

POSITION DESCRIPTION

Position Title:	Backhoe Operator (PN 5105 and 5092)		
Position Type:	Permanent Full-time		
Department:	Infrastructure Delivery		
Date Approved:	2000		
Hours per week:	38	Award Classification:	Band 1, Level 4
FTE	1	Salary Classification	Grade 3

Position Purpose

Operate plant engaged in construction and/or maintenance of Council's road network. The position is primarily responsible for:

- Working as part of a team involved in civil construction or maintenance works or to work with minimum supervision as circumstances require.
- Carrying out other duties such a traffic control and general labouring as directed when not operating the backhoe.

Key Accountabilities

- Operate backhoes, motor vehicles and plant items in an efficient, effective and safe manner as required in compliance with relevant laws, standards, Council policy and having regard for the safety of the public, road users and other employees.
- Demonstrated safety knowledge of operating backhoe and manufacturers specification.
- Operate other items of plant which may be required from time to time provided that relevant accreditation/competencies are held by the operator.
- Follow instructions courteously, promptly and accurately.
- Ensuring plant is serviced/maintained in accordance with manufacturers requirements and Council Standards and to perform minor maintenance where required.
- Contributing to more efficient work practices, other workplace development issues, the promotion of teamwork and assisting in building team spirit within work crews to optimize work output.
- Ensure all allocated correspondence and work orders are processed in accordance with Council performance targets.
- Being competent to correctly complete standard forms and reports (such as timesheets, leave forms, plant sheet entries, WHS forms). Revise safe work method statements and job safety analysis for various work sites.
- Actively participating in team and toolbox meetings and completing WHS forms
- Ensure compliance with relevant Council Policies.
- Perform other reasonable duties as directed by the CEO or their delegate.

Core Competencies (Knowledge Skills and Experience)

Essential

- Certificate III in Civil Construction or Certificate III in Civil Construction Plant Operations and/or relevant demonstrated experience
- Current Class C Drivers Licence
- General Construction Induction Card

Desirable

- Medium or Heavy Rigid Licence or willing to obtain
- Traffic Controller (TCR), Implement Traffic Control Plans (IMP) or willing to obtain
- High Risk Work Licence - Dogging
- High Risk Work Licence - Basic Rigging
- High Risk Work Licence - Vehicle Loading crane
- High Risk Work Licence - Forklift truck
- HLT – Provide first aid
- UET - Working safely near live electrical apparatus as a non electrical worker
- RII Conduct backhoe/loader operations
- RII Conduct tip truck operations
- RII - Load and unload plant
- RII – Conduct Civil Construction Excavator Operations
- FWP - Trim trees using a pole saw
- AHC - Operate and maintain chainsaws
- FWP - Trim and cut felled trees
- Asbestos Awareness

Note: All licenses/tickets stated in the position description must be current/valid during the duration of your employment. Should there be a change in status it is the employee's responsibility to notify Council as soon as practicable.

Skills and Experience

- Recent practical experience and demonstrated competency in the operation of a backhoe or similar item of plant
- Demonstrated knowledge of and ability to care and maintain plant and vehicles.
- Knowledge and experience of road construction and maintenance principles.
- Proven ability in the understanding of Traffic Control Plans and signage, and hold relevant Traffic Control Tickets.
- Demonstrated working knowledge of Work Health and Safety in particular the understanding of the role of Safe Work Method Statements and experience in assisting in their preparation.
- General Labouring duties

Values

Kempsey Shire Council's values are at the core of our work. It is expected that your conduct will reflect Council values, and your commitment to these values will be central to your successful performance as an employee.

Value	Expected behaviour
Passion	<ul style="list-style-type: none">• We approach our work with enthusiasm and drive to make a difference• We inspire others with our thirst for excellence• We take pride in the customer service we deliver
Integrity	<ul style="list-style-type: none">• We act ethically and honestly and work to build the trust and confidence of the community and staff• We act with pride and respect while being loyal and accountable
Innovation	<ul style="list-style-type: none">• We challenge the status quo and are prepared to take risks, to achieve creative and efficient solutions• We promote and deliver change in the way we work
Communication	<ul style="list-style-type: none">• We ensure open communication for all• We openly and proactively listen and provide information
Respect	<ul style="list-style-type: none">• We consider workmates, community, the workplace and environment• We treat people as we would like to be treated
Collaboration	<ul style="list-style-type: none">• We seek what is best for the team, not what is best for the individual• We work together to achieve a shared vision• We are connected with and care for each other• We encourage and pay attention to those around us

Supervision Received

This role reports to the Coordinator Works or Team Leader as appropriate to daily duties.

Supervision Exercised

Nil

Position Description Endorsement

Learning and Development

Position Description reviewed and approved by:

People and Culture Representative:	<i>KH</i>
Position Title:	Learning and Development Officer
Date:	December 2025

People and Culture

Position Description reviewed and approved by:

People and Culture Representative:	<i>JP</i>
Position Title:	People and Culture Advisor
Date:	December 2025

Role Authorisation

«InternalApprovalSignature_tag»

Role Acceptance

I have read and understood the content of the Position Description for my role. I will undertake the responsibilities and behaviour required of me and expect to be held accountable for work performed in accordance with this role.

«CandidateSignature_tag»