

General Information for the Position of Pavement Maintenance Team Operator

Further Information can be obtained from:

Engineering Department - (02) 6847 6600

115 Dubbo Street,
(P.O. Box 6)
WARREN NSW 2824

Phone: (02) 6847 6600

SCHEDULE 1

ADVERTISEMENT FOR THE POSITION

Pavement Maintenance Team Operator

POSITION VACANT

PAVEMENT MAINTENANCE TEAM OPERATOR

Council is seeking an enthusiastic Pavement Maintenance Team Operator to work as part of their Roadside Maintenance Crew on a permanent full-time basis.

This position's main duty is the maintenance of Council's sealed and unsealed road network. Works will include but are not limited to, road & roadside traffic facilities establishment, maintenance & cleaning as well as culvert repairs and replacement and bridge repairs.

Essential

- General Construction Induction Card (White Card)
- Class HR Driver's Licence
- Traffic Controller Certificate
- Have the ability to undertake extensive overtime and be prepared to participate in the Extended Flexible Working Hours for Road Work Teams and Other Associated Staff Agreement

Desirable

- First Aid Certificate
- Implement Work Zone Traffic Management Plan
- Plant Operation Training

Employment Conditions

- Salary Range: \$965.30 - \$1119.75 per week + allowances
- 10.5% superannuation
- 9-day fortnight flexitime system – 38-hour paid week
- Leave provisions as per the Local Government (State) Award

The successful applicant will be subject to a pre-employment medical assessment prior to confirmation of employment.

Applications

An information package **must** be obtained by attending the Administration Centre, 115 Dubbo Street, Warren or by visiting Council website www.warren.nsw.gov.au

All applications must include a Resume and a completed 'Employment Application Form' (found in the information package) along with two (2) recent references/referees.

Applications can be lodged:

- Via mail – P.O. Box 6, Warren, NSW, 2824
- In person – 115 Dubbo Street, Warren, NSW, 2824
- Via email – hr@warren.nsw.gov.au

For enquiries, contact Councils Engineering Department on (02) 6847 6600.

SCHEDULE 2

POSITION DESCRIPTION

Pavement Maintenance Team Operator

Position Description

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|------------------------------|---|
| Position Title: | Pavement Maintenance Team Operator |
| Department: | Engineering |
| Classification: | Operational Band 1, Level 3 |
| Grading: | Local Government (State) Award Progression between Grades 1-5 is in line with Council's Salary System. |
| Hours of Duty: | 9 day (76 hour) fortnight Summer- 6.15am to 3.30pm, 30 minute lunch break Winter- 7.00am to 4.15pm, 30 minute lunch break |
| Annual Leave: | 4 weeks per year. |
| Responsible Officer: | Manager Roads Infrastructure |
| Immediate Supervisor: | Roads Overseer |

Position Objectives:

The position of Pavement Maintenance Team Operator is one within a team of at least two or three people whose principal duty is the maintenance and construction of Council's sealed and unsealed road network.

It is a requirement of the position that the person be able to work together in a team environment and on an individual basis and go about their work with a minimum of problems and the utmost efficiency.

Works will include but are not limited to road verge slashing, road & roadside traffic facilities (signs, guideposts, bus stops) establishment, maintenance & cleaning as well as culvert repairs and replacement, bridge repairs, and other duties as required.

The occupant of the position is required to travel, or camp as directed; and must be prepared to work out of hours as required.

Licences, Qualifications and Experience:

Essential:

- Class HR Driver's Licence
- General Construction Induction Card (White Card)
- Traffic control using a stop/slow bat – All appointed appointees will be required to participate in a course to achieve this qualification if not possessed.

Desirable:

- Certificate of Competency as a Forklift Operator (SafeWork NSW)
- Certificate of Competency as a Truck Mounted Crane Operator (SafeWork NSW)
- Confined Spaces Certificate
- First Aid Certificate
- Plant Operation Training
- Roadwork Signage and Erection Certificate

Schedule of Duties:

- Attend plant schools, seminars, training sessions associated with this position if required;
- Be aware of plant and equipment capabilities;
- Carry out other duties as required by the Divisional Manager Engineering Services, Manager Roads Infrastructure and/or Roads Overseer;
- Ensure plant, equipment and machinery is fully operative and in safe working order and always operated in a safe and legal way in accordance with all relevant Acts;
- Ensure that all safety equipment and clothing is used where required in the correct manner;
- Ensure that all work sites are left in a neat, tidy and safe condition;
- Ensure that there is no wastage or misuse of resources;
- Initiate disciplinary action on staff under control of the Pavement Maintenance Team Operator as required;
- Issue instructions to and supervise staff under direct control of the Pavement Maintenance Team Operator;
- Liaise with immediate supervisor with regard to daily and weekly works
- Organise daily plant and material requirements, organise stores requisitions
- Prepare insurance reports as required

