807
<b>Position Status</b>	Permanent Full-Time
<b>Business Unit</b>	Built Environment
<b>Division</b>	Built and Natural Environment
<b>Classification</b>	Band 2
	Terms and conditions of employment are in accordance with the current Wellington Shire Council Enterprise Agreement
<b>Date Approved</b>	September 2019
<b>Approved By</b>	General Manager Built and Natural Environment

### WELLINGTON SHIRE COUNCIL VALUES

<b>Cooperation</b>	Working together, teamwork, collaboration and being solution-oriented.
<b>Integrity</b>	Acting with respect, honesty, reliability, trust, tolerance and understanding.
<b>Balance</b>	Demonstrating fairness, equity and flexibility. Consider work-life balance and balancing community needs against resources.
<b>Professionalism</b>	Personal development and meaningful work, being competent, innovative and courageous, focus on excellence and continuous improvement.

### POSITION OBJECTIVE

To provide general support services including truck, tractor and loader driving, road maintenance and labouring resources and other activities as directed. The role requires the provision of labour and operation of plant and equipment to provide efficient maintenance of the road network.

### ORGANISATIONAL RELATIONSHIPS

<b>Reports to</b>	Team Leader Road Management and Operations
<b>Supervises</b>	NIL
<b>Internal Liaisons</b>	All Council Staff
<b>External Liaisons</b>	Members of the public

## **DELEGATIONS/AUTHORISATION**

This position has no delegations / authorisation to exercise power as conferred by section 98(1) of the Local Government Act 1989 and other legislation referred to in [S6 Instrument of Delegation](#) to Members of Council Staff, [S7 Instrument of Sub-delegation](#) by the Chief Executive Officer to staff or [S11 Instrument of Appointment and Authorisation](#).

## **QUALIFICATIONS, EXPERIENCE, SKILLS AND KNOWLEDGE**

### **Accountability and Extent of Authority**

- Accountable for working within set times and standards.
- Responsible for safe operation of vehicles and plant.
- Responsible for cleanliness and basic maintenance of vehicles and plant.
- Accountable for quality of own work performed.

### **Judgement and Decision Making**

- Work is routine and clearly defined.
- Capacity to undertake set tasks.
- Work within defined processes or undertake assessment of work.

### **Specialist Knowledge and Skills**

- Knowledge of road making and maintenance materials and methods.
- Knowledge of road construction and maintenance techniques.
- Good mechanical knowledge.
- Ability to work with limited supervision, follow instruction and complete written procedures required, prior to undertaking works.
- Manual handling skills.
- Knowledge of Occupational Health and Safety (OH&S).
- Capacity for manual work.
- Knowledge of Council's Equal Employment Opportunity Policy.
- Knowledge of signing of road works.

### **Management Skills**

- Management of own time to meet set objectives.
- Ability to make informed decisions in relation to work priorities methods and practices.
- Work in accordance with OH&S requirements.

### **Interpersonal Skills**

- Sound verbal and written communication skills.
- Ability to keep written work records.
- A flexible approach to the workplace.

### **Qualifications and Experience**

- Current drivers licence.
- Able to obtain licences appropriate to operate trucks, tractor and loader.
- Experience in general municipal maintenance and construction works.

### **The ability to obtain and maintain the following qualifications, registrations, certifications:**

- Current drivers license
- Certificate III in Civil Construction
- Implement and Monitor Operational Traffic Management Plan
- Operate and maintain chainsaw (Level 1)
- Health Monitoring as required (including legislated hearing tests, immunisations, and / or medical examinations as documented in OH&S Management System Section 14 – Work Health Monitoring).

## **PEOPLE - RESPONSIBILITIES**

Developing people, assigning work, setting work environment, monitoring performance, developing own and team's accountabilities.

- Encourage and maintain positive working relationships with all colleagues to ensure a professional and collaborative working environment.
- Support colleagues and coordinator/supervisor as required to achieve overall team goals, Corporate Performance Indicators (CPIs), service levels and other targets.
- Work in a manner that ensures adherence to Council policies and OH&S requirements incl. task analyses (if applicable).

## **OPERATIONAL - RESPONSIBILITIES**

Developing technical knowledge, monitoring technical systems, managing stakeholder relationships.

- Effectively see all tasks through to completion in line with individual CPIs, service levels and other targets.
- Work within agreed plans, policies and processes including safe work practices.
- Identify and report opportunities for increasing efficiency and/or effectiveness as per Wellington Excellence to ensure continuous improvement.
- Demonstrate a commitment to effective internal and external customer service.
- Maintain currency of technical skills and knowledge to ensure work is performed as per the requirements of the role.
- Maintain complete and accurate records of all work related activities including documentation and administration as per the Council records management policy and adherence to the written style guide.
- Be familiar with and understand the strategic and operational risks relating to your business unit, advise supervisors of any new risks you may identify, and provide input, assistance and advice where applicable.

## **SCHEDULING - RESPONSIBILITIES**

Aligning strategy to team outputs preparing plans, reporting on performance against plans, managing budget, planning and allocating resources, scheduling team's work.

- Regularly monitor and report on work and activity progress against individual and team corporate performance indicators and project targets.
- Understand the contribution of own work towards the achievement of team, business unit and strategic organisational goals.
- Assist with emergency related functions, by mutual agreement, in the event that the Municipal Emergency Management Plan (MEMP) is enacted, including the provision of emergency response, relief and recovery services to the community.

## **POSITION SPECIFIC - RESPONSIBILITIES**

- Ensure the efficient and effective proactive maintenance of Council's road network and assets in accordance with the Road Management Plan and CPIs.

- Complete daily maintenance and inspections of relevant vehicles and plant, reporting to mechanics on plant condition in line with prestart checklists in accordance with plant specifications and CPIs.
- Operate plant and machinery in the most productive, efficient and safe manner in accordance with safe work practices, Council's Road Management Plan and CPIs.
- Provide on-call support for Road Management and Operations in accordance with the schedule and procedure.