

POSITION	Road Maintenance Worker
POSITION NUMBER	Position Number
CLASSIFICATION	Band 3
AGREEMENT	Ballarat City Council Enterprise Agreement No. 7 2016
DIVISION	Operations and Environment
UNIT	Road Maintenance
MANAGER	Executive Manager Operations and Environment
DATE UPDATED	April 2019

EMPLOYEE POSITION DECLARATION

I have read and understand the requirements and expectations of this Position Description. I agree that I have the physical ability to fulfil the inherent physical requirements of the position, and accept my role in fulfilling the Key Responsibilities and corporate values. I understand that the information and statements in this position description are intended to reflect a general overview of the responsibilities and are not to be interpreted as being all-inclusive.

NAME OF INCUMBENT: Employee Name

SIGNED: _____

DATED: _____


1. ORGANISATIONAL CONTEXT

As a result of population growth across Australia, Ballarat is now one of the largest inland regional cities in the country. Ballarat is uniquely located with easy access to Melbourne, Geelong and Bendigo and is the Western Victorian capital for a region of 400,000 people.

The Infrastructure and Environment Division is one of three Divisions within the City of Ballarat and is charged with developing and maintaining the City. The division includes the functional business units of Operations and Environment, Infrastructure and Assets, Property and Facilities Management and Regulatory Services.


Operations and Environment is responsible for a diverse range of operational programs and activities focused primarily on developing, maintaining and preserving the City's civil infrastructure, waste, environmental and public open space assets. The Operations and Environment Business Unit (the "Unit") comprises the functional areas of the, Road Maintenance, Environmental Services and Parks and Gardens.

Road Maintenance Values are based around the organisation's values of Leadership, Loyalty, Excellence and Outcomes:




LEADERSHIP

- Everyone at the City of Ballarat can show leadership by contributing to delivering the best outcomes for our community, our organisation and our teams.
- We value positive leadership; understanding that what we do, counts and each of us take responsibility for the work we do




OUTCOMES

- We show persistence with discipline to deliver what we promise to our community and each other.
- We will work hard to find solutions for our community and our organisation that make a positive and lasting difference.



LOYALTY

- At the City of Ballarat, we are each committed to our purpose and enjoy belonging to an organisation where we support each other and act with integrity and trust.



EXCELLENCE

- As the needs of our community change, we will continually improve our performance.
- We encourage people to be clever, creative and collaborative to deliver outstanding outcomes for Ballarat

2. POSITION OBJECTIVES

The position of Road Maintenance worker is responsible for delivery of services as directed by the appropriate Team Leader for the maintenance of the City's Road and footpath infrastructure assets with a particular emphasis on

1. Road Maintenance
2. Road Safety
3. Drainage and footpath Maintenance

3. KEY RESPONSIBILITY AREAS

- Carry out duties within a set time frame in line with specified works programs, projects, budgets relevant to Road Maintenance activities
- Liaise with relevant team leader regarding duties, locations, and requirements of daily activities and operational programs relevant to a range of Road Maintenance functions
- Work as part of a team with a 'can do' attitude to undertake a range of Road Infrastructure Maintenance while achieving Council's values and team goals
- Participate in Emergency response activities in the case of an emergency
- Work within Council's team values of Loyalty, Excellence, Outcomes and Leadership

Plant Operation

- Safe and competent operation of plant over 13.9 tonnes G.C.M up to 22.4 tonne: - including Tipping Trucks and Truck and Trailer combinations
- Maintain and use a variety of hand held power tools or machinery used in maintenance programs inclusive of emergency response as required
- Carry out regular checks of various plant and equipment items complete any adjustments and minor maintenance to ensure all equipment is maintained in a safe and operational condition.

