

POSITION DESCRIPTION

POSITION TITLE	Leading Hand Asphalt Works
DIRECTORATE - SECTION	Asset Services - Asset Maintenance
LEVEL - EBA	6 – Operational
RESPONSIBLE TO	Supervisor Road Maintenance

OUR VISION

Connected Communities, Valuing Nature and Creating our Future Together.

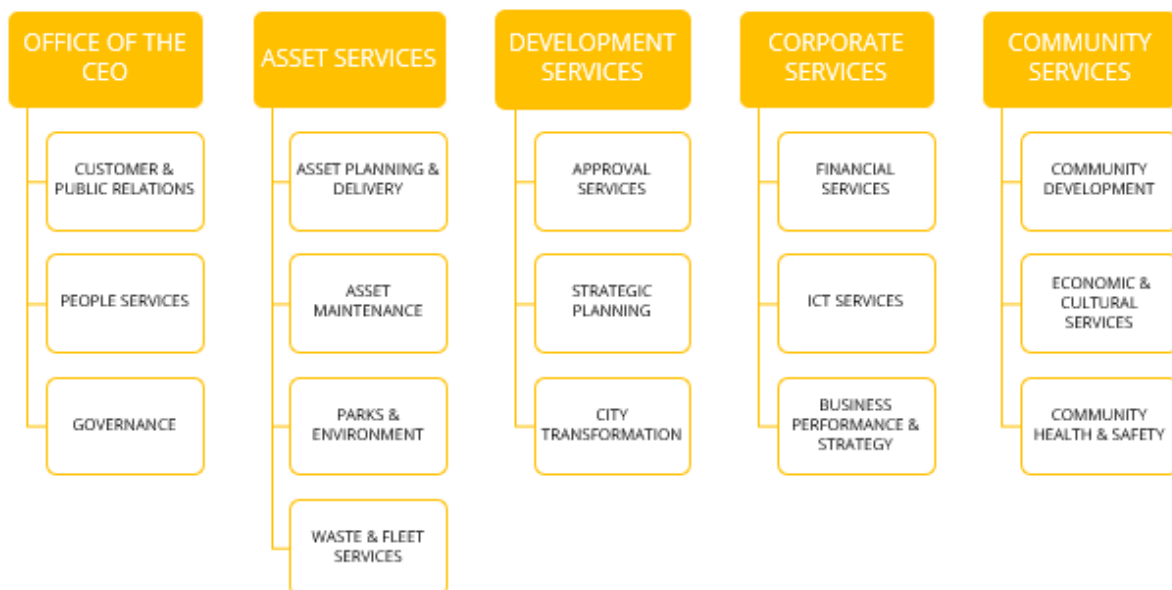
OUR SIMPLE GUIDING PRINCIPLES

Ensure everything we do will make Kalamunda socially, environmentally and economically sustainable.

OUR VALUES

- SERVICE** Provide excellent customer service at all times, through effective listening and understanding, in order to go beyond the commonplace when we serve others.
- PROFESSIONALISM** Maintain professionalism by upholding the corporate image, speaking carefully and acting quickly to ensure others know we are reliable, respectful and competent.
- QUALITY** Uphold quality and show initiative through clear thinking, planning mindfully, acting decisively, measuring carefully and regularly reviewing the goals to be achieved.

ORGANISATIONAL STRUCTURE & FUNCTIONS



THE OVERALL OBJECTIVE OF THIS POSITION

Oversee the day-to-day duties of the allocated crew to effectively and efficiently undertake the approved capital and maintenance programme.

KEY RESULT AREAS

CIVIL MAINTENANCE

- Supervise asphalt works for general maintenance and minor projects including but not limited to minor road patch, pothole repairs, asphalt wedge, bunds, road edge and spray seal.
- Undertake construction, maintenance and inspection of Council owned infrastructure and provide reports and recommendations (as required) on Council owned infrastructure.
- Operate and maintain an asphalt truck and a variety of items of plant and machinery items as directed to complete road maintenance and construction projects.
- Perform a range of labouring tasks related maintenance work.
- Maintain and ensure that all administrative tasks are conducted and reported in accordance with the City policies.
- Pick up asphalt and emulsion from various asphalt plants.
- Operate items of plant and equipment in a safe manner that is consistent with safe work practices and in accordance with manufacturer's instructions and guidelines.
- Actively participate in the plant and equipment competency assessment process.
- Hold appropriate licences and tickets prior to the operation of plant and machinery operation.
- Carry out other duties as directed within the scope of the employee's skills and abilities and in accordance with the Councils Road and Maintenance program.
- Attend to Emergency works when requested.