Customer Service

- Attend to enquiries from internal and external customers promptly and professionally.
- Communicate effectively and sensitively with both internal and external customers.
- Objectively solve disputes and/or problems that may arise with internal and external customers
- Project and promote the image of Council as both positive and efficient through maintaining professional standards and presentation.
- Work cooperatively with other organisations

Work Health and Safety Responsibilities

All employees are responsible for WHS at Warren Shire Council and their duties include:

- Complying with any Return to Work Plan if injured;
- Complying with emergency and evacuation procedures.
- Correctly using all personal protective equipment; and
- Participate in WHS consultation arrangements in your workplace;
- Providing suggestion, through agreed consultation method, on how to improve WHS issues;
- Reporting all injuries and illnesses to their supervisor and the Work Health Safety/Risk Officer within 24 hours;
- Reporting all WHS hazards and incidents to their supervisor;
- Reporting any faulty equipment or plant to their supervisor;
- Seeking assistance if unsure of WHS procedures;
- Working in a safe manner without risk to themselves, others, Council's equipment or the environment.

Physical Demands

The position holder is required to be physically fit as they are likely to be exposed to a range of outdoor activities and also prolonged sitting, and close eye work.

Key Accountabilities

- Adherence to adopted policies of Council
- Adherence to adopted safe working practices
- Adherence to adopted works specifications
- Adherence to authorised working hours
- Advise Roads Overseer if unable to attend or complete work
- Carry out duties as instructed
- Control of plant and materials under direct control of the Roadside Maintenance Team Operator
- Demonstration of good driving/operating and low maintenance record for plant operated
- Ensure all records are maintained
- Ensure harmonious and productive relationships exist with the Council staff
- Processing of time, plant, contractor and maintenance management system sheets
- Promote a positive image of Council
- Report any problems with plant and equipment, mechanical or otherwise, to the Plant Foreman

Output Measures

- Attendance record
- Number of work safety incidents
- Presentation
- Record of staff matters
- Standard of workmanship

Position Skill Descriptors - Operational Band 1, Level 3 (B1 L3):

Authority and accountability: Responsible for completion of regularly occurring tasks with general guidance on a daily basis.

Judgement and problem solving: Judgement is required to follow predetermined procedures where a choice between more than two options are present.

Specialist knowledge and skills: Application of skills, including machine-operation skills, following training "on the job" or accredited external training over a number of months.

Management skills: Some guidance/supervision may be required. May assist a co-ordinator/trainer with on-the-job training.

Interpersonal skills: Skills required for exchange of information on straightforward matters.

Qualifications and experience: Suitable experience or qualifications in a number of defined skill areas.

WARREN SHIRE COUNCIL

Competencies and Skills

Job Title: Pavement Maintenance Team Operator

Band: 1

Level: 3

| | <u>Skills Obtained</u> | |
|---|-------------------------------|--------------------------|
| <u>Grade 1</u> | Yes | No |
| HR Class Licence | <input type="checkbox"/> | <input type="checkbox"/> |
| Implement Traffic Control Plans Card | <input type="checkbox"/> | <input type="checkbox"/> |
| Demonstrate ability to undertake labouring tasks involving construction and maintenance either in roads or parks. | <input type="checkbox"/> | <input type="checkbox"/> |
| WHS Construction Induction (White Card) | <input type="checkbox"/> | <input type="checkbox"/> |
| Demonstrated ability to cooperatively work as part of a team. | <input type="checkbox"/> | <input type="checkbox"/> |
| Demonstrated commitment to WHS | <input type="checkbox"/> | <input type="checkbox"/> |
| <u>Grade 2</u> | | |
| Demonstrated ability to perform a range of road construction and maintenance labouring functions. | <input type="checkbox"/> | <input type="checkbox"/> |
| Demonstrated professional, consistent and flexible approach to allocated tasks with a strong solutions orientated attitude. | <input type="checkbox"/> | <input type="checkbox"/> |
| Demonstrated ability to identify environmental issues | <input type="checkbox"/> | <input type="checkbox"/> |
| Demonstrated ability to identify quality issues | <input type="checkbox"/> | <input type="checkbox"/> |
| Demonstrated ability to identify safety issues | <input type="checkbox"/> | <input type="checkbox"/> |
| <u>Grade 3</u> | | |
| Demonstrated ability to safely operate and adequately maintain plant/equipment safely and effectively. | <input type="checkbox"/> | <input type="checkbox"/> |
| Demonstrated knowledge of the use of electronic devices to record maintenance activities in the field | <input type="checkbox"/> | <input type="checkbox"/> |
| Demonstrate ability to undertake tasks without supervision | <input type="checkbox"/> | <input type="checkbox"/> |
| Demonstrated ability to undertake civil maintenance work efficiently and effectively | <input type="checkbox"/> | <input type="checkbox"/> |
| <u>Grade 4</u> | | |
| Demonstrates initiatives by suggesting changes to work procedures that enhance work environment | <input type="checkbox"/> | <input type="checkbox"/> |
| Demonstrated performance by accurately recording work completed in Maintenance Systems | <input type="checkbox"/> | <input type="checkbox"/> |
| Demonstrated ability to cross skill in other maintenance areas | <input type="checkbox"/> | <input type="checkbox"/> |
| Evidence of self-development through completion of additional relevant qualifications | <input type="checkbox"/> | <input type="checkbox"/> |

