



# CITY AND ENVIRONMENT DIRECTORATE (CED)

## POSITION DESCRIPTION

### POSITION DETAILS

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**Position title:** Road Worker- Asphalt Crew

**Business unit:** Works

**Classification:** General Services Officer 5/6 (GSO5/6)

**Location:** Fyshwick

**Position number:** P26323

**Reports to:** Works Supervisor Asphalt and TTMP

**Division:** City Services

**Date last reviewed:** 07/10/2025

**Position requirements:** Non- identified

### DIRECTORATE OVERVIEW

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The City and Environment Directorate (CED) brings together the people, services and systems that shape Canberra's future. We are a new directorate with a bold purpose: to deliver smarter, more connected services that respond to the needs of our Territory and community.

CED was established to align planning and transport, improve efficiency of development decisions, support environmental management, consolidate city services operations, and strengthen how government connects with the community. Our work spans the natural and built environments, city and transport services, and regulatory and customer service functions.

We are here to:

- Deliver streamlined, customer-focused services.
- Align planning, transport and environmental stewardship.
- Consolidate operations for greater efficiency and impact.
- Make government services more accessible, transparent and trusted.

At CED, we put people and place at the centre of everything we do. Whether shaping policy, maintaining public spaces, designing transport networks or supporting regulatory access, our people contribute to a connected, inclusive and resilient Canberra.

### DIVISION OVERVIEW

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#### City Services Division

City Services delivers a wide range of services which Canberran's rely on every day. These include collecting recycling and rubbish removal, running public libraries, mowing open space, managing



our roads, footpaths and cycle paths. City Services also maintain many of Canberra's lakes, ponds, public open spaces, city places and urban trees. The Division also manages ACT NoWaste.

## **BUSINESS UNIT OVERVIEW**

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Roads ACT is responsible for the management of the territorial and municipal roads, national highways, the community paths, driveways, stormwater system, bridges, carpark facilities, traffic signals, streetlights and associated infrastructure. Roads ACT manage these assets on behalf of the ACT Government for the enjoyment of the Canberra community.

Roads ACT comprises five teams that work closely together to deliver a variety of asset management activities.

- The Road and Path Network business unit looks after maintenance of traffic signals, traffic operations, the road resurfacing program, community path network and car parks.
- The Environment and Utilities business unit undertakes maintenance work on bridges, other structures, dams, streetlighting, stormwater harvesting and the stormwater drainage network.
- The Works business unit undertakes predominantly in-house work, providing a 24/7 incident response service, street sweeping, lines and signs, roadside furniture, road grading, concrete path repairs and asphalt resurfacing.
- The Infrastructure Planning business unit develops the capital works program for new assets and looks after strategic asset management planning, infrastructure services planning and technical standards/specifications for infrastructure.
- The Business Support team provides the overall administration requirements of Roads ACT.

## **POSITION PURPOSE**

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As a team member of the Roads ACT Works crew, this position will participate in daily road and path maintenance activities. You will be required to ensure that work adheres to all standard operating procedures and is safely undertaken.

The position may rotate across all road maintenance crews and carry out other related duties in the team, depending on operational requirements where you will learn (or teach) new skills within the team to ensure competency.

## **DUTIES / RESPONSIBILITIES**

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1. Carry out general road maintenance activities which may include, but are not limited to:
  - a) Operation of a range of road and path maintenance plant and equipment, generally including skid steer, paver, and compaction machinery.

- b) Major and minor road and path repair including potholes, paving and profiling works and emulsion spraying or minor maintenance of driveways and footpaths.
  - c) Shovelling and raking and cleaning up of oil spills, broken glass debris, fallen vegetation etc.
  - d) Line and sign marking duties as directed.
  - e) Reactive response or incident response (as directed)
  - f) Trip hazard removal on road and path assets i.e. cold mix repairs, grinding etc.
  - g) Planning and estimating of road maintenance or minor related works including site measurements
  - h) Traffic control
2. Ensuring all vehicles, machinery and equipment is well maintained, kept in good operational condition, and assist in keeping the Works yard and buildings clean and tidy at all times.
  3. Carry out general and minor maintenance of road maintenance equipment and machinery or report mechanical problems to the Works Supervisor.
  4. Participate in on-the-job training for new and existing staff members on the correct and safe operating procedures for equipment and machinery, as directed by the Works Supervisor.
  5. Adhere to all Standard Operating Procedures (SOPs); report any incidents in a timely manner; use all workplace equipment in accordance with any instruction given to ensure safe and proper use and participate in WHS inspection programs and comply with correction action results.
  6. Willingness to undertake and participate in reasonable overtime
  7. This position does not involve direct supervision of staff.

**How to Apply:**

Please submit the following:

1. Complete the attached application form 'Tell us about yourself'.
2. A current curriculum vitae.
3. Contact details of at least two referees.