Road Maintenance

- Sealed Roads – Pot hole repairs, edge repair,
- Unsealed Road grading activities
- Road Shoulder repairs and maintenance
- Traffic Management set up and monitoring, ensure daily records are accurately maintained

Road Safety

- Line Marking
- Pavement markers
- Installation of Signs and other Safety applications,
- Bridge and Guardrail maintenance
- Herbicide Application
- Traffic Management set up and monitoring, ensure daily records are accurately maintained

Drainage and Footpath Maintenance

- Concreting
- Asphalt footpath repair
- DDA installation
- Drainage maintenance
- Traffic Management set up and monitoring, ensure daily records are accurately maintained

City Presentation

- Present City to the highest standards
- Leave worksites neat and tidy and safe for public use

Administration

- Completion of timesheets on a daily basis
- Completion of incident and hazards reports
- Completion of plant checklists on a daily basis
- Utilise Council Asset Management System (Confirm) through the use of IPADS or similar

Customer Service

- Maintain high quality public relations in all dealings with the general public, ratepayers, developers, contractors, suppliers, government authorities, other team members and City of Ballarat Staff
- Respond to customer in a courteous and efficient manner

Health and Safety

- Report hazards and incidents as soon as possible
- Constructive participation in investigations and assistance in implementing corrective actions
- Wear PPE and follow safe work procedures as directed
- Constructively participate in fortnightly team meetings

Any other duties assigned with competencies and training of position

From a Health & Safety perspective the City of Ballarat requires the following:

All Employees and Volunteers

- Report hazards, incidents, injuries and unsafe practices as soon as possible.
- Constructive participation in investigations and assistance in implementing corrective actions.
- Wear PPE and follow safe work procedures as directed.
- Constructively participate in monthly team meetings.
- Comply with the City of Ballarat safety system
- Participate constructively in all forums set up to investigate, improve or communicate safety.

4. ORGANISATIONAL RELATIONSHIPS

Reports to:	Team Leader Sealed Roads
Supervisors:	Nil
Internal Liaisons:	Council Officers
External Liaisons:	General Public Suppliers Mechanical Services Contractors Other Service Authorities

5. ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Undertake daily activities efficiently and effectively under routine supervision
- Responsible for the performance and quality of works undertaken
- Perform a variety of duties utilising developed skills

6. JUDGEMENT AND DECISION MAKING

- Ensure plant and equipment are used to maximise productivity whilst minimising undue wear and tear.
- Ensure activities are carried out in a manner to ensure the health and safety of other employees the public and other assets.
- Carry out activities to meet industry standards and qualities within available resources

7. SPECIALIST SKILLS AND KNOWLEDGE

Proficiency in the safe and competent operation of light, medium and heavy sized plant used, i.e., (but not restricted to)

- Small hand tools (Various Classes)
- Air Tools
- Chainsaw
- Concrete Saw
- Pumps and Jack Hammers
- Vibrating rammer and plate
- Compressor
- Flocon's including various attachments
- Trucks
- Truck Mounted Cranes
- Water Cart
- Rollers, road or footpath
- Front end loaders
- Backhoes
- Excavator
- Skid Steer
- Line markers
- Chainsaw

- Air tools

8. MANAGEMENT SKILLS

- Ability to provide team members with on the job training and guidance as required.
- Have a basic knowledge of personnel practices.
- Ability to provide guidance to new employees in the team if required.

9. INTERPERSONAL SKILLS

- Ability to communicate with other employees both in written and oral form.
- Ability to work in a team environment to achieve desired work objectives.
- Ability to liaise with the community and resolve minor problems as they arise.
- Good customer service skills

10. QUALIFICATIONS AND EXPERIENCE

- Practical experience in general infrastructure maintenance works or civil engineering practices relating to Road Maintenance
- Practical experience in working in a team environment.
- Current Worksite Traffic Management Certificate
- Construction Industry Induction/Red/White Card
- Current driver's license and truck license to the category HR
- A minimum of two years' experience within a Municipal or Civil Construction environment relative to maintenance;

