

BARCOO SHIRE COUNCIL POSITION DESCRIPTION

TITLE OF POSITION:	ROLLER OPERATOR
POSITION STATUS:	Permanent
DEPARTMENT:	Operational Works
LOCATION:	Jundah
AWARD:	Local Government Employee's Award (Stream B) – 2017, plus Barcoo Shire Council Certified Agreement
LEVEL:	5

ORGANISATIONAL ENVIRONMENT

Barcoo Shire - the heart of the Channel Country, Outback Queensland.

Barcoo Shire Council is the local authority for the Barcoo Shire area. The Shire is a remote rural local government area located in Central Western Queensland and covers an expanse of 60901 square kilometres (an area about the size of Tasmania). Barcoo Shire incorporates the towns of Jundah, Windorah and Stonehenge. The total population of the Shire is approximately 460 and its administration centre is Jundah.

Barcoo Shire Council administers local government, makes and enforces local laws and adopts and implements policy. Council's vision is to develop a proactive community with a diverse and sustainable economy based on the natural resources and values of the Channel Country.

Council's mission is to provide a better quality of life for the people of its Shire by.

- Committing to the objectives in its Corporate Plan
- Empowering its communities
- Creating and taking advantage of opportunities. and
- Being a leader and innovator in local government and its region.

POSITION OBJECTIVES

To assist in the construction of Shire and State roads as a consummate and professional plant operator, with high level skills in the detection and rectification of faults and defects. Further, to work as a contributing member of the Works and Services team towards achieving goals as stated in the Corporate Plan, whilst upholding the principles and standards of the Council and displaying respect for all members of the community.

ORGANISATIONAL RELATIONSHIPS AND DELEGATIONS

Responsible	Construction Supervisor
To Supervises	Non-supervisory position

DELEGATION

No financial or other delegation applies to this position.

EXTENT OF AUTHORITY

This position operates under a degree of direction and exercises minimal amount autonomy to make decisions.

PERFORMANCE ASSESSMENT

- This position is subject to an Annual Performance Review in accordance with Council's Performance Management System.
- Individual performance in this position will be assessed against achievement of the Duties and Responsibilities outlined below.

POSITION REQUIREMENTS

Knowledge

- Sound knowledge of correct Roller (plant) operating techniques
- Sound knowledge in the operating capabilities of Roller (plant)
- Sound knowledge of road operations and gravel types
- Sound knowledge of Workplace Health and Safety principles and practice

Skills & Ability

- Ability to safely operate Council Roller effectively and professionally
- Ability to perform a diverse range of activities and to deliver quality outcomes and/or services
- Demonstrated ability to correctly use hand tools to perform tasks
- Ability to operate small power tools, small ride-on equipment and other light mechanical plant
- Demonstrated general agility, good hearing and vision
- Ability to work efficiently in a team environment and independently as required
- Ability to keep time sheets and proper records of work undertaken, and plant, equipment and materials used for the purposes of the job

Experience/ Qualifications

- Current open driver's license;
- Safety General Induction (White) Card;
- Roller (plant) ticket or ability to attain Roller (plant) ticket/s.

ADDITIONAL POSITION REQUIREMENTS

The incumbent must be:

- Prepared to work flexible hours to meet the requirements of the position, and
- Willing to obtain a 'Suitability Card' to enable the incumbent to work with or supervise people less than eighteen (18) years of age if required, and
- Medically fit and physically capable to meet requirements of the position, and
- Prepared, if required, to undertake a medical assessment by Council's medical practitioner, and
- Prepared, if required, for Council to undertake a Criminal History Check.

RESPONSIBILITIES

Ethical Behaviour

Employees must:

- Perform all jobs, tasks and processes in accordance with relevant guidelines and standards
- Operate and maintain all Council assets including plant, fleet and equipment within Council guidelines and manufacturers specifications
- Behave in a manner consistent with Council's Code of Conduct and HR policies and the
- Local Government and Regulations Act 2012. and
- Maintain confidentiality of all Council information obtain during the course of employment

Customer Service

Employees must:

- Foster and maintain strong public relations with Council's ratepayers, clients and other bodies directly or indirectly associated with Council. and
- Provide excellent customer services to all stakeholders in accordance with Council's Customer Service Charter

Teamwork and Participation

Employees must:

- Establish and maintain effective professional relationships with the Chief Executive Officer, managers, supervisory staff, employees and contractors. and
- Maintain a positive team culture based on honesty, trust and integrity

OTHER INFORMATION

- Barcoo Shire Council is an Equal Employment Opportunity employer
- Council currently operates under a Certified Agreement
- All Employees within Council are subject to an initial six-month probationary period
- It is essential that applicants are interested in the lifestyle and unique rewards of working towards the development and prosperity of a small rural remote community