**COMPLIANCE REQUIREMENTS / QUALIFICATIONS**

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- Visa holders are eligible to apply for both permanent and temporary roles. Those with eligible visas may be considered for permanent employment, while individuals with

temporary residency or limited-duration visas may be offered permanent employment for the duration of their visas.

- Traffic controller (TCR) – **essential** or ability to obtain within six months of appointment.
- Implement traffic control plans (IMP) – **essential** or ability to obtain within six months of appointment.
- CPCWHS1001 - Prepare to work safely in the construction industry – **essential**.
- 11084NAT - Course in Asbestos Awareness - **essential**.
- 10830NAT - Course in Crystalline Silica Exposure Prevention – **essential**.
- HLTAIDO11 – Provide First Aid – essential or ability to obtain within six months of appointment.
- Current driver’s licence class C is **essential**, class MR (medium rigid) **essential** or ability to obtain within six months of appointment.
- Ability to work overtime and nightshifts as and when required.
- Competent in mobile software applications on tablets and smartphones.
- This position does require a pre-employment medical.
- This position does not require a Working with Vulnerable People Check.

Applicants are made aware that the **essential** requirements to be obtained within the six-month period are a mandatory requirement to successfully complete the probation and to be appointed permanently to this position.

Roads ACT will support the successful applicant through the training requirements by organising up to two sessions at the cost to Roads ACT. Should additional attempts be required to obtain the applicable license/certificate in the six-month period, the costs to acquire these will be borne by the successful applicant.

**To be eligible to progress beyond GSO5 pay increment 5.3 requires:**

Attainment of a Certificate II in Civil Construction (Road Construction and Maintenance) or other equivalent relevant certification as approved by the Senior Manager, Roads ACT.

In the absence of Certificate II training providers, Roads ACT supports the attainment of Certificate III in Civil Construction (Road Construction and Maintenance) or other equivalent relevant certification as approved by the Senior Director, Works, Roads ACT. After successful completion of the minimum certificate II requirements, the pay increment can be increased beyond the GSO5.3 through an accelerated incremental advancement.

## **WORK ENVIRONMENT DESCRIPTION**

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The following work environment description outlines the inherent requirements of the role and indicates how frequently each of these requirements would be performed. Please note that CED is

committed to providing reasonable adjustment and ensuring all individuals have equal opportunities in the workplace.

<b>ADMINISTRATIVE</b>	<b>FREQUENCY</b>
Telephone use	Occasionally
General computer use	Occasionally
Extensive keying/data entry	Occasionally
Graphical/analytical based	Occasionally
Sitting at a desk	Never
Standing for long periods	Frequently
Designated workstation	Never
<i><b>The position in an activity-based work environment</b></i>	Never

<b>STANDARD HOURS</b>	<b>FREQUENCY</b>
Flexible working hours (access to flex time)	Never
Fixed or specified start/finish times	Frequently
Expected to work extensive hours over a significant period due to the nature of the duties	Occasionally
Access to Accrued Days Off (ADO's)	Frequently
Peaks and troughs	Occasionally
Frequent paid overtime	Frequently
Rostered shift work	Occasionally

<b>SOCIAL DEMANDS</b>	<b>FREQUENCY</b>
Work with others towards shared goals in a team environment	Frequently
Work in isolation from other staff (remote supervision)	Occasionally
Working in a call centre environment	Never
Working directly with the public	Occasionally

<b>PHYSICAL DEMANDS</b>	<b>FREQUENCY</b>
Distance walking (large buildings or inter-building transit)	Occasionally
Working outdoors	Frequently

<b>MANUAL HANDLING</b>	<b>FREQUENCY</b>
Lifting 0 – 5kg	Frequently
Lifting 5 – 10kg	Frequently
Lifting 10kg+	Frequently
Climbing	Frequently
Reaching	Frequently
Bending/squatting	Frequently
Push/pull	Frequently

Sequential repetitive movements in a short amount of time	Frequently
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<b>TRAVEL</b>	<b>FREQUENCY</b>
Frequent travel – multiple work sites	Frequently
Frequent travel – driving	Frequently
Frequent travel – interstate	Never

<b>SPECIFIC HAZARDS</b>	<b>FREQUENCY</b>
Working at heights	Frequently
Exposure to extreme temperatures	Occasionally
Operation of heavy machinery e.g. forklift	Frequently
Confined spaces	Occasionally
Excessive noise	Occasionally
Low lighting	Occasionally
Handling of dangerous goods/equipment	Never
Working with asbestos	Never
Potential to encounter agitated customers	Occasionally
Exposure to potentially distressing case material	Occasionally

<b>OTHER</b>	<b>FREQUENCY</b>
Uniform required	Frequently
Personal Protective Equipment (PPE) required	Frequently