11. SELECTION CRITERIA

- Ability to work in a team-based environment demonstrating and displaying City of Ballarat values and behaviours
- Practical experience in Civil maintenance works relating to Sealed Road Maintenance including Asphalt work.
- Practical experience in working within a team environment.
- Practical knowledge in use of plant and equipment required of the position,
- Knowledge and understanding of health and safety issues relevant to work activities and work area.
- Current Worksite Traffic Management Certificate
- Current Drivers Licence HR preferred

Physical Demand Matrix

Overall Role	Road Maintenance Worker
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Body Posture	N	R	I	O	F	C	Comments
Standing						✓	Constant standing required over sealed and unsealed surfaces. Workers may be required to stand over uneven surfaces. The requirement to stand cease upon driving between locations of work.
Sitting						✓	Constant sitting required when driving between working locations within the municipality. A maximum of 30 minutes would be driven at any one time.
Horizontal reaching with arms extended > 30cm in a 180 degree plane.				✓		✓	Occasional requirement to reach in order to unload items and equipment from work vehicle Constant requirement to reach to complete signage maintenance for 5-10minutes maximum at a time.
Neck flexion/extension/rotation					✓		Occasional requirement to assume, maintain and perform repetitive neck movements whilst <ul style="list-style-type: none"> • Shovelling, • Lifting/carrying bluestones and manoeuvring into place. • Sweeping • Pouring cold mix • Breaking loose asphalt • Utilising Wackerplate • Jack hammering • Utilising key to leverage / remove pit lids • Removing wedge from street sign poles
Reaching above shoulder height				✓	✓		Occasional to frequent requirement to reach particularly while unloading and loading items from truck. However there is a frequent requirement to raise upper limbs beyond shoulder height particularly whilst: <ul style="list-style-type: none"> • Removing damaged street signs • Fastening new street signs to poles
Stooping & bending forward from standing position					✓		Frequent requirement to assume this posture on a repetitive basis whilst: <ul style="list-style-type: none"> • Shovelling • Sweeping using broom • Manoeuvring bluestones • Pouring materials into potholes • Utilising key to leverage / remove pit lids • Removing wedges which secure the street sign poles
Kneeling / squatting					✓		Frequent requirement whilst concreting ONLY , it is not required for other tasks.
Trunk rotation					✓		Frequent trunk rotation required whilst; <ul style="list-style-type: none"> • Shovelling • Sweeping • Crow bar use

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Mobility	N	R	I	O	F	C	Comments
Climbing step / platform					✓		Frequent requirement to climb when doing street sign maintenance. This includes: <ul style="list-style-type: none"> • Step ladder • Large industrial ladder • Plant Operation Note: climbing step / platform is rarely required whilst completing: <ul style="list-style-type: none"> • Bluestone / Laneway repair • Pit Lid Cleaning and Drainage Maintenance • Pot Hole repair / Patchwork (make safe)
Walking					✓		Frequent requirement to walk over sealed and unsealed surfaces
Walking over uneven surfaces					✓		Frequent requirement to walk over uneven surfaces. This includes areas in which bluestones have been removed, as well as nature strips within the community Not required as a Plant Operator
Ladder climbing					✓		Frequent requirement to climb ladders to access high street signage. Note: ladder climbing is not required whilst completing: <ul style="list-style-type: none"> • Bluestone / Laneway repair, • Pit Lid Cleaning and Drainage Maintenance • Pot Hole repair / Patchwork (make safe)

