

# Diamantina Shire Council

## POSITION DESCRIPTION



<b>1.0 TITLE:</b>	Workshop Coordinator
<b>2.0 AWARD:</b>	Queensland Local Government Industry (Stream B) Award - State 2017
<b>3.0 SECTION:</b>	Operational Services
<b>4.0 DESCRIPTOR</b>	Not Applicable
<b>5.0 CLASSIFICATION:</b>	Level 5
<b>6.0 DEPARTMENT:</b>	Infrastructure
<b>7.0 BRANCH:</b>	Works
<b>8.0 LOCATION:</b>	Bedourie

### 9.0 POSITION OBJECTIVE

To operate a Roller in all situations as required by the supervisor.

### 10.0 REQUIREMENTS OF THE JOB

#### a) Skills/Capabilities

- Ability to carry out machine operation, daily servicing checks and basic maintenance as per Operators handbook and DSC workshop guidelines.
- Ability to operate a range of hand tools associated with road maintenance and construction works.
- Ability to work within stipulated guidelines.
- Ability to work as a team member and contribute to team outcomes.
- Willingness to learn.
- Ability to complete manual tasks.
- Ability to be flexible, reliable, honest and committed.
- Excellent hand, eye and foot coordination.

#### b) Knowledge

- The Main Roads standards as stated in the Manual of Uniform Traffic Control Devices
- The Local Government Act 1993.
- Good knowledge of road maintenance and construction techniques.
- Good knowledge of Workplace Health and Safety Act – 2011 and safe work practices.
- Good knowledge of the National Heavy Vehicle Regulations (NHVR) Chain of Responsibility and the National Transport Commission (NTC) Load Restraint guidelines and requirements.
- Good knowledge of Council's policies and procedures or a demonstrated ability to learn.

#### c) Experience and/or qualifications

- Proven experience in the high standard of operation and maintenance of a roller and other plant.
- Experience in road construction and maintenance.
- Current Construction Safety Induction Card (White Card)
- Current Queensland C Class Manual Driver's License or ability to obtain ('MR' Class licence desirable).

- Current Queensland Occupational Health & Safety Licence – Roller or Current RII Certificate of Competency in Roller Operations (or willing to obtain)

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## 11.0 KEY RESPONSIBILITIES OF THE POSITION

- 1) Operate a Roller within operating parameters as advised by manufacturer, including but not limited to:
  - Conducting pre-start checks;
  - Operation in successive passes over working area to achieve specified result
  - Alignment of operations with reference stakes and guidelines on ground or positions equipment including following hand signals of others;
  - Minor maintenance including greasing, oiling and minor repairs.
  - Keeping the interior and exterior of the allocated plant clean and tidy.
- 2) Operate and maintain any vehicle/plant in a safe and efficient manner in accordance with traffic regulations, operators' handbook, and DSC workshop guidelines.
- 3) Provide work progress reports to the Supervisor.
- 4) Undertake training in accordance with council requirements.
- 5) Communicate, solve and discuss work problems with other team members and the Supervisor.
- 6) Assist with prompt responses to customer requests/enquiries and project a helpful and positive image of the Council and its staff.
- 7) Ensure that Council's Quality Assurance Program is adhered to.
- 8) Comply with all Council's policies including but not limited to the Code of Conduct, Drug and Alcohol policy, Smoking policy and Workplace Bullying and Harassment Policy.
- 9) Perform other Council work as directed

### Workplace Health and Safety Responsibilities

- 10) Undertake the responsibilities relevant to the position as specified in Schedule 1 – WH&S Obligation and Responsibility Statement as amended from time to time.

**Note:** An employee may be directed to carry out such duties as are within the limits of the employee's skill, competence and training. All employees have a legal obligation and are required to observe Council policies and procedures in relation to Code of Conduct, Confidentiality, Anti-Discrimination and Equal Employment Opportunity; Workplace Health & Safety; Employee Welfare; the Environment and Service Delivery Standards. Employees must also fulfil all recordkeeping responsibilities in accordance with relevant Information Standards and associated guidelines.

