



Weddin Shire Council

Bringing us together, sustaining Weddin into the Future

Position Description

Traffic Controller/Plant Operator (Casual)

Directorate	Infrastructure Services
Location	Works Depot 1C South Street Grenfell NSW 2810
Classification/Grade/Band	Band 1 Level 2 Grade 3
Position Code	Casual Up to 38 Hours pw P1.4.353
Date position description approved	19 July 2022

Council overview

The Weddin Shire Local Government Area (LGA) covers an area of 345,683 ha of the Central West Region, NSW; adjoining Cowra, Hilltops, Bland and Forbes Shires. Weddin Shire Council was formed out of the voluntary amalgamation of Grenfell Municipality and Weddin Shire areas in 1975. Council operates out of its Administration Building and Works Depot, both located in Grenfell, NSW, and provides services to the 3,700 residents in the Shire. Weddin Shire includes the villages of Caragabal, Greenethorpe, and Quandialla and the rural locality of Bimbi.

Council's Vision is one of a progressive rural locality with a vibrant and welcoming community, rich in both heritage and the natural environment, with a diverse and resilient economy that supports local employment and business.

This position provides a positive opportunity to advance achievement of Council's Mission and Vision, in the community at large.

Council values

A welcoming, friendly, caring and supportive community that welcomes equality and participation, working together, that offers a helping hand in times of need, shows deep respect for heritage and environment, values inclusiveness, engagement, freedom of choice, diversity and innovation.

Primary purpose of the position

Perform a range of Traffic Control duties to established standards that meet Operational Plan requirements.

Key accountabilities

Within the area of responsibility, this role is required to:

- Carry out, subject to qualification, traffic control and set up and dismantle traffic control signage at job sites, in accordance with established plans.
- Complete designated plant operator duties that are part of Council's construction and maintenance programs.
- Under direction repair roads, pavement, pathways, footpaths and bikeways using tools, equipment and/or machinery.
- Subject to licensing/certification, operate plant and equipment.
- Maintain surface drainage systems, including drains, culverts and pollutant traps.
- Assist with set up of formwork, site preparation and remedial activities. Assist install pipes.
- Install roadside fixtures, signposts barriers and fencing. Clear and remove vegetation, rubbish and debris from thoroughfares, roadsides and streets.
- Assist with cleaning Council operational plant as directed.
- Ensure risk assessments are completed, WHS Policy and procedures are always observed - Strict compliance.
- Complete all required paperwork including timesheets, on time and accurately.
- Assist Urban Services and Park and Gardens staff when required.

Key challenges

- Safe completion of all traffic control duties, thorough awareness of potential danger on roads and roadsides.
- Completion of all tasks in a timely manner in accordance with requirements and plans.
- Proven plant operational abilities.

Key internal relationships

Who	Why
Works Coordinator, Road Maintenance Supervisor, Director Infrastructure Services and senior management. Coordinators, Engineers, Arts, Tourism and Events Coordinator, Gangers, Operators, Workshop supervision, Assets Engineer, Stores, Human Resources, WHS and Finance/Corporate Services.	Effective completion of assigned duties.

Key external relationships

Who	Why
Contractors and Shire residents/rate payers, Shire Visitors, Regulators and suppliers. Grant administration.	Effective completion of assigned duties. Roadside and community interaction.

Key dimensions

Decision making

In accordance with the Delegations Register.

Reports to

Works Coordinator through Senior Traffic Controller or other Gangers





Essential requirements

- Traffic Controller Certification/Implement Traffic Control Plans Card.
- C class Driver's Licence
- White Card
- Relevant experience.

Capabilities for the role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities:

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Foundational
	Display Resilience and Adaptability	Intermediate
	Act with Integrity	Adept
	Demonstrate Accountability	Intermediate
 Relationships	Communicate and Engage	Adept
	Community and Customer Focus	Adept
	Work Collaboratively	Adept
	Influence and Negotiate	Intermediate
 Results	Plan and Prioritise	Intermediate
	Think and Solve Problems	Intermediate
	Create and Innovate	Foundational
	Deliver Results	Adept
 Resources	Finance	Foundational
	Assets and Tools	Intermediate
	Technology and Information	Foundational
	Procurement and Contracts	Foundational

Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Group and Capability	Level	Behavioural Indicators
Personal Attributes Act with Integrity	Adept	<ul style="list-style-type: none"> Acts honestly, ethically and with discretion and encourages others to do so Sets a tone of integrity and professionalism with customers and the team Supports others to uphold professional standards and to report inappropriate behaviour Respectfully challenges behaviour that is inconsistent with organisational values, standards or the code of conduct Consults appropriately when issues arise regarding misconduct, unethical behaviour and perceived conflicts of interest
Relationships Communicate and Engage	Adept	<ul style="list-style-type: none"> Tailors content, pitch and style of communication to the needs and level of understanding of the audience Clearly explains complex concepts and technical information Adjusts style and approach flexibly for different audiences Actively listens and encourages others to provide input Writes fluently and persuasively in a range of styles and formats
Relationships Community and Customer Focus	Adept	<ul style="list-style-type: none"> Demonstrates a sound understanding of the interests and needs of customers and the community Takes responsibility for delivering quality customer-focused services Listens to customer and community needs and ensures responsiveness Builds relationships with customers and identifies improvements to services Finds opportunities to work with internal and external stakeholders to implement improvements to customer services
Resources Assets and Tools	Intermediate	<ul style="list-style-type: none"> Uses a variety of work tools and resources to enhance work products and expand own skill set Ensures others understand their obligations to use and maintain work tools and equipment appropriately Contributes to the allocation of work tools and resources to optimise team outcomes

