



## SHIRE OF KENT POSITION DESCRIPTION

<b>Position Title:</b>	<b>ROLLER OPERATOR / LABOURER</b>
<b>Name:</b>	
<b>Department:</b>	<b>Public Works and Services</b>
<b>Award:</b>	Outside Staff EBA
<b>Position Classification Level:</b>	Level 5 (depending on qualifications and experience)
<b>Reports To:</b>	Works Manager/ Leading Hand
<b>Supervises:</b>	N/A
<b>Position Summary and Objectives:</b>	<ul style="list-style-type: none"> <li>– <i>Maintain a high standard of roads and infrastructure throughout the 2 town sites and Shire</i></li> <li>– <i>As part of the Works team, implement road construction or maintenance and infrastructure maintenance activities in the Shire.</i></li> </ul>
<b>Duties and Responsibilities:</b>	<p><b>Road Maintenance and Construction:</b></p> <ul style="list-style-type: none"> <li>• Operate Multi Tyred and Steel Drum Roller and other road construction plant and machinery (e.g. trucks, loader, backhoe, bobcat), as part of maintenance and construction activities as required and as instructed.</li> <li>• Assist in inspection, repair or replacement of any roadside infrastructure, e.g. replace or repair Signpost or Guideposts</li> <li>• Assist in road and maintenance construction duties such as road preparation, pipe laying preparation, spreading of gravel, removal of soil and installation of culverts.</li> <li>• Operate plant safely ensuring you are aware of underground and overhead services.</li> <li>• Perform any labouring duties/activities required as part of the Works Crew.</li> <li>• Provide relief for any other team member operating other plant or driving trucks, as per skills, competence and licences held.</li> <li>• Operate any machinery or tools with care and in the correct manner as instructed.</li> </ul> <p><b>Labouring / General Duties:</b></p> <ul style="list-style-type: none"> <li>• Perform any labouring or Maintenance duties in the Workshop, Garden and Building Maintenance departments as and when required, in order to achieve team objectives.</li> <li>• Perform routine plant maintenance duties as required.</li> <li>• Maintain and accurately complete records of work, plant and timesheets.</li> </ul> <p><b>Behaviour and conduct:</b></p> <ul style="list-style-type: none"> <li>• Perform duties efficiently, responsibly and ethically and in accordance with</li> </ul>



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	<p>the Shire's Code of Conduct.</p> <ul style="list-style-type: none"> <li>• Contribute positively to the team and support the team's efforts</li> <li>• Actively participate in the Risk Management program, Organisational Performance Review and Evaluation Program.</li> </ul> <p><b>Occupational Health and Safety and Risk Management</b></p> <ul style="list-style-type: none"> <li>• Comply with the Shire's Risk Management and OHS procedures</li> <li>• Actively participate in the Continuous Improvement Program.</li> <li>• Take responsibility for your own health, safety and fitness at work</li> <li>• Perform work in a safe and healthy manner and abide by all Shire and legislative safe work procedures, instructions and Injury and Safety Management Practices.</li> <li>• Store and maintain safety items or equipment in the proper manner, as instructed.</li> <li>• Ensure your actions do not endanger others in the workplace.</li> <li>• Correct or report unsafe situations and use safety equipment and devices as specified.</li> <li>• Participate in all safety activities to ensure the safety and health of staff is maintained.</li> </ul>
<b>Level of Authority:</b>	<ul style="list-style-type: none"> <li>• Accurately follow instructions and perform work as directed.</li> <li>• Work effectively within the team to achieve objectives.</li> <li>• Liaise with supervisor, team, CEO/Deputy CEO and general public.</li> </ul>
<b>Required Skills and Attributes to perform this role:</b>	<p><b>General</b></p> <ul style="list-style-type: none"> <li>• Ability to physically perform duties as outlined above (and willingness to perform a Pre-Employment Medical Examination and Drug and Alcohol Test to confirm)</li> </ul> <p><b>Experience and Knowledge</b></p> <p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Possession of a current HC licence.</li> <li>• Possession of current Construction Safety Card (White/Blue Card).</li> <li>• Demonstrated understanding of Occupational Safety and Health principles and how to work within Equal Opportunity requirements</li> <li>• Skills and experience safely operating Roller and other road construction plant and machinery (e.g. Trucks, Loaders, Backhoe, Bobcat)</li> <li>• Experience in the routine maintenance of road plant and equipment.</li> </ul>



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	<ul style="list-style-type: none"> <li>Working knowledge of water binding</li> </ul> <p><b>Skills, Abilities and Qualities</b></p> <ul style="list-style-type: none"> <li>Ability to safely, effectively and efficiently operate plant and equipment and hand tools.</li> <li>Ability to work with levels</li> <li>Basic time management and organisational skills</li> <li>Ability to effectively communicate and work well as part of a team</li> <li>A desire to fully complete tasks to a high standard and show initiative in the workplace and be a “self-starter”.</li> </ul>
<ul style="list-style-type: none"> <li>Desirable Skills:</li> </ul>	<ul style="list-style-type: none"> <li>Experience in the operation of other road construction plant and machinery (e.g. backhoe, bobcat, Loader)</li> <li>Working knowledge of road construction activities and process.</li> <li>Previous experience working at a local government in the Works Section.</li> <li>First Aid and Resuscitation qualification</li> <li>Basic Worksite Traffic Management and Traffic Controller certificate</li> <li>Load Restraint Certificate</li> <li>Possession of other relevant operators certificates</li> </ul>
<b>Acknowledgement and Agreement:</b>	Incumbent Signature:
	Date:
	Manager Signature:
	Manager Name: _____
	Date: