

POSITION DESCRIPTION

POSITION TITLE	Screed Operator
DIRECTORATE - SECTION	Asset Services – Asset Maintenance
LEVEL - EBA	5 - Operational
RESPONSIBLE TO	Leading Hand Asphalt Works

OUR VISION

Connected Communities, Valuing Nature and Creating our Future Together.

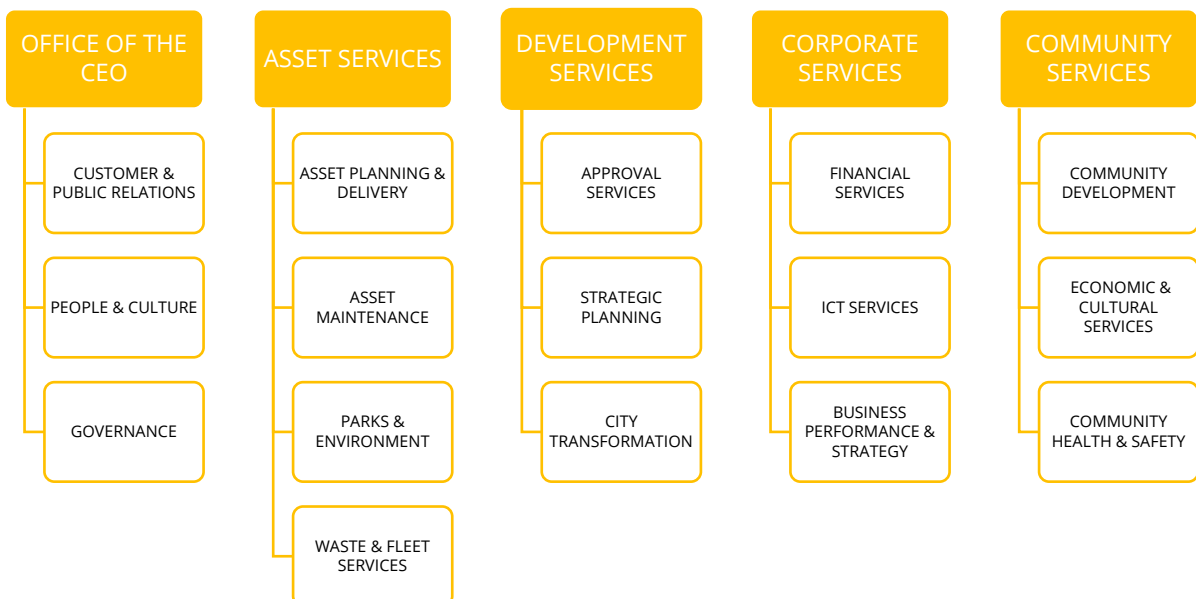
OUR SIMPLE GUIDING PRINCIPLES

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

Safely and efficiently screed asphalt to assist in the completion of Road maintenance as part of the City's Works program, whilst providing a high level of customer service to Council's internal and external clients to ensure efficient and effective operations.

KEY RESULT AREAS

CONSTRUCTION & MAINTENANCE WORKS

- Operate and maintain an asphalt truck and a variety of items of other plant and machinery as directed to complete road maintenance and construction projects.
- Perform a range of labouring tasks, such as repairing potholes, road edges, road patches, spray seal, bunds, wedges, etc.
- Pick up asphalt and emulsion from various asphalt plants.
- 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.
- Work with other crews within Infrastructure Maintenance when requested.
- Follow supervisor instruction and carry out other duties as directed.
- Experience in operating quick cut saw.

TRUCK & PLANT OPERATIONS

- Operate trucks, and equipment in a safe manner.
- Actively participate in the plant and equipment competency assessment process.
- Hold appropriate licences and tickets prior to operation.
- Immediate reporting of plant defects, loss or damage to tools equipment or vehicles
- Responsible for materials, tools, equipment, vehicles and plant in the employees use.
- Responsible for the quality and standard of work performed commensurate with a high level of operator skill.

ADMINISTRATION

- Accurately complete standard forms and paperwork, such as timesheets, work orders, and WHS related documents.
- Assist in the creation and review of working procedures.
- Preparation of store requisitions forms.
- Preparation of routine reports as appropriate, including weekly routine maintenance and plant reports.

COMMUNICATION / CUSTOMER SERVICE

- Provide a high level of customer service when dealing with general enquires and complaints from both internal and external customers.
- Present a positive image of the City to the public.
- A positive focus is proactively fostered and maintained in terms of internal and external communication and customer service, with communication and customer service strategies incorporating the City's Organisational Values.

WORKPLACE HEALTH AND SAFETY

- Employees must take reasonable care for their own health and safety and that of others who may be affected by their actions or omissions.
- Comply, so far as they are reasonably able, with any reasonable instruction given by the City to allow the City to comply with WHS laws.

- Cooperate with any reasonable policy or procedure of the City relating to health or safety at the workplace.

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)

- Current WA Construction Induction Card (CIC) 'White' card

ESSENTIAL KNOWLEDGE/SKILLS CRITERIA

- Demonstrate experience in screeding asphalt in minor road construction and road maintenance works.
- Demonstrated experience in physical labouring.
- Experience in plant and vehicle operations and maintaining them in good order.
- Experience in a wide range of power and hand tools i.e. plate compactor, concrete cutter, bitumen cutter, chain saw, jack hammer, etc.
- Knowledge and awareness of WHS rules and regulations, including a sound knowledge of safe working practices.
- Demonstrated communication skills, both written and oral with an ability to deal with members of the public and other council officers.

DESIRABLE KNOWLEDGE/SKILLS CRITERIA

- Up to date knowledge of construction and maintenance techniques and approaches.
- Sound knowledge of materials used on Maintenance and Construction works.
- Knowledge and awareness of environmental issues associated with road maintenance activities.

PHYSICAL REQUIREMENTS

The City welcomes people with a disability to apply for this position. Reasonable workplace accommodations and aids are available as required.

- 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. Current Heavy Rigid (HR class) heavy vehicle licence or Heavy Combination licence (HC class)

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: 12 August 2024
