



Position Description

ROAD MAINTENANCE - GENERAL HAND



VALUE–YORK

PRINCIPLES

We are a customer service focused organisation for internal and external customers, as individuals and an organisation we:

- are nimble and dynamic
- demonstrate initiative, are accountable for our actions and responsibilities
- are open to partnerships
- demonstrate our pride in our work and community
- model mutual respect and are inclusive, welcoming all people
- are transparent in how we do things
- work hard on building our resilience

These Principles are supported by the values of the Shire:



Empathy



Courage



Respect

Aspirational Value



Excellence



Position Description: Road Maintenance General Hand

Position Number Y051e

Purpose: Work as a team member to assist in construction, upkeep and maintenance of road infrastructure, including drainage, signage, road side furniture and verges. To operate and maintain all plant and equipment in an effective, efficient and safe manner for best value operations. To actively contribute to team planning and be committed to strong work productivity and high quality.

Role Responsibilities

- Strive to achieve best quality results to the appropriate standard and ensure that work is completed in a timely and cost-effective manner.
- As part of a team, undertake repairs and maintenance of the sealed and unsealed road and drainage network.
- Construction and maintenance grading.
- Take part in road maintenance works, including patching, guidepost replacement, signage installation, road pavement repairs and tree pruning.
- Take part in drainage maintenance works, including inspection, cleaning, and repairs.
- Assist in Town Maintenance tasks as required, including mowing, fertilising, planting, pruning, edging, reticulation maintenance, and weed control.
- Operate construction plant and equipment and ensure that all equipment is well maintained, and faults are reported immediately to ensure safe operation and best performance.
- Maintain plant and equipment logbooks and complete end of day checks so equipment is work-ready for the next day.
- Complete photographic road maintenance records before and after works.
- Assist in the onsite implementation of internal traffic management plans to ensure staff and user safety on the Shire's local road network.
- Promote and ensure the high quality WHS standards. Respond to and report any workplace accident or near misses. Ensure incidents, no matter how minor, are reported.
- Other duties as required or directed by the Road Maintenance Supervisor.
- Be an active and engaged leader of the Works Team, who adds value by completing high quality work, is a positive team member and strives to support the values we seek to foster in our organisation.

Performance of Duties

- While on duty, staff will give their whole time and attention to the Shire of York's business and ensure that their work is carried out efficiently, economically and effectively, and that their standard of work reflects favourably both on them and on the Shire.
- Staff must also perform their duties impartially and in the best interests of the Shire of York uninfluenced by fear or favour.
- The Shire of York recognises its legal obligations under the *Equal Opportunity Act, 1984* and amendment 1992 and will actively promote equal opportunity based solely on merit to ensure that discrimination does not occur on the grounds of gender, age, marital status, pregnancy, race, disability, religious or political convictions.
- Staff must comply with all Shire policies and procedures including but not limited to *Policy 08 Employee Code of Conduct*.
- Staff must comply with *State Records Act 2000* Record Keeping requirements and legislation. All employees of the Shire of York are responsible for ensuring the records relating to the business activities of the Shire are captured into the electronic record system.
- The Council is committed to Work Health and Safety in all areas of Council's operations, and requires you to comply with the requirements of the Section 28 of the *Work Health and Safety Act 2020 WA*.

Required Skills and Qualifications

Essential

- Knowledge of construction and maintenance techniques for roads, streets, drainage and related works
- General plant and equipment operational experience
- Workplace WSH experience
- Knowledge of safe tool and equipment operation to ensure best use and keenness to learn operation of new equipment
- A self-starter who has the ability to work unsupervised with a can do attitude
- Demonstrated team member with strong communications skills
- Able to manage work time efficiently, be highly organised and think ahead
- Be punctual, reliable, have pride in work and a good job done well
- C class driver's licence
- Year 10 certificate or equivalent
- Current Police Clearance
- White Card
- Construction grading and maintenance grading experience.

Desirable

- Basic Worksite Traffic Management Accreditation
- Basic mechanical and vehicle maintenance skills
- Relevant equipment operations tickets
- HR class driver's licence
- Traffic management experience
- Wheatbelt grading experience

Level of Authority and Organisational Relationships

Reports to:

Road Maintenance Supervisor

Direct Reports:

Nil

Internal Liaisons:

- Road Maintenance and Town Maintenance General Hands
- Road Maintenance Supervisor and Leading Hands
- Operations Administration Officer
- Executive Manager Infrastructure and Development Services

External Liaisons

- Effective communications with road maintenance service providers and contractors
- Appropriate informal conversations with community members and visitors to the Shire

Conditions of Employment: Full Time
Classification: Level 4 Outside Staff EA
Location: Works Depot

Position and Conditions Acceptance

Employee Name: _____

Signature: _____

Date: _____

Direct Manager Name: _____

Signature: _____

Date: _____

Last Position Description Review Date: / /

Next Review Due Date: / /