

POSITION DESCRIPTION

POSITION: Roller Operator	
DIRECTORATE: City Infrastructure	GROUP: Transport and Open Space Services
SECTION: Transport Services	REPORTS TO: Maintenance Coordinator Rural
GRADE: B	EMPLOYMENT TYPE: Full-Time
HOURS/WEEK: 38	POSITION No.: 449, 450
DATE: April 2026	

OUR VISION

“Empowering the community and visitors to enjoy and grow our opportunities”.

OUR VALUES

We ensure that our Values are the foundation for everything we do.



iNnovate

Challenge the status quo in search of better outcomes.



Collaborate

Seek to understand different perspectives to problem solving.



Accountable

Take ownership and have the courage to call things out.



Respect

Mutual respect. No time for disrespect.



Empowering

Here to make a difference.

THE DIRECTORATE

Our City Infrastructure Directorate is responsible for planning, designing, delivering, operating and maintaining transport, open space, water and waste infrastructure for our local government area and delivering civil construction projects for clients.

THE GROUP

Our Transport & Open Space Services Group is responsible for planning, delivering and maintaining the City's road networks, drainage, footpaths and cycleways, reserves, parks, playgrounds, public amenities and other open spaces.

POSITION OBJECTIVES

To contribute to the effective maintenance and delivery of the City's civil infrastructure by safely operating plant and equipment, undertaking maintenance activities, and supporting the delivery of high-quality, efficient and compliant services in line with operational plans, standards and community expectations.

KEY ACCOUNTABILITIES

Work Health & Safety (WHS)

Contribute to a safe working environment by:

- Demonstrating safe work place practices and behaviours and encouraging others to do the same.
- Reporting all incidents, near misses and hazards in accordance with the City's processes.
- Taking reasonable care for own health and safety and the health and safety of others in the workplace.
- Participate and contribute in WHS training and consultation as required and be supportive of the implementation and development of safe work practices.
- Compliance at all times with statutory and regulatory requirements and Australian Standards.

Customer Service

Promote a positive and professional image of the City through:

- Creating and maintaining good relationships with the Community and our stakeholder customers.
- Taking the time to understand the needs of customers and their expectations.
- Provision of clear, accurate and timely technical and general advice to Council, management, stakeholders and clients.
- Following up on both positive and negative feedback received.
- Considering customer service in all aspects of their duties.
- Continuously looking for ways to improve the level of customer service you deliver.

Community Engagement

Committed to active and appropriate engagement processes guided by the principles of:

- Informing – Giving information to the community where instructed.
- Consulting – Obtaining community feedback when requested.
- Involvement – Engaging directly with the community as directed.
- Partnership – Partnering with the community to create solutions.
- Enabling – Placing final decision making in the hands of the community and City of Coffs Harbour management

Learning and Development (L&D)

Support the City of Coffs Harbour as a high performance organisation by:

- Participating in strategic learning and development initiatives.
- Undertake and participate in L&D initiatives that directly enhance and/or improve individual performance and contribute to the City's effectiveness.
- Take individual responsibility for own learning and engage in professional development.
- Participate in learning and development activities in accordance with the City's Training plan.
- Work collaboratively with the other staff to identify training needs and appropriate solutions.

Sustainability

- Consider the interconnections between economy, society and environment and ensure sustainability.
- Incorporate the City's Sustainability Policy and Climate Change Policy into daily operations whilst applying appropriate environmental laws and the management of cultural diversity in controlling the risk of serious or irreversible impacts on the environment, society and heritage values.

Continuous Improvement

- Supporting staff and the leadership team in the implementation of new and improved business processes.
- Support organisational initiatives including business and cultural change programs that progress the organisation towards the desired state.

Organisation Support

- Support the leadership and management by:
 - Embracing the organisations vision and values, so that they are demonstrated through behaviours, actions and attitudes.
 - Ensuring all appropriate City Policies and Procedures relating to employment, including Equal Employment Opportunity, Code of Conduct and Fraud & Corruption.
 - Ensuring the WHS responsibilities of the role are undertaken in accordance with the City WHS Responsibilities Statement, WHS legislation and other City Policies and Procedures regarding WHS.
 - Ensuring business records are maintained accurately and on time, in accordance with the City's Records Management Policy.
 - Providing valued team contribution, coupled with performance and behaviours consistent with a positive and productive work environment.

KEY AREAS OF RESPONSIBILITY

- Apply plant operation skills to maintain new and existing sealed and unsealed roads and associated road infrastructure.
- Assist in the efficient maintenance of City-controlled civil assets, including roads, bridges and drainage systems.
- Undertake maintenance works in accordance with the Section's operational plan and budget, meeting required technical, safety and environmental standards.
- Support the delivery and oversight of contract works to ensure compliance with specifications and standards.
- Operate plant and equipment in accordance with operational requirements, within the employee's skills, competencies, licences and training.
- Utilise small plant and hand tools (e.g. chainsaws, compaction plates, rammers) safely and effectively as required.
- Maintain responsibility for the safe operation, security and basic care of all plant, tools and equipment assigned.
- Proactively identify and report defects, faults or maintenance issues relating to plant, tools or City assets.
- Utilise mobile technology and the City's maintenance management systems to schedule works, capture data and complete reporting requirements.
- Undertake work outside of ordinary hours, including overtime, as required to support operational needs and service delivery.
- Demonstrate a professional and customer-focused approach in all interactions with internal and external stakeholders.
- Undertake other tasks/duties as directed by your leader – that are within the skills, capability and training of the employee.

KEY RELATIONSHIPS

Internal

- Group Leader Transport and Open Space Services
- Section Leader Transport Services
- Maintenance Coordinator/s
- Transport Services staff
- Other City staff.

