



## 1. POSITION DESCRIPTION

Position Title:	Road Works Crew
Classification:	Full-time
Tenure:	Commence with 3 month probation
Award:	Shire operates under the National Industrial Relations system and applies the <i>Local Government Industry Award 2010</i> (LGIA 2010)
Department/section:	Works and Services

## 2. POSITION OBJECTIVES

- 2.1 To carry out a variety of tasks, including the construction and maintenance of the Shire's infrastructure and assets in a safe and efficient manner, under the supervision of the Works Supervisor and to a standard so as to contribute to the Shire achieving its corporate goals.
- 2.3 To contribute positively and productively to a harmonious workplace and to meet all OHS standards and safe work practices.

## 3. KEY RESPONSIBILITY AREAS

- 3.1 To assist with the construction and maintenance of Council's assets and infrastructure, including to help construct, repair and maintain the Shire's streets, roads, bridges and verges, including appropriate signage and traffic control measures, but including to perform other maintenance or labouring duties as where necessary to achieve team objectives (for example, to provide works and services generally to the community, including refuse and litter removal, town maintenance works, cemetery maintenance and grave digging, tree lopping, and carry out other duties as directed by the Works Supervisor).
- 3.2 To operate in a suitably skilled manner, a variety of light and heavy machinery as directed, including but not limited to; side-tipper, backhoe, loader, grader, skid-steer, truck, etc as required. Including to perform daily pre-start checks, maintain, keep clean and be accountable for work vehicles, equipment and tools used.
- 3.3 To carry out all work efficiently, effectively, within established guidelines, and in a professional manner as per the Shire's Code of Conduct, and contribute positively and productively to a harmonious work place, including to take responsibility for the quality and standard of work performed, and that of your work colleagues.
- 3.4 To work under the direction of the Works Supervisor, but to also be self motivated and able to work unsupervised as required.
- 3.5 To adhere to and promote safety in the work place as per the Shire's Occupational Safety and Health policies.
- 3.6 To observe and report on damage/maintenance requirements of equipment/tools in your care.
- 3.7 To identify and report any actual or perceived hazards/dangers/accidents to the Works Supervisor.
- 3.8 To undertake additional training where appropriate and authorised so as to maintain/enhance service skills.

- 3.9 Due to workload or during critical incidents (e.g. weather, fire, or man-made events) you may be required with minimal notice, to work overtime and on weekends.

#### 4. ORGANISATIONAL RELATIONSHIPS

Reports to: Works Supervisor  
Supervision of: Nil  
Internal Liaisons: Works Supervisor and other shire employees as required  
External Liaisons: General Public  
Contractors & suppliers

#### 5. EXTENT OF AUTHORITY

Operates under the direction of the Works Supervisor and within the Shire's established guidelines, procedures and policies.

#### 6. SELECTION CRITERIA

##### 6.1 Essential

- Demonstrated ability to safely operate and maintain heavy/light plant/equipment/vehicles.
- Capable of physical labour as required.
- Knowledge of and ability to follow OHS policies, code of conduct and safe work standards.
- Ability to complete standard forms (timesheets, work orders, log books etc)
- Verbal and written communication skills and ability to work with others as part of a team
- Ability to work unsupervised and be self motivated
- Possession of a National Police Clearance
- Be prepared to undergo a medical examination
- White card (WA construction)
- Possession of the class Motor Driver's License as required (e.g. HR, HC and/or MC).

##### 6.2 Desirable

- Senior/basic First Aid Certificate.
- Experience in traffic control management and signage.
- Previous experience in the provision of all facets of municipal works

#### 7. REQUIREMENTS OF THE POSITION

##### 7.1 Skills

- Sound skills in the operation of major plant and safe work practice, including the ability to assess possible hazards, make recommendations as to the solutions and initiate agreed actions.
- Good Time Management skills
- Good verbal and written communication skills
- Basic Public Relations and Interpersonal skills
- Basic skills in the use of chainsaws, jack hammers, posthole diggers, cement mixers, etc.

**7.2 Knowledge**

- Good working knowledge of the Occupational Health, Safety standards, and Equal Opportunities legislation
- Sound knowledge of the operation of heavy plant machinery.
- Working knowledge of local government Civil Works operations.
- Basic knowledge of Council's organisational structure and function.
- Basic knowledge of the Shire District.

**7.3 Experience**

- Experience in working in a multipurpose maintenance role, operating a variety of light and heavy machinery.
- Experienced work in an unsupervised position, and also as part of a team.

**7.4 Qualifications and/or Training:**

- Hold a current Motor Drivers License for large vehicles (HR as a minimum, up to MC).
- Hold a suitable certificate of competency or written record of two years practical experience in operation of major plant preferred, but not essential.
- Basic or Senior Life Support First Aid Certificate is preferred.
- White card (WA construction)

**8. CONDITION OF EMPLOYMENT**

I acknowledge acceptance of the above conditions of employment for the position of Road Works Crew with the Shire of Mingenew.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Sign

\_\_\_\_\_  
Supervisor

Date \_\_\_\_/\_\_\_\_/\_\_\_\_