



# SORELL COUNCIL

## POSITION DESCRIPTION

<b>Position Title</b>	<b>Municipal Worker - Sealed Roads</b>
<b>Workgroup</b>	Roads & Stormwater
<b>Reports to</b>	Works Supervisor - Sealed Roads
<b>Classification</b>	Level 3
<b>Employee Status</b>	Full-Time
<b>Location</b>	Depot

### Primary Position Purpose

As a member of the **Sealed Roads Crew**, the Advanced Municipal Worker will undertake a variety routine works to assist in completing Council's Capital Works and Maintenance programs. Ensuring all work is completed at a level that meets industry, Council and current Workplace Health and Safety Legislation and statutory requirements.

### Skill Based Classification Descriptors

The position is classified as a **Level 3**, the following skill descriptors apply to this level.

<b>Authority &amp; Accountability</b>	Responsible for completion of regularly occurring tasks with general guidance on a daily basis. May supervise work or provide on-the-job training, based on their skills and/or experience, to employees of the same or lower levels.
<b>Judgment &amp; Problem Solving</b>	Personal judgment is required to follow predetermined procedures where a choice between more than two options is present. Work performed falls within general guidelines but with scope to exercise discretion in the application of established practices and procedures.
<b>Specialist Skills &amp; Knowledge</b>	Application of developed skills acquired through on-the-job training or accredited external training over a number of months. Positions may require demonstrated competence in administrative areas.
<b>Management Skills</b>	Not required at this level.
<b>Interpersonal Skills</b>	Employees at this level require communication skills to enable them to effectively communicate with clients, other employees and members of the public and in the resolution of minor matters.
<b>Qualifications &amp; Experience</b>	Qualifications or relevant experience in accordance with the requirements of work in this level, which may be acquired through a Certificate II or a non-trades Certificate III, however described.

## Core Position Responsibilities

The following **CORE** responsibilities are common to all roles within the Works Department.

### Standard Municipal Worker Responsibilities

- Provide work skill instruction
- Maintain site records
- Use hand and power tools
- Read and interpret plans and specifications
- Operate small plant and equipment
- Carry out manual excavation
- Conduct tip truck operations
- Spread and compact materials manually
- Carry out basic levelling
- Handle resources and infrastructure materials and safely dispose of nontoxic materials
- Identify, locate and protect underground services
- Implement traffic management plan
- Control traffic with stop-slow bat
- Participate in environmentally sustainable work practices
- Complete workplace orientation/induction procedures

### Communication & Delivery

- Deliver and monitor a service to customers
- Plan and organise work
- Work safely and follow WHS policies and procedures
- Communicate in the workplace
- Work effectively with diversity
- Contribute to team effectiveness
- Deliver and monitor a service to customers
- Support operational plan

## Key Responsibilities

Tasks conducted under supervision, with general guidance

- Conduct road maintenance operations
- Respond to site based spills
- Hand spread asphalt
- Safely handle bituminous materials
- Conduct pavement sweeping operations
- Conduct tack coat spraying operations
- Conduct aggregate spreader box operations
- Roll aggregate in sprayed sealing operations
- Conduct profile planer operations using heavy plant
- Conduct paver screening operations using heavy plant
- Conduct materials transfer vehicle operations
- Load aggregate using a purpose built loader using heavy plant
- Conduct self-propelled aggregate spreader operations using heavy plant
- Conduct patching operations
- Produce asphalt products
- Repair potholes
- Work as a safety observer/spotter
- Trim and cut felled trees
- Position and set up a variable message sign
- Position and set up portable traffic signals
- Install signs
- Use communication systems
- Lay pavers
- Maintain sealed roads
- Conduct earthworks using heavy plant
- Conduct road pavement construction
- Conduct road construction
- Escort mobile works
- Set out signs
- Install and maintain roadside fixtures
- Conduct road marking measuring operations
- Compact asphalt with rollers
- Conduct asphalt paver operations

**Advanced Licences, Certificates, Tickets &/OR Competencies**

- White Card
- Chainsaw
- Traffic Management
- Heavy Rigid
- Heavy Combination
- Heavy Plant Competency

This role requires participation in an on-call roster, reasonable after-hours activities and overtime when required by business needs.

Employees may be required to undertake duties within the limits of their skill, competence and training, consistent with their classification level, in any area of Council, as directed.

Position Dimensions			
Key relationships and influences			
Who		Why	
Internal			
Customer Services	Work in partnership with Customer Service to ensure delivery of effective customer service.		
Engineering and Regulatory Services	Work collaboratively with Engineering and Regulatory Services for advice and assistance on planned and unplanned activities.		
External			
People who live, work, or visit Sorell	This position delivers services that directly benefit our customers via Council's various customer contact channels.		
Contractors	This position may be required to work in collaboration with Council approved contractors to complete planned and unplanned works.		
Resources and Budgets			
Direct Reports	NIL	Financial Delegation & Reporting	In accordance with Council's Delegation Manual
Indirect Reports	NIL	Statutory Appointments	NIL
Total	NIL	Delegations	NIL

## Organisational Accountabilities

Be familiar with and follow the **Council's Code of Conduct**. A copy of this is provided with your appointment letter or can be accessed on Council's Intranet.

Be familiar with and undertake all work in accordance with relevant policy and legislation, including:

- Council's Values
- Workplace Health and Safety (WHS) Legislation
- Anti-Discrimination Legislation
- Sorell Council Enterprise Agreements
- Document Management - The incumbent is required to use the TARDIS system to retain records and documents relating to Council business as part of their employment.
- Customer Service Charter - The incumbent is required to commit Council's Customer Service Charter and to consistently deliver all services with a focus on excellent customer service.
- Customer Relationship Management (CRM) systems
- Comply with all Health and Safety legislation.

### Work Place Health & Safety

Ensure Health and Safety information is provided to the broader community as required. While at work, a worker must:

- Take reasonable care for his or her own health and safety;
- Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons;
- Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act;
- Cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers;
- Avoid, eliminate or minimize hazards within your control, and immediately report;
- Attend and actively participate in training programs provided in the interests of Health and Safety;
- Ensure accidents and near misses are reported as soon as reasonably practicable; and
- Ensure assessment and control of risk is managed in accordance with Council's Risk Management Framework.
- Complete Council's induction requirements

### Record Management

Sorell Council uses a record management system, TARDIS (Total Administrative Record and Document Information System). All Council documents and records are a State legislated record controlled by the Tasmanian Archive & Heritage Office and are therefore required to be retained either on a temporary or permanent basis. All employees of Council are required to use the TARDIS system to retain records and documents relating to Council business as part of their employment.

### Key Selection Criteria

- Demonstrated experience in the provision of road maintenance works and programs.
- A high level of competency in Civil Construction, preferably with 5 years' experience.
- Demonstrated competency in asphalt works and bobcat and roller operation.
- Proven ability to work as an effective team member.
- Demonstrated understanding of WHS and commitment to ensuring WHS practices and standards are adhered to.
- Heavy rigid and heavy combination vehicle licences.

### Authorisation

I hereby agree that this position description accurately reflects the work requirements.

**Manager name**

**Manager signature**

**Date**

**Employee name**

**Employee signature**

**Date**

**GM Name**

**GM Signature**

**Date**