# SHIRE OF GOOMALLING
# POSITION DESCRIPTION
# ROLLER OPERATOR/LABOURER

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| **Position Title:** | **ROLLER OPERATOR /LABOURER** |
| **Name:** | |
| **Department:** | Public Works and Services |
| **Award:** | Municipal Employees (Western Australia) Award 2021 |
| **Position Classification Level:** | MEU Level 4 (Depending on qualifications and experience) |
| **Reports To:** | Works Manager/ Leading Hand |
| **Liases With:** | Internal – All Shire staff but particularly Works Manager, Leading Hand and outside staff<br><br>External – Not Applicable |
| **Last Reviewed:** | 26-03-2026 |
| **Supervises:** | Not Applicable |
| **Hours:** | 76 Hour/9 Day Fortnight - 7.00am to 4.00pm with 0.5 hour lunch break |
| **Position Summary and Objectives:** | • Maintain a high standard of roads and infrastructure throughout the town site and Shire<br><br>• As part of the Works team, implement road construction or maintenance and infrastructure maintenance activities in the Shire. |
| **Duties and Responsibilities:** | **Road Maintenance and Construction:**<br><br>• Operate Multi Tyred, Steel Drum Rollers and other road construction plant and machinery (e.g. loader, backhoe, bobcat, truck), as part of maintenance and construction activities as required and as instructed.<br>• Assist in inspection, repair or replacement of any roadside infrastructure, e.g. replace or repair Signpost or Guideposts<br>• Assist in road maintenance and construction duties such as road preparation, pipe laying preparation, spreading of gravel, removal of soil and installation of culverts.<br>• Operate plant safely ensuring you are aware of underground and overhead services.<br>• Perform any labouring duties/activities required as part of the Works Crew and Town Maintenance Team.<br>• Provide relief for any other team member operating other plant or driving trucks, as per skills, competence and licences held.<br>• Operate any machinery or tools with care and in the correct manner as instructed. |

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| | **Labouring / General Duties:**<br>• Perform any labouring or Maintenance duties in the Workshop, Garden and Building Maintenance departments as and when required, in order to achieve team objectives.<br>• Perform routine plant maintenance duties as required.<br>• Maintain and accurately complete records of work, plant and timesheets.<br>**Behaviour and conduct:**<br>• Perform duties efficiently, responsibly and ethically and in accordance with the Shire's Code of Conduct.<br>• Contribute positively to the team and support the team's efforts<br>• Actively participate in the Risk Management program, Organisational Performance Review and Evaluation Program.<br>**Occupational Health and Safety and Risk Management**<br>• Comply with the Shire's Risk Management and OHS procedures<br>• Actively participate in the Continuous Improvement Program.<br>• Take responsibility for your own health, safety and fitness at work<br>• Perform work in a safe and healthy manner and abide by all Shire and legislative safe work procedures, instructions and Injury and Safety Management Practices.<br>• Store and maintain safety items or equipment in the proper manner, as instructed.<br>• Ensure your actions do not endanger others in the workplace.<br>• Correct or report unsafe situations and use safety equipment and devices as specified.<br>• Participate in all safety activities to ensure the safety and health of staff is maintained. |
| **Level of Authority:** | • Accurately follow instructions and perform work as directed.<br>• Work effectively within the team to achieve objectives.<br>• Liaise with Works Manager, Team Leader, Team members and general public. |
| **Required Skills and Attributes to perform this role:** | **General**<br>• Ability to physically perform duties as outlined above (and willingness to perform a Pre-Employment Medical Examination and Drug and Alcohol Test to confirm) |

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| | **Experience and Knowledge**<br>**Essential**<br>• Possession of a current HR licence.<br>• Possession of current Construction Safety Card (White/Blue Card).<br>• Demonstrated understanding of Occupational Safety and Health principles and how to work within Equal Opportunity requirements<br>• Skills and experience safely operating Roller and other road construction plant and machinery (e.g. Trucks, Loaders, Backhoe, Bobcat)<br>• Experience in the routine maintenance of road plant and equipment.<br>• Working knowledge of water binding<br>**Skills, Abilities and Qualities**<br>• Ability to safely, effectively and efficiently operate plant and equipment and hand tools.<br>• Ability to work with levels<br>• Basic time management and organisational skills<br>• Ability to effectively communicate and work well as part of a team<br>• A desire to fully complete tasks to a high standard and show initiative in the workplace and be a "self-starter". |
| • Desirable Skills: | • Experience in the operation of other road construction plant and machinery (e.g. backhoe, bobcat, Loader)<br>• Working knowledge of road construction activities and process.<br>• Previous experience working at a local government in the Works Section.<br>• First Aid and Resuscitation qualification<br>• Basic Worksite Traffic Management and Traffic Controller certificate<br>• Load Restraint Certificate<br>• Possession of other relevant operators' certificates |

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| **Acknowledgement and Agreement:** | **Incumbent Signature:** | _____ |
| | **Incumbent Name:** | _____ |
| | **Date:** | _____/_____/_____ |
| | **Managers Signature:** | _____ |
| | **Managers Name:** | _____ |
| | **Date:** | _____/_____/_____ |