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## 12.0 KEY SELECTION CRITERIA

- 1) Experience working in a similar role, minimum 1 year.
- 2) Demonstrated ability to operate a Roller.
- 3) Demonstrated ability to operate a variety of plant and hand tools associated with road maintenance and construction works.
- 4) Ability to operate effectively in a team, contributing positively to team operations and working relationships in a friendly and flexible manner.
- 5) Ability to work under direct supervision whilst exercising initiative, judgement and enthusiasm.
- 6) Demonstrated commitment to Workplace Health and Safety policies and procedures.
- 7) Current Construction Safety Induction (White Card)
- 8) Current Queensland 'C' Class Manual Driver's License.
- 9) Correct Competency in Roller Operations

**Note:** As part of any recruitment for this position, Council may require the applicant to undertake a Criminal Records Check, Working with Children Check, Physical fitness/medical test, drug or alcohol test, relevant skill test, machine competency test prior to appointment. It is a condition of employment with DSC that all applicants agree to this requirement before appointment. Some positions require incumbent to undergo mandatory immunisation or provide medical documentary evidence of suitable immunisation as the work environment may involve exposure to areas identified as "at risk" work areas.

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## 13.0 PHYSICAL DEMAND CATEGORY

SEDENTARY WORK								
Light Duty	Frequent lifting / carrying of objects weighing up to 5kgs.					<input type="checkbox"/>		
Work	Frequent lifting / carrying of objects weighing up to 10kgs.					<input type="checkbox"/>		
Heavy Work	Frequent lifting / carrying of objects not exceeding 25kgs					<input checked="" type="checkbox"/>		
WORK ENVIRONMENT								
ATTRIBUTE			MANOEUVRE	FREQUENT	OCCASIONAL	NONE		
Chemicals	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Bending	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Cold	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Squatting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Dampness	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Climbing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Fumes/gases	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Twisting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Heat / Humidity	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Reaching	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Heights	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	PLANT OPERATION					
Noises	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Maximum seat rating of 120kgs					
SPECIFIC ACTIONS REQUIRED				AUDIO – VISUAL DEMANDS		REPETITIVE MOTIONS		
This job may include:								
Standing/Walking	Sitting	Driving			Hearing	<input checked="" type="checkbox"/>	Foot Movement	<input checked="" type="checkbox"/>
<input type="checkbox"/> None	<input type="checkbox"/> None	<input type="checkbox"/> None			Depth Perception	<input checked="" type="checkbox"/>	Fine Manipulation	<input type="checkbox"/>
<input type="checkbox"/> Occasional	<input type="checkbox"/> Occasional	<input type="checkbox"/> Occasional			Colour Discrimination	<input type="checkbox"/>	Pushing/Pulling	<input type="checkbox"/>
<input checked="" type="checkbox"/> 1-4 hrs	<input type="checkbox"/> 1-4 hrs	<input type="checkbox"/> 1-4 hrs			Peripheral Vision	<input checked="" type="checkbox"/>	Finger Dexterity	<input type="checkbox"/>
<input type="checkbox"/> 4-6 hrs	<input type="checkbox"/> 4-6 hrs	<input type="checkbox"/> 4-6 hrs					Simple Grasping	<input checked="" type="checkbox"/>
<input type="checkbox"/> 6-8 hrs	<input checked="" type="checkbox"/> 6-8 hrs	<input checked="" type="checkbox"/> 6-8 hrs						

I declare that I am physically capable of undertaking the duties as outlined in this position description.

Signed: .....

Date: ..... / ..... / .....

Print name: .....

#### 14.0 ORGANISATIONAL RELATIONSHIPS / ACCOUNTABILITY

Reports to: Works Manager

Internal Liaisons: All Council Departments

External Liaisons: State and Local Government authorities as appropriate, suppliers and contractors, Councillors, community members/groups, and members of the general public.

#### 15.0 EXTENT OF AUTHORITY

As per Council's Delegation Register

#### 16.0 APPROVALS

Reviewed by: Robert Stephen  
Director Infrastructure

Signed: .....

Date: ..... / ..... / .....

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**Approved by:**

Scott Mason  
Acting Chief Executive Officer

Signed: .....

Date: ..... / ..... / .....

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I, ..... have read and understood this Position  
Description – Workshop Coordinator and accept the objectives and responsibilities of this position.

Signed: .....

Date: ..... / ..... / .....

Print name: .....

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