GILGANDRA SHIRE COUNCIL
POSITION DESCRIPTION

PART 1: POSITION DETAILS

Position Title:	General Roller Operator
Grade:	6
Occupant:	vacant
Department:	W&TS
Reports to:	Works Co-ordinator - Rural
Direct Subordinates:	Nil
Number of Subordinates:	Nil
Operating Budget:	Nil
Revenue:	N/a
Created:	April 2012
Reviewed:	

PART 2: POSITION PURPOSE

To operate Council's rollers.

PART 3: POSITION ACCOUNTABILITIES (KEY RESULT AREAS – KRAs)

* Day to day operation of plant as required
* Carry out maintenance on plant being operated as required in schedule
* Keep plant sheets, time sheets and MMS sheets
* The occupant will be required to perform other duties within skills possessed, as directed from time to time, when this will allow better utilisation of the workforce and plant, or regular staff are not available.

PART 4: OH&S REQUIREMENTS

Employees: As individuals, employees will:

- Take all reasonable & practicable steps for their own health and safety and of others affected by their actions at work;
- Comply with the safety procedures and directions imposed in the interest of health and safety;
- Not wilfully interfere with or misuse items or facilities provided in the interest of health, safety and welfare of employees; and
- In accordance with agreed procedures for accident and incident reporting, report potential and actual hazards to either their elected health and safety representatives, or supervisor.

Supervisors:

Supervisors are responsible for the day to day supervision of employees. In particular, supervisors will:

- Ensure that all activities are performed in accordance with the Gilgandra Shire Council Occupational Health, Safety and Rehabilitation procedures, legislation or good practice;
- Review all tasks to assist in improving safety;
- Promote and communicate Occupational Health, Safety and Rehabilitation with employees, contractors, service users, customers and members of the public.

PART 5: SELECTION CRITERIA

Essential

- The ability to work unsupervised and in a team
- Driver Licence Class C
- Interest in road construction
- Basic numeracy and literacy skills
- Previous experience operating plant
- Knowledge and understanding of WH&S
- Ability to use personal protective equipment

Desirable

- Traffic Control Certification (Blue Card)
- Demonstrable road maintenance experience
- Previous experience with road construction
- Previous small plant operation experience
- Ability to lay culverts
- First Aid Certificate
- Higher class licence (eg HR)
- WorkCover OH&S Construction Induction Training (White Card)

PART 6: MISCELLANEOUS (TERMS & CONDITIONS)

- **Working Hours**: 76 Hour fortnight; Travel time as required; Thirty minutes overtime per day when maintenance is done on the machine during lunchtime.
- **Delegations:** as per policy
- **Special conditions of employment:** NIL
- **Additional Duties / Relief Duties**: NIL

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PART 7: ASSOCIATED DOCUMENTS

SKILL DESCRIPTORS

Authority & Accountability

- The jobholder works within detailed written or oral instructions or procedures or under supervision.
- Decisions made by the job holder affect own work only.
- The work of the job holder influences the external environment by meeting basic standards of service.
- The jobholder complies with operational requirements in cooperation with or under the supervision of other employees. Other employees or members of the public may be affected by the employee's acts or omissions.
- The job holder has little or no responsibility for budget development.
- Look for ways to save costs. Be conscious of budget constraints and be aware of cost implications of own actions within own work area.

Judgement and Problem Solving

- Problems are solved by applying standards, established practises and procedures, or operating instructions.
- The jobholder is required to contribute to work improvement processes, making improvements to existing methods and techniques.
- Little planning is required since activities are self regulating or monitored by others.
- Broadly understand the section's goals and how the job role contributes to them. Be familiar with Council structure, products and customers. Understand the overall organisation's vision and direction.

Management Skills

- Responsible for own work and not normally required to direct or supervise other personnel.
- The person offers recommendations regarding:
    - Coaching

Interpersonal Skills

- This job requires written communication skílls which enable the job holder to complete standard forms.
- This job has little contact with customers of the Council.
- Not usually required to provide service to internal customers, other than answering occasional queries and helping others when required and performing work in logical sequence.
- Expected to cooperate with co-workers in creating smooth workflow, including assisting with each other's work when necessary.
- This job requires communication skills which enable the job holder to perform the following activities:
  - Provide information and explain situations
  - Participate in meetings/group discussions
  - Advise, recommend or counsel
- The job holder is required to interact with the following groups or individuals within the council on a regular basis and for the purpose shown below:

  Provide and obtain information:
  - Department/Division Heads
  - Other Council Employees (not including direct reports)

  Advise or recommend:
    - Section Managers/Team Leaders

- The job holder is required to interact with the following goups or individuals outside the council and for the purpose listed below:
  Provide and obtain information:
  - Members of the public/residents/ratepayers

Qualifications and Experience

- Basic working knowledge of procedures or practices in one function. Jobs requiring either general schooling, Year 12 standard, or specialist training in one specific subject or skill, eg. completing a TAFE Certificate Levels le2 Q year full time).
- It would be expected that the person would have one, but less than two year's experience.

