

Job Description

Drainlayer

New

Incumbent

Hoki

Financial Delegation

As per company policy

Report to

Utilities Supervisor

Functional Relationships Internal

Branch Manager
Business Systems Manager
Contract Manager/s
Financial Controller
Fleet Manager
General Manager
Other Westroads Staff

Functional Relationships External

Clients
District Council Representatives
Sub-Contractors / Suppliers

Objective

1. Maintenance of drainage and pipe infrastructure throughout the Westland District
2. Adherence to Company policy and compliance with Health and Safety in all tasks

Conduct

- Live the Westroads Values
- Wearing correct company branded PPE
- Ensure your PPE is in good order
- Avoid bad language especially when working in public locations
- Be courteous and polite to workmates, customers and members of the public at all times
- Racial, sexual or any other form of discrimination is not acceptable
- Conduct yourself in a way that lifts the company's reputation
- Do not argue with clients or public; refer to supervisor
- Do not engage the media nor make statements on behalf of Westroads

Work tasks

- Installation and replacement of new and existing drainage and pipe infrastructure to supplied specifications and plans;
- Setting out of sites for installation of plumbing and drainage;
- Work with various other authorities involved with water supp / storm water and sewerage to ensure the most cost effective and efficient installation and use of underground services;
- Drainage maintenance and upgrade work;
- Ordering of materials relevant to duties and maintenance of essential stock items;
- Adherence to road safety and temporary traffic management requirement
- Notification to consumers of emergencies and problems;
- Routine maintenance of plant;

Supervision

- Supervise and manage work crews on site

Operator

- Operate plant and equipment
- Routine maintenance of plant (May include small plant such a compactor; concrete saw etc)

Other

- Ensure adherence to Company policy and compliance with Health and Safety in all tasks;
- Other duties or tasks throughout the West Coast as required.

Staff Health and Safety

- Understand your responsibilities under the Health & Safety at Works Act 2015.
- Know and apply Westroads Health and Safety Manual and apply industry best practice.
- Comply with regulatory requirement
- Comply with company policies, plans and procedures
- Comply with Drug and Alcohol Policy
- Promote a safe workplace culture
- Report all accidents and incidents
- Correct and report any dangerous or unsafe practices immediately to supervisor
- Complete Take 5 and vehicle pre-starts

Environmental

- Identify and control hazards that may affect the environment
- Always read the material safety data sheet(MSDS) before using any chemicals/products

Communication

- Establish and maintain effective working relationships at all levels within the company and externally with client representatives, authorities etc.
- Communicate problems or issues in a timely manner to direct supervisor
- Communicate with public in a respectful and professional manner
- Communicate with Westroads staff in a respectful and professional manner

Work Activities

- Works outdoors on streets and roads;
- Works in all weather and traffic conditions and wears appropriate protective clothing;
- May work in confined or awkward spaces and under buildings;
- Frequently works in wet, dirty and smelly condition;
- Frequently works alone and travels.
- Heavy to very heavy physical demand levels;
- Frequently lifts and carries piping, fixing materials and tools;
- Stands frequently for most work;
- Occasionally walks about the area to move piping, equipment and materials;
- Occasionally sits or lies down when lagging or joining piping;
- Frequently digs or shovels material into and out of trenches/drains;
- Frequently squats, crouches, bends and kneels;
- Occasionally twists body or neck;
- Repetitive hand and arm movements will be frequent;
- Constantly works with plastic, copper, concrete and clay piping or tiles. Cuts or bruises to the skin may occur;
- Frequently climbs into and works in drains or other trenches, sumps or underground tanks;
- Driving is frequently required if moving from job to job to carry out repair or installation work. May also operate trenching and digging machines;
- Hand and power equipment / tools will be required to carry out work tasks, including sealing, cutting and jointing, as well as shovelling and digging;
- Mental activities necessary include practical, organisational and problem-solving skills.