



## Position Objective

To carry out general laboring, both mechanically and manually as required, and to effectively operate plant and equipment applicable to road Maintenance and construction.

## Organisational Values

Macedon Ranges Shire Council are committed to the core values of respect, honesty, accountability, working together and innovation.

We will show **respect** for each other and other opinions and perspectives. We will be **honest** about issues and gaps we have identified and that there is room for improvement. We will show ownership and be **accountable** for the actions we identify. We will **work together** positively and constructively across our department and directorate. We will be **innovative** through being open to new ideas and ways of doing things.

## Key Responsibilities and Duties

- Assist in the construction and maintenance of roads, footpaths, drainage and other works to the standard required by the Team Leader.
- Labouring duties and operation of plant as directed including concreting, road pavement repairs, pipe laying, gutter sweeping, drain cleaning and emergency response.
- Carry out inspections of council infrastructure assets.
- Ensure that plant and equipment under your control is properly serviced and maintained by undertaking daily equipment checks and ensuring all servicing is completed in a timely manner.
- Perform in a team environment and behave in line with the organisational values.
- Observe safe working practices in accordance with Macedon Ranges Shire Council's various policies including OH&S, Sun Protection and Working Alone.
- Undertake emergency/overtime work, as required, subject to availability.
- Be available for after hour's on-call roster.
- Attend training courses, seminars, team meetings and conferences.
- As highly visible employees of Macedon Ranges Shire Council the incumbent will at all times exhibit professional behaviour and driver courtesy.
- Participate in productivity and continuous improvement initiatives.
- Correctly prepare and submit timesheets, job cards and other records where required.

## Occupational Health and Safety and Risk Management

- Create, maintain and foster a safe work environment at all times.
- Perform all duties in a manner that ensure personal health and safety, and that of others in the workplace and the general public.
- Regularly inspect own immediate work environment and report all hazards or incidents that can cause harm or that represent a threat to public safety
- Ensure staff follow safe work practices, procedures, instructions and rules at all times and report potential breaches.
- Ensure compliance with the provisions of the Occupational Health and Safety Regulations at all times.
- Ensure that identified risks are reported to line managers and identified risk reduction strategies are implemented.
- Ensure compliance with Council's Occupational Health & Safety and Risk Management Policy and Procedures.

## Child Safe Standards Commitment

To strengthen Council's commitment to child safety and wellbeing, all Macedon Ranges Shire Council staff are required to understand our Child Safety and Wellbeing policy and Code of Conduct to maintain and enhance the wellbeing of children within the shire.

## Record Keeping

This position is responsible for ensuring that records are created which will adequately document the business activities in which they take part, and that the records created and received are captured into the appropriate and authorised recordkeeping systems in accordance with records management policy.

## Organisational Relationships

<b>Reports to</b>	
<b>Supervises</b>	Nil
<b>Internal Contacts</b>	All other Council Staff

<b>External Contacts</b>	Public Service Authorities Sub-contractors Suppliers
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## Accountability and Extent of Authority

- Accountable to the Team Leader Roads for the efficient and effective operations of daily assigned tasks.
- Observing on-site safe work practices.
- Accountable for the quality and timeliness of own work in so far as available resources permit.
- Accountable for the safe operation of vehicle/plant and safe performance of all duties and adherence to appropriate procedures.
- Accountable for appropriate maintenance/servicing of machinery and for advising Mechanic of problems arising.
- To ensure that the work site is left in a safe and reasonable condition.
- To ensure that tools etc. are secure at all times on plant
- Respond to two-way radio and mobile telephone calls when assistance required.
- Traffic Management

## Judgement and Decision Making

- Ability to work well with limited supervision, and on occasions without any supervision.
- Ability to work well in a team environment
- Required to make decisions in relation to routine matters
- Ability to perform tasks which will involve a range of techniques, systems, methods or processes to complete the required tasks.

## Specialist Knowledge and Skills

- A current Medium Rigid License is essential.
- Plant licences applicable to road maintenance will be viewed favorably.
- A good understanding of the mechanical workings of major plant items relevant to road works.
- Skills and understanding of all road construction and maintenance.

- Understanding and application of quality control techniques.
- Ability to perform various physical tasks including heavy lifting, climbing, gutter sweeping and road patching using tools such as shovels, rakes and crowbars.
- Ability to perform basic plant maintenance

## **Management Skills**

- Ability to effectively and efficiently carry out daily assigned works, taking into consideration all relevant planning and organisational requirements to ensure tasks are completed.

## **Interpersonal Skills**

- Well-developed communication skills in a team environment
- Ability to communicate, in a polite and courteous manner with customers and members of the public, both verbally and orally.
- Ability to work as part of a team and co-operate with other staff

## **Qualifications and Experience**

- Experience in relevant construction and maintenance works.
- A Medium Rigid licence is required
- Any certificates or licences relevant to road construction.
- Demonstrated understanding and practical application of Occupational Health and Safety requirements.
- Knowledge of safe work and worksite practices.

## **Selection Criteria**

1. Prior experience in various road, drainage, and footpath, reconstruction and maintenance techniques.
2. Demonstrated ability to work well with limited supervision, and on occasions without any supervision.
3. Relevant knowledge and practice of OHS procedures and Traffic Management.
4. Demonstrated ability to work as a member of a team
5. Ability to communicate, in a polite and courteous manner with customers and members of the public, both verbally and orally.
6. Current Medium Rigid licence and plant licences.

7. Willingness to undertake Pre employment medical check and an audiometric assessment

**Note: Appointment is subject to the successful completion of a National Police check.**

## Conditions of Employment

Employment conditions for all employees are in accordance with the current certified agreements at this council and employment contract or industrial agreement, organisational policies and procedures as amended.

Current certified agreements pertaining to Macedon Ranges Shire Council employees are:

- Macedon Ranges Shire Council Enterprise Agreement 2019
- Early Education Employees Agreement 2020

Arrangements specific to your employment and work place will be explained to you during the recruitment process. For further details Enterprise Agreements can be downloaded from [www.fwc.gov.au](http://www.fwc.gov.au).

You will be responsible for the duties as outlined in this position description and any such duties, which could be reasonably asked of a person in this position, as designated to you by your supervisor.

## Application Process

The selection process has been designed to ensure that all eligible applicants have an equal opportunity to demonstrate their skills and suitability for the position. The selection process may include skills tests or work samples where appropriate, reference checking, psychological profiling, a medical examination or police check.

Appointment to positions within Macedon Ranges Shire Council is on the basis of merit.

## Key Selection Criteria

The position description should be read very carefully as this describes the core duties and requirements of the position and outlines the criteria used as a basis for selecting the most appropriate person for the job. Unless specified it is mandatory to address the key selection criteria.

We recommend that rather than stating you can meet each criterion; give specific examples illustrating particular skills which will enable us to determine how you meet the criteria of the position.

## **More Information**

The Contact Officer's name is stated on the Job Advertisement. If you have any queries, please contact this person so your questions can be addressed promptly. Speaking to the contact person may assist you in your decision on whether to apply for the position.

## **Privacy Statement - Recruitment**

Personal and Health Information will be collected by Council during the recruitment process. The Personal and Health Information will be used solely by Council for this purpose. Council may disclose this information to other organisations if required by legislation. The applicant may apply to council for access to and/or amendment of the information after finalisation of the appeals process. Information relating to unsuccessful applicants may be destroyed by Council after 12 months from this time. Requests for access and/or correction should be made to Council's Privacy Officer.

## **Canvassing of Councillors and Council Officers**

Canvassing of Councillors and Council Officers, either indirectly or directly that may influence the outcomes of this application may be deemed a disqualification.