

Position Description

Position Title	Works Assistant		
Department	Roads	Position Number	R08
Grade	Grade 1	Location	Coonamble Depot Complex
Status	Permanent Full Time	Hours	38hrs week / 76hrs per fortnight
Reports To	Senior Technical Officer	Industrial Instrument	Local Government (State) Award 2023
Date Revised	22/08/2022	Version Number	1
Direct Responsibilities	Roads Maintenance and Construction, Kerb and Guttering		

Council's Vision

Coonamble Shire is a connected, respectful, and diverse community, working together in a healthy natural environment that supports our vibrant local economy.

Council's Mission

Through its undertakings, maintain and improve the services to ratepayers by the efficient and effective management of assets and the environment in response to community needs.

Position Summary

The position exists to support technically sound construction and maintenance of roads, bridges and engineering/public infrastructure within the Shire's boundaries, in order to achieve a product that meets current technical standards and functionality (AS/TfNSW).

This position performs operational activities using materials, small plant, machinery and other resources to ensure efficient completion of all works associated with roads, streets, bridges and engineering, public infrastructure and civil construction.

Position Benefits

- Adverse Working Conditions Allowance (Level 1).
- 9 day fortnight.
- Four (4) weeks annual leave per year.
- Superannuation paid by Council in accordance with legislative requirements.
- Employee Assistance Program (EAP).
- Council provided hi-vis and safety work wear and Personal Protective Equipment (PPE).
- Reasonable access to education and training, consistent with the individual's Employee Training Plan and Council's Annual Training Plan, Professional Development Policy and Budget.

Position Description

Key Responsibilities

Road Operations

- Assist with the day-to-day operations in a variety of work situations mainly road maintenance and construction, installation of pipes and culverts, kerb and guttering including other areas if required.
- Undertake repairs and maintenance to road signs and fittings, including vegetation control.
- Complete general concreting works, forming up and other labouring duties as required.
- Undertake traffic control duties and erecting of signage.
- Operate vehicles and other small to light equipment to complete works.
- Small plant, equipment and vehicles are well maintained, minor servicing completed, with faults, damage or servicing requirements reported immediately.
- Regular and systematic general cleaning duties, including plant and equipment, public toilets and rest areas.

Records and Finance

- Completion of accurate timesheets with job numbers, daily plant checklists, daily running sheets and other work related documentation.
- Seeks approval from Supervisor for expenses / claims, as required by Council's policies and guidelines.

IP&R and Strategic Planning

- Contribution towards the goals outlined in Council's Delivery and Operational Plan and any other appropriate planning / reporting frameworks that are applicable to the scope of the position.

WHS and Environment

- Completing and adhering to workplace procedures for risk identification, risk assessment and risk control.
- Participation in activities associated with the management of Workplace Health and Safety.
- Identification and reporting of health and safety risks, accidents, incidents, injuries, property damage and hazards in the workplace.
- Participate in environmental incident investigation and nominated corrective measures including the observation and reporting of any new environmental aspects and impacts.

General

- Provide excellent customer service to both internal and external customers.
- Promote the image of Council in a positive manner and actively promote good public relations.
- Behaviour complies with the Council's Code of Conduct, EEO and Anti-discrimination principles.
- Any other duties consistent with the responsibilities of the position as directed.

Position Description

Key Internal Relationships

Roads Section	Work collaboratively with the team to ensure service continuity and contribution towards efficient operations to support Councils plans, strategies and priorities.
Council Departments	Collaborate with all Council Departments to ensure service continuity and a high standard of customer service.
Direct Reports	Nil

Key External Relationships

External Stakeholders and Committees	Represent Council and provide a high standard of excellence and professionalism to all stakeholders.
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Delegations

- Nil

Position Description

Essential Requirements

Technical Requirements

- Demonstrated literacy and numeracy levels associated with completion of Year 10 schooling or higher.
- Demonstrated experience in a similar role.
- Knowledge of road and infrastructure construction, with the ability to learn and develop knowledge on the job.
- Able to operate various types of small plant and equipment safely, confidently and ability to maintain plant/vehicle records.
- Ability to perform manual tasks with dexterity, including general construction, machine operation and fit to undertake the duties outlined in this position description, safely.
- Demonstrated understanding of and commitment to the principles and legislative requirements of Work Health and Safety (WH&S).
- Australian resident or equivalent or holding a Visa allowing employment in Australia.
- Class P, P2 or C Drivers Licence (unrestricted).
- WH&S Construction Induction (White) Card.

Desirable Requirements

- Traffic Control Tickets.
- Plant Licenses or Verification of Competency (VOC) for any of the following: Front end loader (LL), Backhoe (LB), Excavator (LE) and Skid Steer (LS).
- Completion of relevant training courses and certificates.
- Local Government experience.

Selection Criteria

- Demonstrated literacy and numeracy levels associated with completion of Year 10 schooling or higher.
- Demonstrated experience in a similar role.
- Knowledge of road and infrastructure construction, with the ability to learn and develop knowledge on the job.
- Class P, P2 or C Drivers Licence and WH&S Construction Induction (White) Card.
- Able to operate various types of small plant and equipment safely, confidently and ability to maintain plant/vehicle records.
- Responsibility for own work for quality and completeness of tasks, under guidance, on time and to the required standard.
- Shows willingness to learn, apply new skills and adapts to changing work tasks.
- Commitment to safety and consistently act in line with legislation and policy.
- Keep team and supervisor informed of what he/she is working on and share knowledge and information with team members and other staff.

I acknowledge and understand the requirements of the role as contained within this position description.

Signed:	
Name:	
Date:	