DUTIES

- The position is required to perform a broad range of tasks within the Maintenance and Construction sections, requiring developed industry skills and a broad knowledge of construction and/or maintenance services
- Undertake roadwork, basic concreting, excavation, channelling, levelling and drainage work
- Complete daily prestart checks (i.e inspection of plant) to ensure vehicle maintenance is reported and carried out.
- Monitor and evaluate construction and maintenance works program of the specific area under construction (that is the area within the road construction signage), to produce quality outcomes
- Co-ordinate effectively with team members to achieve Council Goals and to undertake and complete tasks without supervision
- Observe Council policies and procedures under the Work Health and Safety Act 2011
- Undertake any additional duties or provide labouring assistance as directed by the Operational Works Supervisor or Operational Works Manager
- WORK HEALTH AND SAFETY
- To comply with provisions of the Work Health and Safety Act by taking all reasonable precautions to ensure the health and safety of self and others
- To rectify actual or potentially hazardous situations, where appropriate, in accordance with established policies and procedures
- To participate in programs designed to monitor and protect the health and safety of staff in their workplace
- To report as soon as practicable to your Supervisor/Manager - Unsafe equipment, work practices or conditions - Potential hazard - Near misses - All injuries sustained whilst in the performance of work duties - Damage to Council equipment or property

PHYSICAL REQUIREMENTS

SEDENTARY WORK		
Light Duty	Frequent lifting / carrying of objects weighing up to 5kgs.	<input type="checkbox"/>
Work	Frequent lifting / carrying of objects weighing up to 10kgs.	<input type="checkbox"/>
Heavy Work	Frequent lifting / carrying of objects not exceeding 25kgs	<input type="checkbox"/>

WORK ENVIRONMENT							
ATTRIBUTE			MANOEUVRE	FREQUENT	OCCASIONAL	NONE	
Chemicals	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Bending	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Cold	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Squatting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Dampness	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Climbing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fumes/gases	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Twisting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Heat / Humidity	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Reaching	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Heights	<input type="checkbox"/> YES	<input type="checkbox"/> NO	PLANT OPERATION				
Noises	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Maximum seat rating of 120kgs				
SPECIFIC ACTIONS REQUIRED This job may include:				AUDIO – VISUAL DEMANDS		REPETITIVE MOTIONS	
Standing/Walking		Sitting		Driving		Hearing	<input type="checkbox"/> Foot Movement
<input type="checkbox"/> None	<input type="checkbox"/> None	<input type="checkbox"/> None	<input type="checkbox"/> None	<input type="checkbox"/> None	<input type="checkbox"/> None	Depth Perception	<input type="checkbox"/> Fine Manipulation
<input type="checkbox"/> Occasional	<input type="checkbox"/> Occasional	<input type="checkbox"/> Occasional	<input type="checkbox"/> Occasional	<input type="checkbox"/> Occasional	<input type="checkbox"/> Occasional	Colour Discrimination	<input type="checkbox"/> Pushing/Pulling
<input type="checkbox"/> 1-4 hrs	<input type="checkbox"/> 1-4 hrs	<input type="checkbox"/> 1-4 hrs	<input type="checkbox"/> 1-4 hrs	<input type="checkbox"/> 1-4 hrs	<input type="checkbox"/> 1-4 hrs	Peripheral Vision	<input type="checkbox"/> Finger Dexterity
<input type="checkbox"/> 4-6 hrs	<input type="checkbox"/> 4-6 hrs	<input type="checkbox"/> 4-6 hrs	<input type="checkbox"/> 4-6 hrs	<input type="checkbox"/> 4-6 hrs	<input type="checkbox"/> 4-6 hrs		<input type="checkbox"/> Simple Grasping
<input type="checkbox"/> 6-8 hrs	<input type="checkbox"/> 6-8 hrs	<input type="checkbox"/> 6-8 hrs	<input type="checkbox"/> 6-8 hrs	<input type="checkbox"/> 6-8 hrs	<input type="checkbox"/> 6-8 hrs		<input type="checkbox"/>

WORK HEALTH AND SAFETY

- To comply with provisions of the Work Health and Safety Act by taking all reasonable precautions to ensure the health and safety of self and others
- To rectify actual or potentially hazardous situations, where appropriate, in accordance with established policies and procedures
- To participate in programs designed to monitor and protect the health and safety of staff in their workplace
- To report as soon as practicable to your Supervisor/Manager - unsafe equipment, work practices or conditions - potential hazard - near misses - all injuries sustained whilst in the performance of work duties - damage to Council equipment or property

POSITION DESCRIPTION ACCEPTANCE

I agree and accept all terms, conditions and duties outlined in this document.

Employee Signature.....

Employee Name.....

Date.....

CEO Signature.....

CEO Name.....

Date.....