- In addition to the qualifications and experience, the job holder must possess the following licences or certificates:
    - Driving Licence Class C (Car)

Specialist Knowledge and Skills
The operational knowledge needed by the jobholder includes knowledge of the structure and functions of the jobholder's own section.

In addition, the job holder requires the following level of technical skills.
Expert Knowledge areas:
- Roller Driving Operation

Solid Working Knowledge areas:
- Plant Capabilities
- Road construction labouring
- Pipelaying labouring
- Traffic Control
- Driving a25 -38 Tonne Vehicle
- Loader Operation
- Backhoe Operation
- Small Plant Operation (Other) (eg Chainsaw)
- Tractor with Implement Operation
- Articulated Vehicle Driving
- Water Truck Operation
- Tip Truck Operation
- General Truck Driving
- Mechanical Sweeper Operation
- Forklift Operation
- Lifting Equipment
- Compressed Air Equipment
- Material Properties and Applications

Basic Working Knowledge
- Record keeping (eg timekeeping, expenditure logs etc)
- Risk Management
- Stores Procedure
- Pollution control (air, water, noise)
- Occupational health and safety program
- Road Maintenance Labouring
- Concrete finishing
- Grader driving
- Form work
- Plant mechanics
- String lines and Work Layout

COMPETENCY STEPS

ENTRY

Competency	Performance Criteria	COMPETENT	NOT YET COMPETENT
		Assessment Methods Observation: **OB** Demonstration: **DM** Work Sample: **WS** Training Records: **TR** Questioning Discussion: **QD**	*X*
Possession of Class C licence	Possession of qualifications	✓	
Interest in road construction	Demonstrated ability	✓	
Ability to use personal protective equipment	Demonstrated ability	✓	
Basic numeracy and literacy skills	Demonstrated ability	✓	

STEP 1

Competency	Performance Criteria	COMPETENT	NOT YET COMPETENT
Ability to assess overnight safety	Demonstrated ability	✓	
Ability to perform gravel road maintenance rolling	Demonstrated ability	✓	
Ability to perform rolling for new construction	Demonstrated ability	✓	
Ability to compact fill	Demonstrated ability	✓	
Ability to erect roadside furniture	Demonstrated ability	✓	
Ability to follow safety procedures	Demonstrated ability	✓	
Ability to keep log sheets, time sheets, plant sheets & MMS sheets	Demonstrated ability	✓	
Ability to maintain minor plant	Demonstrated ability	✓	
Ability to operate tractors	Demonstrated ability	✓	
Ability to requisition stores	Demonstrated ability	✓	
Ability to respond with minimal delay	Demonstrated ability	✓	
WH&S Construction Induction (White Card)	Possession of qualifications	✓	
Ability to use hand tools	Demonstrated ability	✓	
Ability to work in a team environment	Demonstrated ability	✓	
Ability to carry out daily maintenance and servicing of assigned plant according to maintenance check list	Demonstrated ability	✓	
Traffic Control certificate (Blue	Possession of	✓	

Card)	qualifications		
Ability to report damage	Demonstrated ability	✓	
Ability to report injuries	Demonstrated ability	✓	
Ability to ensure quality of own work	Demonstrated ability	✓	
Ability to roll bitumen seal	Demonstrated ability	✓	
Ability to erect signs and barriers	Demonstrated ability	✓	

STEP 2

Competency	**Performance Criteria**	**COMPETENT**	**NOT YET COMPETENT**
Ability to operate more than one major plant	Demonstrated ability	✓	
Ability to operate safety around dangerous services and sensitive services	Demonstrated ability	✓	
Ability to work unsupervised	Demonstrated ability	✓	
Possession of Chainsaw accreditation	Possession of qualifications	✓	
Ability to lay culverts	Demonstrated ability	✓	
Ability to decide when to roll or not to roll	Demonstrated ability	✓	
Ability to work in heavy traffic	Demonstrated ability	✓	
Ability to ensure a clean and safe work environment is maintained	Demonstrated ability	✓	
Possession of HR Licence	Current Licence Obtained	✓	