ORGANISATION SUPPORT

- Accurately complete standard forms and paperwork, such as timesheet, WHS related documents, store requisition, daily work activity form, etc.
- Assist in the creation, review and implementation of standard operating and working procedures.
- Preparation of routine reports as appropriate.
- Provide support to the Supervisors and follow their instruction at all times.

CUSTOMER SERVICE

- Provide a high level of customer service when dealing with general enquiries and complaints from both internal and external customers.
- Ensuring consistently high standards of customer service is delivered by the teams and all contractors engaged to provide services on for and behalf of the City of Kalamunda.
- Assist in the resolution of customer complaints and queries, including follow up phone requests and inspections.
- Present a positive image of Council to the public.

STAFF MANAGEMENT

- Provide leadership to staff within the service delivery area to meet the core and aspirational values.
- Ensure compliance with all legislative requirements relating to staff, including Workplace Health & Safety.

- Allocate tasks and manage resources to ensure organisational goals and objectives are effectively delivered.

BUDGET MANAGEMENT

- Assist Supervisors in the preparation of cost estimates.
- Ensure the correct cost code is recorded on the timesheets.

ASSET MANAGEMENT

- Provide Asset Management information, such as built information.

WORKPLACE HEALTH AND SAFETY

- As an officer of a PCBU (Person Conducting a Business or Undertaking), you must exercise due diligence to ensure the City complies with its health and safety duties.
- Due diligence includes keeping up to date knowledge on WHS matters, understanding the nature and operations of the work and any associated hazards.
- Ensure the City has and uses appropriate resources and processes to eliminate or minimise risks including both physical and psychological.
- Ensure the City has appropriate processes for work-related incidents, hazards and risks and to respond in a timely manner.
- Complies with the duties and obligations in reporting notifiable incidents, consulting with workers and complying with lawful instructions.

WORKPLACE COMPETENCY

Uphold the City's values of Service, Professionalism and Quality and demonstrate behaviours that reflect the organisations values, supports cross functional teams and meets customer and organisational needs.

TRAINING/QUALIFICATION(S)

- Certificate III in Civil Construction. Stream: Asphalt Works.
- Current WA Construction Industry Card (CIC) 'White' card

ESSENTIAL KNOWLEDGE/SKILLS CRITERIA

- Experience in the direction and supervision of small crews.
- Demonstrated communication skills, both oral and written.
- Demonstrated understanding and experience in taking a lead role and providing direction to the crew in asphalt works.
- Demonstrated experience in asphalt final trim, screeding, and compaction.
- Up to date knowledge of asphalt works techniques and approaches.
- Sufficient plant and vehicle operating ability to fulfil the position and Council objectives.
- Sound knowledge of Quality Assurance Procedures and Practices.
- Knowledge and awareness of environmental issues associated with road maintenance activities.
- Knowledge and awareness of OHS rules and regulations, including a sound knowledge of safe working practices.
- Experience in a wide range of power and hand tools i.e. plate compactor, concrete cutter, bitumen cutter, chain saw.
- Demonstrated experience in and ability to perform a range of physical labouring
- Sufficient skills to maintain plant in good condition.

PHYSICAL REQUIREMENTS

Some of the main physical requirement is listed below.

- Ability to use computers to read, analyse and produce written materials
- Hearing, vision, and cognitive abilities required to engage with members of the public/stakeholders and other staff by phone, in person and in writing
- Able to sit for extended periods of time
- Cognitive and psychological abilities required to problem solve in a demanding administrative context (guidance for complex problem solving is available).
- Intermittent sitting and standing/bending/trunk rotation.
- Climbing in & out of vehicles, loading, reaching, and preparing the back of the vehicle with equipment for activities.
- Driving, repetitive walking, squatting, kneeling, bending, standing, and negotiating uneven ground (creek lines, reserves) and level surfaces.
- Able to complete work tasks in varied weather conditions.

DIVERSITY

The City of Kalamunda is committed to and values the advantages and benefits that equity, diversity, and inclusion (EDI) brings to all its staff. The City seeks to integrate the principles of EDI throughout the organisation, to enrich our perspective, improve performance, increase community value, and enhance the probability of achievement of our goals and objectives.

DRIVERS LICENCE

1. Possession of a current 'HR' (Heavy Rigid) or 'HC' (Heavy Combination) class driver's licence allowing the holder to drive legally in Western Australia.

AGILITY

This position description reflects the City's requirements at a point in time and is subject to change. The City may modify this position description at any time, provided the skills, qualifications, competence and training remains within a reasonable range of the original position.

REVIEWED BY: Coordinator Infrastructure Services
DATE PD REVIEWED/APPROVED: 29 November 2024
