

# JOB ROLE STATEMENT

## SENIOR ROAD WORKER

### LEVEL 5 (AWU)

DIRECTORATE REGIONAL MANAGEMENT AND OPERATIONS CATEGORY 1  
 BRANCH WHEATBELT POSITION NO VARIOUS

#### KEY RESPONSIBILITIES

Plan, control and supervise road construction and maintenance tasks ensuring compliance with Main Roads' quality systems, standards, procedures and guidelines for roadworks and including the aspects of worker and public safety. Carry out a broad range of specialised road construction and maintenance tasks in accordance with project plans, technical specifications, drawings and quality plans.

#### KEY DELIVERIES

##### Road Construction and Maintenance

- Plan, control and supervise road construction and maintenance tasks ensuring compliance with Main Roads' quality systems, standards, procedures and guidelines for roadworks, involving and as required:
  - road construction/re-construction and maintenance
  - culvert and headwall maintenance and installation and replacement, off road drainage maintenance
  - sign and guidepost installation and replacement, holding line installation
  - operating plant and equipment
  - roadside and parking bay litter collection and cleaning of ablution blocks
  - graffiti removal
  - wire rope and w-beam barrier repairs
  - vegetation maintenance including bush cutting, pruning, mowing/slashing, and herbicide
  - interpreting of technical documentation into work instructions
- Carry out a broad range of specialised road construction and maintenance tasks in accordance with project plans, technical specifications, drawings and quality plans.
- Analyse roadwork quality against technical documents, plans, specifications and drawings to rectify any issues onsite and to ensure a good roadwork quality.

##### Work Health and Safety

- Supervise task safety aspects in accordance with Main Roads' Safety Health and Wellbeing (SHW) Management System.
- Apply WHS standards and requirements, monitor and mentor staff under direct supervision and contractors on compliance.
- Identify and report potential safety hazards, implement safety directions from the Safety Manager to eliminate safety risks to ensure a safe working environment.
- Report safety incidents and be involved in safety investigations and initiatives.
- Undertake daily pre-start WHS meeting, safety assessments, record outcomes and promote a strong 'WHS Culture'.

##### Traffic Management at Worksites

- Supervise the set up/pull down traffic management control devices at the worksites to direct plant and vehicle traffic in accordance with approved Traffic Management Plans (TMP).
- Inspect traffic control set up by internal/external crews and check compliance with the Traffic Guidance Schemes (TGS).
- Monitor traffic safety, report incidents and provide onsite assistance in accordance with the Regional Incident Management Plan.

##### Onsite Training

- Provide hands-on training in road construction and maintenance practice including the most efficient process, techniques, and methods to deliver the required roadwork quality.
- Provide onsite training in safe work techniques and methods.

##### Administration

- Take digital photographs of identified technical/roadwork issues, matters and risks for storage in the Maintenance Management Information System (MMIS) and asset management decisions.
- In absence of the Road Crew Supervisor, maintain daily record of works including work hours and digital photos for daily submission together with team fortnightly electronic timesheets, job allocations, plant and equipment allocation and material consumption as well as MMIS search extracts of nearby defects and close defects, as completed.

##### Stakeholder Relationships

- Build and maintain collaborative working relationships with internal and external stakeholders.

#### SAFETY, HEALTH AND WELLBEING (SHW)

Responsible for active participation and performance to SHW standards as detailed by the Main Roads' Safety, Health and Wellbeing (SHW) Management System - refer to "SHW Roles and Responsibilities Procedure" on 'iRoads' intranet.

#### LOCATION

Main Roads is a regionalised organisation with key delivery centres operating from the Kimberley to the Great Southern Regions, including the metropolitan area. The incumbent position may be required to undertake a role in a region for a period of time.

#### DYNAMIC RESOURCING

The incumbent of the position may be required to perform any other role within the incumbent's level of skill, competence and responsibility as directed by the Managing Director of Main Roads to meet the organisation's objectives and the incumbent's development

#### REPORTING RELATIONSHIPS

This position reports to:

(A) TITLE AND LEVEL	POSITION NO
VARIOUS	VARIOUS

LEVEL VARIOUS

# SENIOR ROAD WORKER LEVEL 5 (AWU)

**POSITIONS UNDER DIRECT SUPERVISION**

List the position numbers, titles and levels of positions directly supervised

TITLE and LEVEL

POSITION No

CATEGORY

NUMBER

Various

Salaried, Wages

various

TOTAL

various

**SELECTION CRITERIA – SHOULD BE ADDRESSED IN THE CONTEXT OF THE ROLE****ESSENTIAL:**

- Skill, knowledge and experience in:
  - road construction and maintenance or related construction and maintenance industry practice
  - interpreting technical specifications, plans and drawings
  - survey, setting out and measurement
  - implementation of traffic guidance schemes (TGS) at road worksites
  - worksite supervision in line with an organisation's safety management system
  - building and enhancing stakeholder relationships
  - written communication
- Knowledge of:
  - use of Personal Computers (PC's) and/or Lap-Tops
  - use of maintenance management information system
  - policies and practices on Work Health and Safety (WHS), and on EEO, diversity and equity
- Possession of a current Western Australian drivers' license as follows: 'C' or 'C-A' Class (car) for a period of 2 years, or 'MR' Class (medium rigid truck) for a period of 1 year, or an approved equivalent.

**DESIRABLE:**

- A Certificate IV in Civil Construction.
- Possession of a current Western Australian drivers' licence as follows: 'HC' Class (heavy combination – truck + single trailer), or 'C' or 'C-A' Class (car) for a period of 3 years, or 'MR' Class (medium rigid truck) or 'HR' Class (heavy rigid truck) for a period of 1 year, or an approved equivalent.

**Special Requirements:**

Following appointment to this role and as a part of training, the appointee must be willing and able to (within 6 months of appointment) obtain as required: 'HR' Class (heavy rigid truck), 'HC' Class (heavy combination – truck + single trailer) driver licences, Senior First Aid Certificate, Construction Safety Awareness (White Card), Worksite Traffic Management (WTM) and Traffic Control (TC) and, various 'Tickets' to operate various items of minor plant, and other necessary training.

**CERTIFICATION**

1. The details contained in this Job Role Statement have been reviewed and conform to Main Roads guidelines.

SIGNATURE

BRANCH/SECTION HEAD

DATE

17/07/2024

2. The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

SIGNATURE

GENERAL MANAGER REGIONAL OPERATIONS

DATE

18/07/2024

3. The details contained in this document have been reviewed and conform to Main Roads guidelines.

SIGNATURE

EXECUTIVE DIRECTOR HUMAN RESOURCES

DATE

18/7/24