District Council of ROBE

Position Description – Construction and Maintenance Worker

Construction & Maintenance Worker – Roads	
Position Status:	Permanent Full Time
Reporting Arrangements:	Transport Team Leader
Location:	Council Depot, Robe Street, Robe
Number of Direct Reports:	Nil
Stream/Level:	Grade 7
Special Conditions:	Current driver's licence is required. Out of hours work as required.

Organisational Alignment

Committed to demonstrating the cultural values of the District Council of Robe as detailed below:

Respectful
To demonstrate being respectful:

- We value our diversity - we bring our true selves to work and feel safe and included
- We encourage open conversations and value each other's opinions and views
- We listen, allowing others to be heard
- We show each other care and consideration in our words and our actions
- We call out behavioural that doesn't align with our values

Accountable
To demonstrate accountability:

- We have a positive attitude to our work and each other
- We do what we say we're going to do, when we say we're going to do it
- We own our performance and take responsibility for our actions
- We ask each other for feedback and are open and accepting of the response
- We own our mistakes and learn from them, without laying blame

Proud
To demonstrate being proud:

- We are passionate about what we do and who we work for
- We are dedicated to achieving positive outcomes for our community
- We don't just do the job, we do it well
- We are solution focused and embrace new ideas
- We are engaged and motivated and come to work to make a difference
- We work together to find better ways of doing things

One Team
To demonstrate being one team:

- We are one team with a shared purpose
- We are loyal to one another and have each other's backs
- We understand and value the role each of us play
- We meet regularly to build and maintain positive relationships
- We recognise each other and celebrate our collective success
- We believe that together we achieve better outcomes

District Council of ROBE

Position Description – Construction and Maintenance Worker

Position Summary

The Construction and Maintenance Worker is responsible for the safe and efficient operation of Council plant and equipment, performing construction, maintenance and general works primarily across roads, while also providing support for parks, gardens, township maintenance and other Council infrastructure as required.

Key Responsibilities

Roads & Civil Works (Primary Focus)

- Participate in daily pre-start and toolbox meetings, reporting to the Operations Manager.
- Safely operate and maintain Council's road construction plant, including graders, trucks, loaders, rollers and small plant in accordance with training and licensing.
- Undertake road construction, repair and maintenance activities in line with Council standards and best practice guidelines.
- Prepare and maintain work sites for road construction, including compaction, water binding and material spreading.
- Maintain plant and equipment logbooks and complete end-of-day checks to ensure operational readiness.
- Comply with Work Zone Traffic Management standards by erecting, documenting and maintaining signage and ensuring worksite safety measures are understood and followed.
- Perform general maintenance across township roads and rural road reserves, including roadside vegetation, delineators, signage, kerbing, footpaths, stormwater systems, roadside slashing and weed control.
- Carry out approved private works as directed by the Operations Manager, or other council staff in a leadership role.

Parks, Gardens & Township Maintenance (As required)

- Clean and maintain parks, streetscapes, playgrounds, gardens and town facilities to provide attractive, safe and hygienic public spaces.
- Repair and construct footpaths and walking trails to best practice standards.
- Operate and maintain large and small plant and equipment used in parks and town maintenance activities.
- Install and maintain appropriate traffic management signage for works within parks and township areas.
- Assist with maintenance of Council's Community Wastewater Management System and other infrastructure as directed.

Safety & Compliance

- Ensure all work sites are left in a safe condition, with aftercare checks documented.
- Identify and report equipment faults immediately.
- Comply with Council's WHS policies, procedures, and safe work practices.

Other Duties

- Assist in Dog and Cat Management
- Assist in Marine and Harbours (for example: boat lifts) as directed
- Waste Transfer Station operations when needed
- A commitment to reliability and availability during on-call periods is essential.
- Any other reasonable tasks and duties as directed

Health, Safety and Wellbeing Responsibilities

Employees have a legal obligation to take steps to protect themselves from risks to health and safety and make sure they do not cause a risk to others through any action or omission.

In particular, employees must:

- Participate in the development of a safe and healthy workplace
- Comply with instructions given for their own safety and health and that of others, in adhering to safe work procedures
- Co-operate with management in its fulfilment of its legislative obligations
- Take reasonable care to ensure their own safety and health and that of others, and to abide by their duty of care provided for in the legislation
- To report any injury, hazard or illness immediately via the SkyTrust portal and any major injury or hazard directly to Director Infrastructure
- Not place others at risk by any act or omission
- Not wilfully or recklessly interfere with safety equipment

Records Management Responsibilities

Ensuring compliance with Council's Records Management policies and procedures and the requirements of the State Records Act 1998 and other legislative requirements for records management and record keeping.

In particular, employees are responsible for:

- Maintaining an awareness of records management procedures
- Develop and maintaining knowledge of where records are kept in Council
- Ensuring Council records are not destroyed without authority from the Records Officer
- Maintaining confidentiality with all relevant Council related documents and information

Person Specification - Skills, Knowledge and Experience

Essential

- Heavy Rigid (HR) Licence
- Demonstrated experience in Grader operation
- Loader/forklift ticket or proof of verification of competency (VOC)
- Ability to operate a wide range of road construction plant and equipment
- White card
- Demonstrated willingness to accept appropriate training for competency as required under the Work Health Safety Act and demonstrate ongoing improvement as a result of training.
- Ability to prioritise work and carry out duties in an effective manner
- Good problem solving skills
- Good communication skills with the ability to liaise with other staff members
- Demonstrated time management skills
- Effective written and verbal communication skills
- A high degree of self-motivation and the ability to work with limited direction
- Sound knowledge of WHS requirements

Desirable

- Workzone Traffic Management (WZTM) Accreditation

Performance/Accountability
Quality of: • overall successful delivery of key activities within targeted timelines • quality of construction and maintenance work • contribution to plans, ideas and improvements • support to and communication with employees, peers and external customers • promotion of the image of the District Council of Robe • contribution to a collaborative, high performing and collegial culture **Alignment with:** • District Council of Robe's objectives, policies and procedures • Position objectives • Health safety and wellbeing requirements • Personal development activities in accordance with the principles of continuous improvement
Job Requirements
• Out of hours work as required to meet organisational demands • Compliance with Council policies and procedures and Councils Organisational Values

Signed: _____(Employee) ...../...../.....

Approved By: _____(Chief Executive Officer) .. .../.. ..../.... .