



Position Description

A. POSITION PROFILE

Position:

RMCC Maintenance Labourer

Position Evaluation:

Salary System Grade: 3

Conditions of Employment:

*Australian Citizen or Right to Work in Australia
Local Government (State) Award 2023
Permanent Full-time*

Additional Benefits:

Nine Day Fortnight

Position Occupant:

Vacant

Department:

Operations

Section/Group:

Works

Location:

Cootamundra

Gundagai

Direct Supervisor:

RMCC Leading Hand

Number of Staff Supervised by this position:

Nil

B. STATEMENT OF FUNCTION

Undertake repair and maintenance duties required by Roads and Maritime Services contracts to maintain the State Road network.

C. KEY RESPONSIBILITIES

1. Ensure State Road network maintenance work is completed within required time frames.
2. Ensure all work activities are undertaken efficiently and effectively to achieve Councils goals and objectives.
3. Ensure all work is undertaken according to Safe Work Method Statements, Council policy and RMS guidelines.

D. DUTIES

1. Assist with the collection of State Roads inspection data from computerised record system (Reflect), record completed tasks and upload task completion information.
2. Clear and remove vegetation, rubbish and debris from highways, roadsides and streets using manual and mechanical equipment and chemicals.
3. Manually maintain surface drainage systems including drains, culverts and pollutant traps.
4. Install and maintain roadside fixtures, including signposts, guideposts, barriers and fencing.
5. Manually collect and empty rubbish bins.
6. Control traffic at worksites and assist with the erection of traffic signage (subject to qualification).
7. Manually repair roads, pavements, pathways, footpaths and bikeways using tools, equipment and/or machinery.
8. Undertake and comply with risk assessments and work method statements (WMS) in relation to worksite activities.
9. Assist with worksite preparation, measuring, marking and basic levelling.
10. Carry out manual excavation with due care of underground services.
11. Spread and compact materials manually.
12. Attend to repairs, maintenance and cleaning of Council assets as directed.
13. Respond to emergency situations as requested and including afterhours call outs.
14. Complete required workplace records.
15. Operate mobile plant and trucks as directed and to the level of training and licencing achieved.
16. Respond to inquiries from members of the public and provide information within scope of responsibility.
17. Carry out any other duties that are within the limits of the employees' skill, competence and training.

E. ESSENTIAL CRITERIA

1. Demonstrated experience in a labouring role preferably gained within a civil works environment.
2. Current NSW Class C Drivers Licence or above or equivalent.
3. WHS Construction Induction (NSW White card) or equivalent.
4. Demonstrated experience in the operation and maintenance of small plant and equipment.
5. Demonstrated literacy and numeracy skills to follow written communication and complete standard forms.
6. Demonstrated interpersonal and communication skills.
7. Working knowledge of roles and responsibilities under the WHS Act 2011.

F. DESIRABLE CRITERIA

1. Current Class MR Drivers Licence or above or equivalent.
2. RMS Traffic Controller Certification (Blue Card or equivalent).
3. RMS Traffic Control Implement/Apply Traffic Control Plans certification (Yellow card or equivalent)
4. Chainsaw Operations certification.
5. Completion of Chemical Handling Certification (e.g. ChemCert, SMARTtrain) or ability to readily acquire.