



SHIRE OF GOOMALLING POSITION DESCRIPTION

Position Title:	ROLLER OPERATOR /LABOURER
Name:	
Department:	Public Works and Services
Award:	Municipal Employees (Western Australia) Award 2021
Position Classification Level:	Level 5 (Depending on qualifications and experience)
Reports To:	Works Manager/ Leading Hand
Supervises:	N/A
Position Summary and Objectives:	<ul style="list-style-type: none"> – <i>Maintain a high standard of roads and infrastructure throughout the town site and Shire</i> – <i>As part of the Works team, implement road construction or maintenance and infrastructure maintenance activities in the Shire.</i>
Duties and Responsibilities:	<p>Road Maintenance and Construction:</p> <ul style="list-style-type: none"> • 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. • Assist in inspection, repair or replacement of any roadside infrastructure, e.g. replace or repair Signpost or Guideposts • Assist in road maintenance and construction duties such as road preparation, pipe laying preparation, spreading of gravel, removal of soil and installation of culverts. • Operate plant safely ensuring you are aware of underground and overhead services. • Perform any labouring duties/activities required as part of the Works Crew and Town Maintenance Team. • Provide relief for any other team member operating other plant or driving trucks, as per skills, competence and licences held. • Operate any machinery or tools with care and in the correct manner as instructed. <p>Labouring / General Duties:</p> <ul style="list-style-type: none"> • Perform any labouring or Maintenance duties in the Workshop, Garden and Building Maintenance departments as and when required, in order to achieve team objectives. • Perform routine plant maintenance duties as required. • Maintain and accurately complete records of work, plant and timesheets.



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	<p>Behaviour and conduct:</p> <ul style="list-style-type: none"> • Perform duties efficiently, responsibly and ethically and in accordance with the Shire’s Code of Conduct. • Contribute positively to the team and support the team’s efforts • Actively participate in the Risk Management program, Organisational Performance Review and Evaluation Program. <p>Occupational Health and Safety and Risk Management</p> <ul style="list-style-type: none"> • Comply with the Shire’s Risk Management and OHS procedures • Actively participate in the Continuous Improvement Program. • Take responsibility for your own health, safety and fitness at work • 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. • Store and maintain safety items or equipment in the proper manner, as instructed. • Ensure your actions do not endanger others in the workplace. • Correct or report unsafe situations and use safety equipment and devices as specified. • Participate in all safety activities to ensure the safety and health of staff is maintained.
<p>Level of Authority:</p>	<ul style="list-style-type: none"> • Accurately follow instructions and perform work as directed. • Work effectively within the team to achieve objectives. • Liaise with Works Manager, Team Leader, Team members and general public.
<p>Required Skills and Attributes to perform this role:</p>	<p>General</p> <ul style="list-style-type: none"> • Ability to physically perform duties as outlined above (and willingness to perform a Pre-Employment Medical Examination and Drug and Alcohol Test to confirm) <p>Experience and Knowledge</p> <p>Essential</p> <ul style="list-style-type: none"> • Possession of a current HR licence. • Possession of current Construction Safety Card (White/Blue Card).



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	<ul style="list-style-type: none"> • Demonstrated understanding of Occupational Safety and Health principles and how to work within Equal Opportunity requirements • Skills and experience safely operating Roller and other road construction plant and machinery (e.g. Trucks, Loaders, Backhoe, Bobcat) • Experience in the routine maintenance of road plant and equipment. • Working knowledge of water binding <p>Skills, Abilities and Qualities</p> <ul style="list-style-type: none"> • Ability to safely, effectively and efficiently operate plant and equipment and hand tools. • Ability to work with levels • Basic time management and organisational skills • Ability to effectively communicate and work well as part of a team • A desire to fully complete tasks to a high standard and show initiative in the workplace and be a “self-starter”.
<ul style="list-style-type: none"> • Desirable Skills: 	<ul style="list-style-type: none"> • Experience in the operation of other road construction plant and machinery (e.g. backhoe, bobcat, Loader) • Working knowledge of road construction activities and process. • Previous experience working at a local government in the Works Section. • First Aid and Resuscitation qualification • Basic Worksite Traffic Management and Traffic Controller certificate • Load Restraint Certificate • Possession of other relevant operators certificates
<p>Acknowledgement and Agreement:</p>	<p>Incumbent Signature: _____</p> <hr/> <p>Date: _____</p> <hr/> <p>Manager Signature: _____</p> <p>Manager Name: _____</p> <hr/> <p>Date: _____</p>