

Position Description

Position Title	Plant Operator		
Department	Parks & Urban Services	Position Number	PUS04
Grade	Grade 3	Location	Coonamble Depot Complex
Status	Permanent Full Time	Hours	38hrs week / 76hrs per fortnight
Reports To	Senior Technical Officer	Industrial Instrument	Local Government (State) Award 2020
Date Revised	15/02/2021	Version Number	1
Direct Responsibilities	Parks, Recreation, Open Spaces, Street Furniture, Facilities Maintenance		

Council's Vision

Coonamble Shire is a connected, respectful and diverse community, working together in a healthy natural environment that supports our vibrant local economy.

Council's Mission

Through its undertakings, maintain and improve the services to ratepayers by the efficient and effective management of assets and the environment in response to community needs.

Position Summary

This position performs operational activities using materials, plant, machinery and other resources to ensure efficient completion of all works associated urban services including open spaces, gardens, cemeteries, streetscapes and recreational facilities under Council control to achieve a high standard of presentation and function.

Position Benefits

- Adverse Working Conditions Allowance (Level 2).
- 9 day fortnight.
- Four (4) weeks annual leave per year.
- Superannuation paid by Council in accordance with legislative requirements.
- Employee Assistance Program (EAP).
- Council provided hi-vis and safety work wear and Personal Protective Equipment (PPE).
- Reasonable access to education and training, consistent with the individual's Employee Training Plan and Council's Annual Training Plan, Professional Development Policy and Budget.

Position Description

Key Responsibilities

Urban Services

- Assist with the day-to-day operations in a variety of work situations within mainly urban services, parks/gardens maintenance and establishment, turf and ground maintenance, street sweeping, and garbage collection including other areas if required.
- Undertake repairs and maintenance to street furniture and fittings, including tree lopping and maintenance.
- Operate vehicles such as mowers, tractors, slashers, loaders, backhoes, excavators, skid steer, trucks (up to HR Licence type) and other equipment to complete maintenance and repair works.
- Plant and equipment is well maintained, minor servicing completed and all faults, damage or servicing requirements are reported immediately.
- Undertake traffic control duties and erecting of signage as required.
- Complete general labouring works including building maintenance as required.
- Complete general concreting works, forming up and other labouring duties as required.
- Demonstrated ability to read and understand plans and drawings, and levels and markers correctly laid out in accordance with the plans.
- Plant and equipment is utilised correctly to relocate and level materials in a variety of situations to a satisfactory standard.
- Regular and systematic general cleaning duties either outdoors or indoors, including plant and equipment, public toilets and rest areas.

Records and Finance

- Completion of accurate timesheets with job numbers, daily plant checklists, daily running sheets and other work related documentation.
- Seeks approval from Supervisor for expenses / claims, as required by Council's policies and guidelines.

IP&R and Strategic Planning

- Contribution towards the goals outlined in Council's Delivery and Operational Plan and any other appropriate planning / reporting frameworks that are applicable to the scope of the position.

WHS and Environment

- Completing and adhering to workplace procedures for risk identification, risk assessment and risk control.
- Participation in activities associated with the management of Workplace Health and Safety.
- Identification and reporting of health and safety risks, accidents, incidents, injuries, property damage and hazards in the workplace.
- Participate in environmental incident investigation and nominated corrective measures including the observation and reporting of any new environmental aspects and impacts.

General

- Provide excellent customer service to both internal and external customers.
- Promote the image of Council in a positive manner and actively promote good public relations.
- Behaviour complies with the Council's Code of Conduct, EEO and Anti-discrimination principles.
- Any other duties consistent with the responsibilities of the position as directed.

Position Description

Key Internal Relationships

Parks and Urban Services Section Work collaboratively with the team to ensure service continuity and contribution towards efficient operations to support Councils plans, strategies and priorities.

Council Departments Collaborate with all Council Departments to ensure service continuity and a high standard of customer service.

Direct Reports Nil

Key External Relationships

External Stakeholders and Committees Represent Council and provide a high standard of excellence and professionalism to all stakeholders.

Delegations

- Nil

Position Description

Essential Requirements

Technical Requirements

- Demonstrated literacy and numeracy levels associated with completion of Year 10 schooling or higher.
- Demonstrated experience in a similar role (2+ years).
- Certificate II in Civil Construction, Horticulture or other relevant qualification.
- Knowledge of parks and urban service operations and maintenance, with the ability to apply this knowledge, and to learn and develop knowledge on the job.
- Demonstrated understanding of and commitment to the principles and legislative requirements of Work Health and Safety (WH&S).
- Ability to perform manual tasks with dexterity, including general construction, machine operation and fit to undertake the duties outlined in this position description, safely.
- Australian resident or equivalent or holding a Visa allowing employment in Australia.
- Plant Licenses or Verification of Competency (VOC) in any of the following: Front End Loader (LL), Backhoe (LB), Excavator (LE) and Skid Steer (LS).
- Class P, P2 or C Drivers Licence (unrestricted)
- WH&S Construction Induction (White) Card

Desirable Requirements

- Traffic Control Tickets
- Class HR Drivers Licence (unrestricted).
- Chainsaw Operations – Basic Felling Trees.
- High Risk Work Licence – Forklift (LF, Dogging (DG) and/or Vehicle Loading Crane (CV/Hiab).
- Completion of relevant training courses and certificates.
- Local Government experience.

Selection Criteria

- Demonstrated literacy and numeracy levels associated with completion of Year 10 schooling or higher.
- Demonstrated experience in a similar role (2+ years).
- Knowledge of parks and urban service operations and maintenance, with the ability to apply this knowledge, and to learn and develop knowledge on the job.
- Certificate II in Civil Construction, Horticulture or other relevant qualification.
- Plant Licenses or Verification of Competency (VOC) in any of the following: Front End Loader (LL), Backhoe (LB), Excavator (LE) and Skid Steer (LS).
- Class P, P2 or C Drivers Licence and WH&S Construction Induction (White) Card.
- Takes the initiative to progress own and team tasks, and consistently delivers high quality work with minimal supervision.
- Makes the most of opportunities to learn and apply new skills and adapts quickly to changed priorities and work environment.
- Commitment to safety and consistently act in line with legislation and policy.
- Ability to communicate clearly and effectively, work independently with minimal supervision, and contribute positively within a team environment.

I acknowledge and understand the requirements of the role as contained within this position description.

Signed:	
Name:	
Date:	