STEP 3

Competency	**Performance Criteria**	**COMPETENT**	**NOT YET COMPETENT**
Ability to do on the job training	Demonstrated ability	✓	
Ability to install offset pegs	Demonstrated ability	✓	
Basic knowledge of construction procedures	Demonstrated ability	✓	
Ability to win and load materials	Demonstrated ability	✓	
Possession of Front End Loader (LL) certification	Possession of qualifications	✓	

STEP 4

Competency	Performance Criteria	COMPETENT	NOT YET COMPETENT
Ability to perform basic grader operations	Demonstrated ability	✓	
Knowledge of grader capabilities	Demonstrated ability	✓	
Knowledge of materials from local gravel pits	Demonstrated ability	✓	
Ability to work to specified compaction	Demonstrated ability	✓	
Ability to design schematic diagram	Demonstrated ability	✓	
Knowledge of optimum moisture and compaction requirements of materials	Demonstrated ability	✓	
Ability to set out construction from pegs	Demonstrated ability	✓	
Possession of HC Licence	Current Licence Obtained		✓

GilgandraShireCouncil
meeting community needs

JOB DEMANDS CHECKLIST

Working Conditions Roller Operator

The purpose of this form is to manage the risk associated with the position in relation to the occupant. It may be used to provide information to a Health professional to perform a pre-employment health assessment if required. Identification of possible risk can also assist with the development of a training plan for the occupant to ensure the risks are minimised.

Frequency Definitions
O = Occasional - activity exists up to 1/3 of the time when performing the task
F = Frequent - activity exists between 1/3 and 2/3 of the time when performing the task
C = Constant - activity exists for more than 2/3 of the time when performing the task
R = Repetetive - activity involves repetitive movements
N = Not Applicable - activity is not required to perform the job

Demands	Description	O	F	C	R	N
	Physical Demands Of Job Tasks					
Kneeling/Squatting	Tasks involve flexion/bending at the knees and ankle, possibly at the waist in order to work at low levels.		x			
Leg/Foot Movement	Tasks involve use of the leg and or foot to operate machinery				x	
Hand/Arm Movement	Tasks involve use of hands/arms - eg stacking, reaching, typing, mopping, sweeping, sorting, inspecting.				x	
Bending/Twisting	Tasks involve forward or backward bending or twisting at the waist.				x	
Standing	Tasks involve standing in an upright position without moving about.	x				
Driving	Tasks involve operating any motor powered vehicle			x		
Sitting	Tasks involve remaining in a seated position during task performance.			x		
Reaching	Tasks involve reaching overhead with arms raised above shoulder height or forward reaching with arms extended.		x			
Walking/Running	Tasks involve walking or running on even surfaces.		x			
Walking/Running	Tasks involve walking on uneven surfaces.		x			
Walking/Running	Tasks involve walking up steep slopes.		x			
Walking/Running	Tasks involve walking down steep slopes.		x			
Walking/Running	Tasks involve walking whilst pushing/pulling objects.					x
Climbing	Tasks involve climbing up or down stairs, ladders, scaffolding, platforms, trees.			x		

Working at heights	Tasks involve making use of ladders, foot stools, scaffolding, etc. anything where the person stands on an object other than the ground.			x		
Lifting/Carrying	Tasks involve raising/lowering or moving objects from one level/position to another, usually holding an object within the hands/arms					
	1. Light lifting/carrying (0-9 Kg)			x		
	2. Moderate lifting/carrying (10-15 Kg)			x		
	3. Heavy lifting/carrying (16 Kg and above)			x		
Restraining	Tasks involve restraining patients/clients/others					x
Pushing/Pulling	Tasks involve pushing/pulling objects away from or towards the body. Also includes striking or jerking.					x
Grasping	Tasks involve gripping, holding, clasping with fingers or hands.			x		
Manual Dexterity	Tasks involve fine finger movements - ie keyboard operation, writing.					x
	Sensory Demands Of Job Tasks					
Sight	Tasks involve use of eyes (sight) an as integral part of task performance - ie looking at screen/keyboard in computer operation, working in dark environment, interpreting x-ray film, etc.			x		
Hearing	Tasks involve working in a noisy area - eg boiler room, workshop and/or operation of noisy machinery/equipment.			x		
Smell	Tasks involve the use of the smell senses as an integral part of the task performance - eg working with chemicals.	x				
Taste	Tasks involve use of taste as an integral part of task performance.					x
Touch	Tasks involve use of touch as an integral part of task performance.					x
	Psychosocial Demands					
	Tasks involve interacting with distressed people		x			
	Tasks involve viewing/ handling deceased and/ or mutilated bodies					x
	Tasks involve interacting with people who as part of their lives may be aggressive, verbally or sexually uninhibited					x
	Exposure To Chemical Hazards					
Dust	Tasks involve working with dust - eg sawdust			x		
Gases	Tasks involve working with gases					x

