

# POSITION DESCRIPTION

<b>Position Title:</b>	<b>Team Leader Bitumen Repair</b>
<b>Position Number:</b>	<b>10737</b>
<b>Directorate:</b>	<b>Strategic Projects &amp; Infrastructure</b>
<b>Department:</b>	<b>Infrastructure Services</b>
<b>Reports to:</b>	<b>Leading Hand Maintenance</b>
<b>Supervises:</b>	<b>Maintenance Workers/Operators</b>
<b>Agreement:</b>	<b>City of Karratha Enterprise Agreement 2019</b>
<b>Classification:</b>	<b>MEU 5</b>
<b>Effective Date:</b>	<b>October 2020</b>

## 1. POSITION OVERVIEW

The Team Leader Bitumen Repair is responsible for performing and leading maintenance activities for the upkeep of Council's bitumen surfaces and other infrastructure. The position leads a small team utilising specialised plant and materials and is responsible for gathering and maintaining relevant field data and processing relevant work tickets.

### 1.1. Position Objectives

- Carry out repairs and maintenance of Council's bitumen and other related infrastructure as directed by Leading Hand Maintenance in accordance with the allocated work programs.
- Ensure the work program is carried out safely and efficiently.

## 2. DUTIES & RESPONSIBILITIES

### 2.1. Operational

- Complete tasks from written work orders or verbal instructions from the Works Supervisor and/or Leading Hand Maintenance.
- Repair roads and footpaths with asphalt, cold patching materials and concrete.
- Remove and replace damaged parking signs and traffic signs.
- Safely and competently operate:
  - Bitumen truck and associated equipment
  - Wacker packer
  - Kango hammers
  - Concrete mixer
  - Pressure cleaner
  - Pavement cutters
  - Power and hand tools (includes shovel, rake, mattock and similar)
  - Other machinery and plant as required
- Ensure the bitumen repair vehicle and equipment is kept in a clean and tidy state.
- Any other reasonable instruction or duty, (including gardening duties) directed by the Leading Hand Maintenance or Principal Operations Supervisor.

## **2.2. Management**

- Record maintenance works undertaken and deliver appropriate forms for asset data updating and collect and collate road failure repair data for the My Data system.
- Monitor the performance of the bitumen repair crew ensuring that they are held accountable for the work undertaken.
- Ensure truck and plant maintenance is carried out appropriately.
- Monitor work tickets and ensure activities are carried out within stipulated timeframes.
- Ensure appropriate quality of works undertaken.
- Ensure the bitumen repair crew are proactive toward road maintenance activities.
- Determine appropriate Traffic Management requirements to suit each work site.

## **2.3. Occupational Health & Safety**

Employees are responsible for ensuring that:

- All tasks are undertaken with the full understanding of the officer's obligation to take reasonable care to ensure personal safety and health at work and that of other persons in the workplace.
- They comply with all City policies and procedures relating to safety.
- Utilise the City's procedure for OHS Communication, Consultation and Issue Resolution.
- They will not misuse or damage any equipment provided in the interests of safety or health.
- Observe all safe working practices as directed by the supervisor.
- Use and maintain protective equipment correctly.
- Report ALL accidents and incidents (including near-miss) arising in the course of work to direct line manager / supervisor ASAP and then complete the Accident Incident Report form within 3 days.
- Report all hazards using the Hazard Notification Form.
- Other roles and responsibilities outlined in the OHS Management at the City of Karratha: Roles and Responsibilities.

## **3. SKILLS, KNOWLEDGE & EXPERIENCE (KEY SELECTION CRITERIA)**

### **3.1. Authority and Accountability**

- Control and supervision of associated staff and plant
- Works under direct supervision of the Leading Hand Maintenance
- Control and delivery of traffic management implementation

### **3.2. Judgement and Problem Solving**

- Ability to exercise limited judgement to problem solve by using guidance found in established processes, procedures, precedents, and guidelines.

### **3.3. Specialist Knowledge and Skills**

- Previous Local Government experience is well regarded.
- Physical fitness to be able to safely operate plant and equipment as required.
- Good knowledge of the use and maintenance of various types of equipment associated with general maintenance.
- Knowledge of bitumen repair techniques.

### **3.4. Management Skills**

- Ability to prioritise tasks to minimise risk to the City and community.
- Ability to successfully and efficiently lead a small team of workers.

### **3.5. Interpersonal Skills**

- Ability to present information verbally in a one on one and small group situations and to other employees.
- Developed numeracy, written and verbal communication skills relevant to the work area.
- Demonstrated ability to provide firm and clear leadership to staff reporting to this position.
- Engage the general public in a polite and helpful manner.

### **3.6. Qualifications and Experience**

- Relevant experience or training in a similar position, or a combination of both
- Previous experience working with bitumen products
- Current MR class driver's licence
- National (or Federal) Police Clearance no more than 6 months old
- Basic Traffic Management Certificate