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| <u>Grade 5</u> | | |
| MC Class Licence | <input type="checkbox"/> | <input type="checkbox"/> |
| Demonstrated ability to competently act in the Team Leader - Roadside Maintenance Position | <input type="checkbox"/> | <input type="checkbox"/> |
| Demonstrated ability to cross skill and up skill subordinates through mentoring | <input type="checkbox"/> | <input type="checkbox"/> |
| Local Government Operations Certificate 2 (or 5 years relevant industry experience) | <input type="checkbox"/> | <input type="checkbox"/> |
| Ability to calculate and measure quantities of materials | <input type="checkbox"/> | <input type="checkbox"/> |

SCHEDULE 3

EMPLOYMENT APPLICATION FORM

Pavement Maintenance Team Operator

Employment Application Form

Privacy Statement:

As part of the recruitment process Warren Shire Council will be collecting information about you. This information is private information for the Privacy and Personal Information Protection Act. This information will be included in the recruitment file and accessed by Council Human Resources staff and members of the Recruitment Selection Panel. Applicants may request their information be returned to them at the conclusion of the recruitment process.

Personal Details * Required Fields

| | |
|---------------------|-----------------|
| First Name* | Last Name* |
| E-mail* | |
| Phone* | Mobile |
| Street Address* | Postal Address* |
| City, Town, Suburb* | Postcode* |
| Country* | State* |

Questions

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|---|
| <p>1. Please indicate your eligibility to work in Australia*</p> <p>a. Australian/New Zealand Citizen</p> <p>b. Permanent Resident</p> <p>c. Current Visa including Visa Class and duration (expiry date)</p> <p>d. None of the above</p> |
| <p>2. If you answered Current Visa or None of the above, please provide details of your eligibility to work in Australia including Visa date or issue and any Visa restrictions</p> |
| <p>3. Have you read and understood the position description and the requirements for the position that you are applying for? *</p> <p>a. Yes</p> <p>b. No</p> |
| <p>4. Have you ever previously been employed by Warren Shire Council? *</p> <p>a. Yes</p> <p>b. No</p> |

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| <p>5. If you answered Yes to the above question, please provide details of your employment (dates of employment and job/position title) *</p> |
| <p>6. Please explain your motivation for applying for this position and why you believe you are a suitable candidate*</p> |
| <p>7. Do you have any trade certificates, university or TAFE certificates or other (traffic control, etc.)? *</p> <p>a. Yes</p> <p>b. No</p> |
| <p>8. If you answered Yes to the question above, please outline your qualifications and your experience in relation to this position within Local Government*</p> <p>Attach certified copies of all relevant documentation to this application*</p> |
| <p>9. What Class of motor vehicle driving licence do you hold? *</p> <p>a. None</p> <p>b. Class C</p> <p>c. Class LR</p> <p>d. Class MR</p> <p>e. Class HR</p> <p>f. Class HC</p> <p>g. Class MC</p> <p>h. Other (please explain)</p> <p>State of Issue:</p> <p>Expiry Date:</p> |

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| <p>10. Do you hold a SafeWork Construction Induction (White Card) or equivalent? *</p> <p>a. Yes (Number on Card)</p> <p>b. No</p> |
| <p>11. Have you had experience working in a team environment? *</p> <p>a. Yes</p> <p>b. No</p> |
| <p>12. If you answered Yes to the above question, please detail your experience including examples*</p> |
| <p>13. Excellent Time Management, Customer Service, and Conflict Resolution skills are essential in this role. Provide actual examples of your experience of these skills*</p> |
| <p>14. Equal Employment Opportunity - Please note that providing this information is voluntary, any information you provide will remain confidential and will only be used for the gathering of statistical data.</p> <p>Are you Male or Female?</p> <p>a. Male</p> <p>b. Female</p> |
| <p>15. Do you identify as Aboriginal or Torres Strait Islander?</p> <p>a. Yes</p> <p>b. No</p> |
| <p>16. Is English the primary language spoken at home?</p> <p>a. Yes</p> <p>b. No</p> |

17. Do you have a disability?

a. Yes

b. No

18. If you answered Yes to the question above, please state what support or assistance you require in order to help through the recruitment process.