Fumes	Tasks involve working with fumes - ie which may cause problems to health if inhaled.			x		
Liquids	Tasks involve working with liquids which may cause skin irritations if contact is made with skin - eg dermatitis		x			

Biological Matter	Tasks involve work with human biological matter through examination, storage, transport or disposal					x
Allergenic Substances	Tasks involve exposure to allergenic substances			x		
Anti-biotics	Tasks involve handling, transport, administrations or disposal of anti-biotics					x
Hazardous Substances	Tasks involve handling hazardous substances including storage and or transporting.	x				
	Working Environment					
Lighting	Tasks involve working in lighting that is considered inadequate in relation to task performance - eg glare, not enough natural light.		x			
Colour	Tasks involve differentiation of colour.	x				
Sunlight	Exposure to sunlight.			x		
Temperature	Tasks involve working in temperature extremes - eg working in a cool room, working outdoors, boiler room.			x		
Confined Spaces	Tasks involve working in confined spaces.					x
	Accident Risk					
Surfaces	Tasks involve working on slippery or uneven surfaces.			x		
Housekeeping	Tasks involve working with obstacles within the area - bad housekeeping.	x				
Heights	Tasks involve working at heights.			x		
Noise	Tasks involve working in a noisy environment.			x		
Radiation	Tasks involve exposure to X-rays.					x
Electricity	Tasks involve working with electrical apparatus and currents.	x				
Machinery	Tasks involve use of machinery and equipment:					
	Light			x		
	Heavy			x		
	Portable			x		
Manual Handling	Tasks involve manual handling tasks.		x			
	Biological Hazards					

Biological Products	Tasks involve working with blood/blood products/body fluids	x				
	Other Issues					
Workplace Access	Tasks involve difficult access or movement from site to site			x		
Personal Protective Equipment	Tasks involve the use of Personal Protective Equipment			x		
Safety Critical Issues	Tasks involve responsibility for safety of others			x		

I have read and understand the physical demands of this position.

……. …….
Name: Signature

…….
Date:

KEY PRINCIPLES AND VALUES

The following principles and values are considered to be key requirements of our organisation. All Councillors and Staff are expected to demonstrate these values and principles in their dealings with each other and with the community.

Integrity
We must not place ourselves under any financial or other obligation to any individual or organisation that might reasonably be thought to influence us in the performance of our duties.

Leadership
We have a duty to promote and support the key principles by leadership and example and to maintain and strengthen the public's trust and confidence in the integrity of Council. This means promoting public duty to others in the Council and outside, by our own ethical behaviour.

Selflessness
We have a duty to make decisions solely in the public interest. We must not act in order to gain financial or other benefits for ourselves, our family, friends or business interests. This means making decisions because they benefit the public, not because they benefit the decision maker.

Objectivity
We must make decisions solely on merit and in accordance with our statutory obligations when carrying out public business. This includes the making of appointments, awarding of contracts or recommending individuals for rewards or benefits. This means fairness to all; impartial assessment; merit selection in recruitment and in purchase and sale of council's resources; considering only relevant matters.

Accountability
We are accountable to the public for our decisions and actions and must consider issues on their merits, taking into account the views of others. This means recording reasons for decisions; submitting to scrutiny; keeping proper records; establishing audit trails.

Openness
We have a duty to be as open as possible about our decisions and actions, giving reasons for decisions and restricting information only when the wider public interest clearly demands. This means recording, giving and revealing reasons for decisions; revealing other avenues available to the client or business; when authorised, offering all information; communicating clearly.

Honesty
We have a duty to act honestly. We must declare any private interests relating to our public duties and take steps to resolve any conflicts arising in such a way that protects the public interest. This means obeying the law; following the letter and spirit of policies and procedures; observing the code of conduct; fully disclosing actual or potential conflict of interests and exercising any conferred power strictly for the purpose for which the power was conferred.

Respect
We must treat others with respect at all times. This means not using derogatory terms towards others, observing the rights of other people, treating people with courtesy and recognising the different roles others play in local government decision making.