

# Position Description

<b>Position Title</b>	<b>Plant Operator</b>		
<b>Department</b>	Roads	<b>Position Number</b>	R07
<b>Grade</b>	Grade 3	<b>Location</b>	Coonamble Depot Complex
<b>Status</b>	Temporary – 12 months	<b>Hours</b>	38hrs week / 76hrs per fortnight
<b>Reports To</b>	Senior Technical Officer	<b>Industrial Instrument</b>	Local Government (State) Award 2023
<b>Date Revised</b>	28/03/2024	<b>Version Number</b>	1
<b>Direct Responsibilities</b>	Roads Maintenance and Construction, Kerb and Guttering		

### *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**

The position exists to support technically sound construction and maintenance of roads, bridges and engineering/public infrastructure within the Shire's boundaries, in order to achieve a product that meets current technical standards and functionality (AS/TfNSW).

This position performs operational activities using materials, plant, machinery and other resources to ensure efficient completion of all works associated with roads, streets, bridges and engineering, public infrastructure and civil construction.

This temporary position is to support Road Infrastructure for a fixed period of 12 months.

## **Position Benefits**

- Adverse Working Conditions Allowance (Level 1).
- 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.

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## Key Responsibilities

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### *Road Operations*

- Assist with the day-to-day operations in a variety of work situations within mainly road maintenance and construction, installation of pipes and culverts, kerb and guttering including other areas if required.
- Undertake repairs and maintenance to road signs and fittings, including vegetation control.
- Operate vehicles such as rollers, 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 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, 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.

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## **Key Internal Relationships**

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Roads 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**

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

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- 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 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.
- 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 roads operations and maintenance, with the ability to apply this knowledge, and to learn and develop knowledge on the job.
- Certificate II in Civil Construction 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 (unrestricted) 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.

<b>Signed:</b>	
<b>Name:</b>	
<b>Date:</b>	