

Position Description

Road General Hand

<i>Directorate</i>	Infrastructure Services
<i>Department</i>	Roads and Civil Projects
<i>Job Family</i>	Labourer / Operational
<i>Reports to</i>	Roads Coordinator
<i>Direct Reports</i>	N/A
<i>Indirect Reports</i>	N/A
<i>Location</i>	Tom Price
<i>Industrial Instrument</i>	Shire of Ashburton Industrial Agreement 2026
<i>Classification</i>	Level 3

Vision

We will be a welcoming, sustainable, and socially active district, offering a variety of opportunities to the community.

Values

Respect	Openness	Teamwork	Leadership	Excellence	Health & Wellbeing
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About the Role

Role Objective / Purpose

Perform maintenance and construction activities on the Shire's infrastructure.

Key Role Outcomes

- Assist in the efficient and cost-effective maintenance and construction of Shire infrastructure.
- Perform road construction and maintenance duties, including general labouring and road patching.
- Undertake concrete works associated with the maintenance of kerb, gutters, footpaths, roads, and drainage components.



- Install and maintain road signage, guideposts, and roadside furniture.
- Carry out traffic control activities, including obtaining and maintaining required certification.
- Perform grid cleaning and general drainage maintenance tasks.
- Operate and maintain small plant and equipment in a safe and effective manner.
- Support the maintenance of Council assets and facilities as required.
- Complete tasks as directed by the Roads Coordinator in alignment with operational priorities.
- Ensure all work is conducted in accordance with safety standards, policies, and procedures.
- Maintain accurate and up-to-date records of work activities.
- Contribute positively to team activities and maintain a collaborative work environment.
- Provide labouring support and assist other Infrastructure teams as needed.
- Perform additional duties consistent with the role as required by the Coordinator or Manager.

Work Duties

The position description does not act to limit or set specific duties required to fulfil this role, this document serves to describe the role, outline required outcomes, and set expectations. All employees are required to have a flexible approach to their work, including undertaking work duties which may fall outside those required of this role. All employees must comply with reasonable and lawful directions.

Core Competencies

The following competencies are required of **all roles** within the Shire and are ranked to reflect differing levels of responsibility. These competencies reflect the Shire's Values of Respect, Openness, Teamwork, Leadership, Excellence, Health and Wellbeing which apply at all times, to all staff, in all roles.

Competency	Required Level
Health and Safety	Intermediate: Assists in the development of JSAs, SWMS, and other safety procedures for own work area. May coach newer or more junior staff in safety procedures. At all times acts in accordance with the principles identified in the Local Government Act and State and Federal Legislation.



Accountability	Intermediate: Works under general supervision up to limited supervision. Applies discretion in own task sequencing, may develop job specific systems to assist in the completion of allocated tasks. Receives general direction and selective checking of work.
Judgement and Decision Making	Fundamental: Work procedures generally well established. Decisions made impact on local work areas and team. Discretion applied within established procedures. Judgement is limited to own work. May make simple recommendations within local work area.
Time Management	Intermediate: Able to manage own workload and prioritise within usual work patterns.
Customer Service	Fundamental: Provide a general service under direct supervision. May be learning or developing into customer service positions. The employee will reflect and always demonstrate the code of conduct of the organisation, its values and work with the highest level of integrity.
Financial Management	Fundamental: Adhere to set budgets in purchasing. May provide some general feedback in respect to costs and spending derived from operational responsibilities.
Leadership	Fundamental: Extent of leadership is setting a positive example through ones own actions to influence peers and supervisors.

Role Specific Competencies

These are the specific competencies required of the role.

Competency	Required Level
Problem Solving	Intermediate: Solve diverse problems which require assessment of a range of options having elements of



complexity resolved using developed or learned skills and knowledge, acting at all times in accordance with management directives, policies of Council and legislative requirements.

Conflict Resolution **Intermediate:** Able to handle a range of routine and usual requests from staff or members of the public and resolve minor differences of opinion and/or requiring further explanation.

Communications Skills **Fundamental:** Can read and write English to an acceptable level for the workplace. Can follow written and verbal direction, safety instructions, and other workplace specific terminology. Major portions of the work are verbal rather than written. Considerate when dealing with others.

Equipment Operation **Highly Proficient:** Operates heavy duty machinery requiring an appropriate licence and specific training. This may include vehicles requiring a HR licence.

Licenses, Registrations, Memberships or Qualifications Required of Role

Essential

- Minimum HR drivers license; and
- White Card

Desirable

- Provide First Aid Certificate
- Level 1 – Traffic Management

Experience, Skills, Knowledge Required of Role

Essential

- Previous experience operating road plant on road construction and maintenance projects.

Desirable

- Ability to safely operate basic plant and equipment
- Basic understanding of road maintenance and construction activities



- Experience working in remote or regional areas, outdoors and in physically demanding environments
- Strong manual handling and laboring skills

Confirmation

I have received, read, and familiarised myself with this position description:

Name _____

Signed _____

Date _____

Position descriptions may be reviewed on an annual basis, as part of the Shire's annual performance review process.

