

## BACKHOE OPERATOR

### Our City Vision:

Port Adelaide Enfield is a welcoming, liveable City: made by people.

### Our Goals

<b>Thriving Community</b> <i>A City where people have the opportunity to connect and flourish</i>	<b>Prosperous Economy</b> <i>A City with a thriving economy that enriches its local community</i>	<b>Clean And Green City</b> <i>A City that values its natural environment</i>	<b>Places For People</b> <i>An accessible City where people love to be</i>
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### Organisational Capability:

Our diverse workforce is resourced to deliver meaningful outcomes.  
Our systems, processes and tools are contemporary and reflect leading practice.  
Our assets and finances are managed with good stewardship.

### We value our constructive workplace culture:

That is supportive, takes on challenges, seizes opportunity, builds great relationships and is proud of what we deliver for our diverse community. We inspire people to be creative, grow and learn. We place no limits on what we can achieve.

### Our Organisational Values

<b>Make a Difference</b> We serve our community well <ul style="list-style-type: none"><li>• Deliver public good</li><li>• Improve the quality of people’s lives</li><li>• Community focussed</li><li>• Deliver Council’s City Plan</li></ul>	<b>Grow &amp; Improve</b> We improve our work everyday <ul style="list-style-type: none"><li>• Innovate</li><li>• Continuously improve</li><li>• Problem solve</li><li>• Adapt &amp; change</li><li>• Engage the community</li><li>• Shape the future</li></ul>	<b>Better Together</b> We collaborate & create to deliver meaningful outcomes <ul style="list-style-type: none"><li>• Trust, honesty, integrity</li><li>• Care &amp; support each other</li><li>• Work as a team</li><li>• We celebrate success</li><li>• We are accountable</li><li>• Open communication</li></ul>
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The position is:

<b>Position Title</b>	<b>Backhoe Operator</b>		
<b>Department &amp; Section</b>	<b>City Assets – Infrastructure Assets &amp; Maintenance</b>		
<b>Team</b>	<b>Kerb and Footpath Maintenance</b>		
<b>Reporting to</b>	<b>Group Leader</b>		
<b>Positions Reporting to it</b>	<b>Nil</b>		
<b>Classification and Stream</b>	<b>Grade 5-6</b>		
<b>Position Number</b>	<b>7108, 7640</b>	<b>Prescribed Position:</b>	<b>YES</b> <input type="checkbox"/> <b>NO</b> <input checked="" type="checkbox"/>

### How does this position contribute to our community?

- Assists to achieve service standards which are part of our construction and maintenance program.
- Helps keep the community safe during extreme weather events.
- Maintains the infrastructure that supports the safe movement of people and traffic through our City.
- Helps to make our City a cleaner, safer place to live and work.
- Completes a range of tasks with sensitivity to our heritage and natural environments.
- Contributes to our community’s sense of place.

### What does the position do?

- Safely and effectively operates the Backhoe and other appropriate powered plant
- Clears construction/work site sites of debris and remove hazardous materials
- Prepares sites to ensure maximum optimisation of construction work procedures
- Leads less experienced team members when working in smaller groups
- Digs trenches and levels earth in accordance with specifications
- General civil construction, maintenance and labouring duties
- Operates and maintains plant, equipment and tools associated with the duties of the position
- Maintains a clean and safe worksite
- Demonstrate awareness of all under ground and overhead services.
- Provides duties for Council in support of council program
- Traffic management
- Responsible for the completion of daily documentation
- Ensures compliance with the Code of Conduct, Council policies, procedures and guidelines
- Other reasonable duties as required
- Work at other locations within Council if required

### What outcomes does the position deliver?

- Interactions with members of the public, contractors and other service providers are respectful, friendly and polite
- Safe work method statements, safe operating procedures and daily job safety analysis and any other safety related requirements are complied with
- Sound civil maintenance practices are provided to the community
- Work is carried out in a timely manner to the required quality standards
- Strong safety culture in the field

# POSITION DESCRIPTION



## The behaviours we expect the position to contribute to our workplace are:

- Alignment to PAE Values and Code of Conduct.
- Customer focused and passionate about delivering for our community.
- Bring energy, initiative and a positive, can-do attitude to every task.
- Your reliable and take accountability for your work, consistently delivering high-quality outcomes.
- Work effectively both independently and as part of a team, collaborating well with others, and providing mentorship when required.
- Communicate clearly and professionally with supervisors, colleagues, and members of the public.
- Use sound judgement and initiative to identify issues and solve problems efficiently.
- Show attention to detail and pride in workmanship, ensuring work meets specifications and quality standards.
- Support a positive team culture by being respectful, cooperative and solution-focused.
- Maintain professionalism when dealing with the public, recognising you represent the organisation on site.

## Qualifications for the position

- "C" class driver's license and 'MR' class truck license
- Work Zone Traffic Management ticket
- Construction Industry White Card

Must have Notice of Satisfactory Assessment (NSA) for the operation of a Backhoe (LB) and prove competency by providing:

- a previous NSA issued by (or on behalf of) a regulator, such as SafeWork SA
- a statement of attainment or other nationally accredited qualification for the plant operated
- a certificate of competency for the plant or equipment issued by (or on behalf of) a regulator, such as SafeWork SA
- an industry competency card or evidence of training completed at a registered training organisation to a standard equal to NOHSC: 7019
- evidence of appropriate on-the-job training from an experienced and competent operator, with records of that training verified by the competent operator
- evidence of previous experience and competency verified by a current or previous employer

## Experience

- 2 years minimum experience in a similar position is essential

## Knowledge

- Knowledge of civil maintenance practices derived from extensive work experience.

## Information Management/Cyber Security

- Appropriate information management practices are implemented.
- Maintain knowledge and application of Council's IT systems relevant to role.
- Maintain a working understanding of and follow Council's cyber security controls.

## Child and Vulnerable People Safe Environment

- A child and vulnerable people safe environment is maintained and promoted.
- Promote protection, safety and wellbeing of children and other vulnerable people.

## Our Safety and Return to Work Commitments

All Staff

- Take reasonable care for their own health and safety.

# POSITION DESCRIPTION



- Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons.
- Comply, so far as reasonably able, with any reasonable instruction that is given to ensure their safety.
- Co-operate with any reasonable WHS policy or procedure relevant to their work.
- Participate in the RTW process if injured at work as set out in the Return-to-Work Act 2014.