



SORELL COUNCIL

POSITION DESCRIPTION

Position Title	Municipal Worker – Unsealed Roads
Workgroup	Roads & Stormwater
Reports to	Works Supervisor – Unsealed Roads
Classification	Level 3
Employee Status	Full Time
Location	Depot

Primary Position Purpose

As a member of the **Unsealed 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.

Authority & Accountability	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, employees of the same or lower levels.
Judgment & Problem Solving	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.
Specialist Skills & Knowledge	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.
Management Skills	Not required at this level.
Interpersonal Skills	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.
Qualifications & Experience	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.

Key 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
- Operate heavy plant
- Repair potholes
- Work as a safety observer/spotter
- Operate a truck or trailer
- Conduct profile/construction operations
- Conduct screeding/levelling operations with heavy plant
- Conduct materials transfer vehicle operations
- Conduct Compaction operations
- Conduct drainage maintenance
- Position and set up portable traffic signals
- Use communication systems
- Conduct earthworks using heavy machinery
- Conduct road pavement construction
- Conduct road construction
- Escort mobile works

Advanced Licences, Certificates, Tickets & or Competencies

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

This role may require 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 & Business Support	Work in partnership with Customer & Business Support to ensure delivery of effective customer service.
Infrastructure & Assets Workgroup	Work collaboratively with Infrastructure & Assets Workgroup 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	NIL
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.

Workplace 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 people.
- 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

Essential:

- Demonstrated experience in the provision of road maintenance works and programs.
- High level of competency in Civil Construction, preferably with 5 years' experience.
- Proven ability to work as a member of a team, with a demonstrated ability to effectively communicate and resolve problems.
- Demonstrated understanding of WHS and ability to ensure WHS practices and standards are adhered to.
- Heavy rigid and heavy combination vehicle licenses.
- To be considered for a position in the **Unsealed Roads Crew**, demonstrated competency in grader operation is required.

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	