Manual Handling	N	R	I	O	F	C	Comments
Unilateral lifting					✓		Frequent requirement to lift when using hand held tools whilst completing all tasks
Bilateral carrying					✓		Frequent requirement to lift and carry; <ul style="list-style-type: none"> • Crowbar • Shovels • Hand held items • Brooms • Jackhammers (weighs ~20kg) • Street sign poles (weighs ~10kg)
Lifting with weight away from body <10kg					✓		Frequent requirement to lift weights away from the body.
Lifting with weight away from body >10kg	✓						Not required
Lowering a vertical distance > 25cm from waist to floor					✓		Frequent requirement to lower whilst unloading items from work vehicle onto ground such as: <ul style="list-style-type: none"> • Jackhammers (weighs ~20kg) • Street sign poles (weighs ~10kg) • Wheelbarrows • Shovels • Brooms • Water container (weighs 22kg when full)
Lifting a vertical distance > 25cm from waist to shoulder height					✓		Frequent requirement to raise items whilst reloading items into work vehicle at conclusion of job including: <ul style="list-style-type: none"> • Street sign poles (weighs ~10kg) • Wheelbarrows • Shovels • Brooms

POSITION DESCRIPTION

						<ul style="list-style-type: none"> Water container (weighs <22kg)
Lifting 0kg - 4.5kg				✓		<p>Frequent requirement to lift;</p> <ul style="list-style-type: none"> Hand held items Shovels Brooms Cordless drills Hand held tools Street signs
Lifting 4.5kg - 9kg				✓		<p>Frequent requirement to ;</p> <ul style="list-style-type: none"> Road traffic management signage Step ladder
Lifting 9kg - 22kg				✓		<p>Frequent requirement to lift;</p> <ul style="list-style-type: none"> Crow bars Angle grinder Sledge hammers Bluestones (dependent on size) Waste Product Material bags Wheelbarrows Street sign poles (~10kg) Jack hammers (~20kg)
Lifting 22kg - 45kg				✓		<p>Occasional requirement to lift;</p> <ul style="list-style-type: none"> Bluestones (dependent on size) Pit lids (dependent on size) <p>This lifting is performed whilst the worker is assuming a kneeling/squatting and/or stooping position.</p> <p>Note: Lifting up 22kg - 45kg not required for:</p> <ul style="list-style-type: none"> Pot Hole repair / Patchwork (make safe) Street Sign Maintenance
Lifting 45kg+	✓					Not required as a mechanical lifter is available.
Handling unstable objects				✓		<p>Frequent requirement to handle;</p> <ul style="list-style-type: none"> Loaded shovel containing dirt/rubbish Whilst operating Wackerplate Whilst operating jackhammer <p>Such task requires workers to have a high level of control and strength in the upper limbs.</p>
Carrying				✓		Frequent requirement to carry the above listed items
Pushing / pulling				✓		<p>Frequent requirement to push / pull ;</p> <ul style="list-style-type: none"> wheelbarrow (loaded and unloaded) Rakes and other equipment
Sustained/repetitive hand grip					✓	<p>Constant requirement to assume and maintain grip using hands for the purposes of:</p> <ul style="list-style-type: none"> Lifting / carrying hand held items Lifting / carrying bluestones ranging in weight Pushing / pulling wheelbarrow Shovelling Sweeping Utilising crowbar Utilising pit lid key to leverage the lids Drilling Utilising key to remove street pole wedge Utilising jackhammer
Tool use					✓	Constant requirement to utilise tools

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Exposure to vibration					✓	<p>Frequent exposure to vibration. Workers are subject to vibration whilst utilising:</p> <ul style="list-style-type: none"> • Wackerplate through the upper limbs • Jackhammers <p>Note: whilst completing Bluestone repair, workers would be exposed to vibration on rare occasions when required to use an angle grinder for the purposes of cutting larger bluestones which are too heavy to handle using upper limbs.</p> <p>Whilst completing Pit Lid Cleaning and Drainage Maintenance tasks, workers would not be exposed to any vibration</p>
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Frequency scale for critical physical demands	<p>NR = Not Required within this range of duties R = Rarely (less than 1 x weekly) I = Intermittently (1 x every 2.5 hours) O = Occasional (1 x every 30 minutes) F = Frequent (1 x every 2 minutes) C = Constant (1 x every 15 seconds)</p>
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