

POSITION DESCRIPTION

Position Title:	Plant Operator / Civil Construction Worker	Directorate:	Infrastructure & Works
Position Number:	100988 (WS0107)	Department:	Works
Employment Status:	Full-Time	Section:	Capital Works
Employment Type:	Permanent	Location:	Works Centre
Classification:	Schedule B, Salary Point 6		
Reports to:	Capital Works Coordinator		

PRIMARY PURPOSE:

The role of the **Plant Operator / Civil Construction Worker** is to ensure the construction and maintenance of municipal assets are well maintained with a high-level of understanding of civil construction methods and practices.

ORGANISATIONAL REPORTING RELATIONSHIPS:

1. Internal:

- The **Plant Operator / Civil Construction Worker** reports to the **Team Leader / Capital Works Coordinator** for all operational and management matters.
- The role is a key contributor to the Capital Works Team and will liaise with employees of Council.

2. External:

- The role will liaise with external stakeholders such as members of the general public, community groups, ratepayers, residents, visitors and contractors to the City of Glenorchy.

OUR VALUES:

We respect each other

We respect the skills, knowledge and diversity of our team mates
 Everyone is heard and is valued
 We care for the well-being and safety of each other
 We check in on each other without being prompted
 Listening and being listened to matters

We are trusted

I've got your back and you've got mine
 We do what we say we will
 We are empowered
 Have honest and open conversations
 We are trusting and trustworthy
 We learn from our mistakes and share what we learn

Together we are better

Robust and thoughtful decision making together
 Solving important problems together
 We reach out to others and across teams for help
 We collaborate more and handball less
 Share our skills and knowledge

We deliver

We serve and stand up for our community
 We knuckle down and focus on what matters
 We are courageous and determined to find a way
 We seek opportunities to continually improve outcomes and then we act on them

OUR CULTURE

We foster and model a culture where:

- we **RESPECT** others and their viewpoints as being as important as our own
- we trust and are **TRUSTED** by each other
- we know that by working **TOGETHER** we achieve better outcomes
- we take personal responsibility, and together we **DELIVER** for our community.

This is **OUR WAY** to achieve results through our people and teams to make Glenorchy a better place every day.

KEY RESPONSIBILITIES:

RESPONSIBILITIES/TASKS	DUTIES
Maintenance	<ul style="list-style-type: none"> • To operate plant and equipment efficiently and safely adhering to Safe Operating Procedures (SOPS) and Safe Work Method Statements (SWMS) to ensure satisfactory completion of assigned duties. • Undertake duties associated with maintenance and construction of roads, drainage and civil infrastructure including earthworks, concrete, and pipelaying work. • Hands on labouring work tasks associated with maintenance and construction of roads, drainage and other civil infrastructure. • Provide competent traffic management associated with the control and direction of vehicular traffic through and around work sites. • Reading plans and recording accurately all 'as constructed' information as required. • Working in a team environment and participating in a constructive manner in decision-making. • Working without direct supervision when required; • Undertaking and implement quality control measures; • Being familiar with Work, Health and Safety requirements and actively participating in health and safety training and practical job-related education; • Ensuring regular servicing requirements of plant and equipment are met ensuring all faults and problems are reported; • Completing all required paperwork for customer requests/work orders and other associated tasks in a prompt and detailed manner; • Installing/removing and recording signage for works carried out in road reserves in accordance with recommended standards; • Carrying out inspections/investigations, risk assessments and report as required; • Demonstrating an understanding of the range of the fundamental skills associated with road construction and maintenance activities based on previous experience; and • Co completing timesheets and other associated paperwork

Communication Skills	<ul style="list-style-type: none"> • Skills sufficient to write detailed correspondence or standard reports that document facts, for example, risk assessments, incident and insurance report forms. • Assists other employees to complete required correspondence and ensures correct completion. Assists in the investigation of incidents. • The ability to read, analyse, and interpret detailed construction plans, design specifications and safety data sheets (SDS). • Requires the ability to inform, influence, gain cooperation from, persuade, and motivate others to a particular point of view to have effect for the medium term. • Courtesy and politeness and the ability to exchange information of a more complex or detailed nature, to give explanations and gather information; to speak and present detailed, factual information effectively to Coordinators, Managers and before a number of customers, the general public, or other employees. • Must have good oral communication skills and be able to deal with the general public and other Council customers in an effective and efficient manner.
Financial Requirements	<ul style="list-style-type: none"> • Responsible for complying with the Purchasing Policy. In particular, raising purchase orders where appropriate.
Customer Service	<ul style="list-style-type: none"> • Promote the positive image of Council as a whole • Ensure that a high standard of customer service is maintained to both internal and external customers • Engage, listen to and act where appropriate on feedback from our customers • Implement, evaluate, and continuously improve quality systems and processes for the section
General	<ul style="list-style-type: none"> • Assist in the achievement of agreed outcomes consistent with department business plans and budgets • Perform any other duties as directed
Organisational Responsibilities	<ul style="list-style-type: none"> • Support and adhere to Council's policies and procedures, code of conduct and relevant acts • The incumbent is required to commit to use Council's electronic content management (ECM) system to retain records and documents relating to Council business as part of their employment

This role may require reasonable after-hours activities and overtime when required by business needs.

Employees may be required to undertake additional duties within the limits of their skill, competence and training, consistent with their classification level, in any area of Council, as directed.

SPECIALIST DELEGATIONS:

- Nil

LICENSES/ACCREDITATIONS/QUALIFICATIONS – ESSENTIAL

- Medium Rigid Truck "MR" Class licence
- Safe and competent operation of mechanical plant group 6
- Confined space entry training
- White Card
- Traffic Management Accreditation

KEY SELECTION CRITERIA:

1. Certificate III (Trade Level) in Civil, Horticulture or Building Construction or other relevant fields and post trade studies or modules towards Certificate IV OR has equivalent and extensive work experience.
2. Competency certificate or equivalent experience in the operation of heavy plant (up to 24T GVM) and equipment, including Excavators, Backhoes, and Tip Trucks and Trailers in a road construction or maintenance environment. Must hold a current Medium Rigid Drivers licence.
3. Capable of advanced concrete and formwork, use of precision measuring instruments, pipe laying to line and grade, with proven ability to read and interpret plans and design drawings.
4. Ability to use initiative and possess excellent problem-solving techniques and skills, including the ability to determine and apply quality control techniques.
5. Sound literacy, communication and interpersonal skills coupled with efficient time management skills.
6. Proven experience and knowledge of Work, Health and Safety.

AUTHORISATION:

I hereby agree that this position description accurately reflects the work requirements.

Manager Name:			
Manager Signature:		Date:	
Director Name:			
Director Signature:		Date:	

I have read and agree to abide by the requirements of this position description.

Employee Name:			
Employee Signature:		Date:	