External

- Contractors
- Members of the public.

OTHER POSITION REQUIREMENTS

- Based on a 38 hour week, the ordinary hours of work will generally be between 06:00 and 18:00 Monday to Friday. Actual start and finish times within this span will be arranged with your People Leader. Ordinary hours worked outside this span as agreed will attract the appropriate shift penalty in accordance with the Award and the City's procedures.
- Flex time may be available in accordance with City procedures.
- Work may be required to be undertaken outside of ordinary working hours as agreed with your People Leader. Payment will be in accordance with the Award and the City's Enterprise Agreement (EA).
- This position is located at Marcia Street Depot, Coffs Harbour with the requirement to attend and/or work at other sites/locations having regard to the nature of the role.
- This position involves working in a predominantly outdoor environment where a varying range of temperatures, weather conditions and walking surfaces may be experienced. The position requires a moderate level of aerobic and physical fitness to undertake regular physical activities such as walking, lifting, pulling, pushing along with the capacity to maintain normal manual handling tasks across the work day – depending on the nature of the tasks undertaken. The use of relevant work method statements and appropriate WHS standards are an integral part of the role. A full functional and medical assessment is required for this position.

QUALIFICATIONS/LICENCES/EXPERIENCE

Essential

- Certificate III in Civil Construction or equivalent qualification.
- Current Heavy Rigid (HR) Drivers Licence.
- National Construction Induction Certificate (White card).
- Relevant experience in civil construction or road maintenance activities.

Desirable

- First Aid certificate, or willingness to obtain.
- Traffic Controller certification, or willingness to obtain.
- Chainsaw certification (Module 1 – crosscut), or willingness to obtain.
- Demonstrated experience in the operation of additional plant and equipment, such as frontend loader, grader, skid steer/bobcat, backhoe, excavator, other specialised equipment.

CAPABILITIES

Knowledge and Capabilities

- Demonstrated ability to safely and efficiently operate rollers and associated plant and equipment in accordance with legislative, safety and organisational requirements.
- Sound knowledge of civil construction and road maintenance practices, including the maintenance of sealed and unsealed roads and associated infrastructure.
- Ability to apply safe work practices, including hazard identification, risk assessment and compliance with Work Health and Safety (WHS) requirements.
- Proven ability to use small plant and hand tools (e.g. chainsaws, compaction equipment) safely and effectively.
- Ability to identify, report and respond to defects, faults and maintenance issues relating to plant, equipment and civil assets.
- Demonstrated ability to follow work instructions, plans and specifications to deliver works to required standards, timeframes and budgets.
- Ability to use mobile technology and maintenance management systems to record work activities, capture data and complete required reporting.
- Effective communication and teamwork skills, with the ability to work cooperatively in a crew environment and interact professionally with stakeholders.
- Demonstrated reliability, accountability and commitment to delivering high-quality outcomes.
- Ability to adapt to changing operational requirements, including undertaking a range of tasks and operating different plant and equipment within competency and training.

**Position Demands Analysis
Roller Operator**

EXPOSURE RATING TABLE					
No exposure	Low Exposure		Medium Exposure		High Exposure
0 hrs daily	0-2 hrs daily		2-4 hrs daily		4-8 hrs daily
0	1		2		3
PHYSICAL REQUIREMENTS					
All lifting to be undertaken using effective risk based manual handling techniques					
Sedentary work lifting 0 - 4.5kg	1	Elevating arms above shoulder height	0	Climbing to access / exit excavations	2
Light work lifting 4.5 - 9.1kg	3	Extend arms for reaching	2	Kneeling for extended periods	0
Medium work lifting 9.1 - 22.7kg	2	Sitting for extended periods	3	Crawling	0
Heavy work lifting 22.7 - 45.5kg	0	Standing for extended periods	2	Balancing	0
Repetitive Lifting	0	Walking for extended periods	0	Hearing above background noise	2
Pulling Loads > 5kg	0	Walking on uneven ground	1	Depth perception	3
Pushing loads > 5kg	0	Frequent bending / stooping	0	Colour vision	3
Lifting with trunk twisting	0	Shovelling / digging	1	Fine manipulation	3
		Throwing	0		
USE OF PERSONAL PROTECTIVE EQUIPMENT					
Safety boots / shoes	3	Dust Mask / Respirator	0	Reflective vest	2
Hard hat	2	Protective eyewear	3	Breathing Apparatus (BA)	0
Ear plugs / muffs	0	Gloves	1		
EXPOSURES					
CHEMICALS		CHEMICAL NAME/TYPE		BIOLOGICAL	
Dusts	0			Odours / Mists / Fumes	0
Liquids	0			Possible exposure to sharps	0
Herbicide spraying	0			Possible exposure to Tetanus	0
Pesticide spraying	0			Possible exposure to Q Fever	0
Gases / Vapours	0			Possible exposure to Hepatitis A, B, C	0
Working with solvents	0			Possible exposure to blood / bodily fluids	0
				Possible exposure to Plant pathogens	0
PHYSICAL/PSYCHOLOGICAL					
Inside work	0	Working near machinery	3	Slippery surfaces	1
Outside work	3	Operating machinery	3	Low light areas	0
Confined spaces	0	Vibration	2	Shift work	0
Working alone	2	Working at heights	1	Use of computer for screen based activities	0
Working with hot substances	0	High Temperatures > 38 degrees	1	Prolonged Driving (periods > 2hrs)	3
Working with cold substances	0	Low Temperatures < 3 degrees	1	Violence / aggression from customers	0
Noisy work areas	0	Fatigue	2	Violence / aggression from animals / wildlife	0