

# POSITION DESCRIPTION

|                           |                                     |
|---------------------------|-------------------------------------|
| <b>Position:</b>          | <b>ROAD WORKER – PLANT OPERATOR</b> |
| <b>Employment Status:</b> | Full Time                           |
| <b>Position number:</b>   | 1050                                |
| <b>Directorate:</b>       | Infrastructure and Development      |
| <b>Unit:</b>              | Operations                          |
| <b>Classification:</b>    | Band 3                              |
| <b>Date reviewed:</b>     | 7/1/2025                            |
| <b>Document number:</b>   | DOC/26/25089                        |

## THE UNIT

The Operations Unit incorporates the Waste, Works and Climate Change teams. The unit focuses on ensuring the sustainability and longevity of waste management and related services, and the construction and ongoing maintenance of roads, bridges, drainage and infrastructure.

## POSITION OBJECTIVES

- Undertake a range of tasks related to civil construction works (usually within the road reserve), infrastructure maintenance and associated activities in an efficient and safe manner, and to a high quality, which may include:
  - Road Maintenance and Construction
  - Drainage Maintenance and Construction
  - Pathway Maintenance and Construction
  - Bridge Maintenance
  - Street Furniture Maintenance

## KEY RESPONSIBILITIES AND DUTIES

### General Duties

- Efficient execution of a wide range of maintenance and construction tasks, usually within the road reserve, including (but not limited to) drainage, concreting, paving, earthworks and asphaltting, and having special regard to safety, customer requirements and cost.
- Efficient and effective utilisation of resources on the job.
- Safe and efficient operation of a range of plant associated with maintenance and construction activities, which may include tractor/combination roller, tractor/slasher, excavator, backhoe, skid steer and truck.
- Carrying out other duties that are within the limits of the employee's skill, ability, competence and training, and the requirements of the role as may be directed from time to time by more senior staff.

## **Quality and Environment**

- Maintaining quality standards, and obtaining good quality outcomes for the works being performed.
- Strict adherence to environmental policies and procedures.
- Seek continual improvement in relation to approach, methodology, planning or quality outcomes associated with allocated tasks.

## **Plant Management**

- Undertaking a daily vehicle safety check prior to each day's work, as well as any minor repairs required and reporting significant defects to the mechanic.
- Maintaining equipment in a clean, safe and serviceable condition with recommended operating practice. Attention to lubrication, adjustments, assisting with fault diagnosis to allow for efficient and economic operation, including changeover of wearing attachments is essential.
- Carrying out minor servicing and running repairs as required and reporting major servicing requirements to Works Supervisors or Team Leaders for scheduling within the manufactures specifications and in strict accordance with Council policies and procedures.

## **Works Administration**

- Accurately completing and submitting timesheets, checklists, Safe Work Method Statements (SWMS) and other documentation, in either written or electronic form.

## **Emergency Management**

- Respond to emergency situations related to the key duties of this position, both during and after hours as required.

## **Leadership**

- In consultation with the Works Supervisors and Team Leaders, provide some guidance and direction to other staff / plant operators.

## **ORGANISATIONAL RELATIONSHIPS**

|                    |                                                                           |
|--------------------|---------------------------------------------------------------------------|
| Reports to:        | Team Leader – Rural Maintenance                                           |
| Supervises:        | Other staff in similar or related work as directed                        |
| Internal liaisons: | Staff at all levels of the organisation                                   |
| External liaisons: | Ratepayers, general public, contractors, service authorities as required. |

## **ACCOUNTABILITY AND EXTENT OF AUTHORITY**

- Accountable for the competent and safe operation and general maintenance of heavy plant and equipment.
- Accountable for the quality, quantity and timeliness of one's own work in so far as available resources permit, and for the care of Council assets.
- Accountable for completion (if applicable) and adherence to safe work documentation associated tasks being undertaken.
- May be required to supervise and coordinate others in similar or related work.

## JUDGEMENT AND DECISION MAKING

- Nature of the work is clearly defined with established procedures well understood or clearly documented.
- Exercise personal judgement in making day to day decisions regarding works under one's direct control within developed standards, guidelines and acceptable work practices.
- Particular tasks to be performed will involve selection from a range of techniques, systems, equipment, methods or processes.

## SPECIALIST SKILLS AND KNOWLEDGE

- Capable of working individually and in a team under routine supervision, but without constant supervision.
- Proficient in the operation of more complex equipment or knowledge of the use of plant which requires the exercise of judgement or adaption.
- Safe and competent operation of mechanical plant & equipment. In particular, plant operations relating to roads, drainage and general civil infrastructure maintenance.
- Basic administrative skills including the accurate preparation of relevant records.
- Knowledge / familiarity with Occupational Health and Safety and safe work practices.
- Working knowledge of pavement materials and construction techniques.
- Basic oral and written communication skills.
- Understanding and training in correct manual handling techniques.

## MANAGEMENT SKILLS

- Ability to provide employees under one's supervision with on-the-job training and guidance when needed.
- Ability to organise own day to day program and set priorities within the day's work.
- Must be familiar with and work in accordance with Council's Policies and Procedures.

## INTERPERSONAL SKILLS

- Ability to demonstrate and display Council's staff values and behaviours and foster a team approach to work.
- Must be willing and able to discuss and resolve minor problems on the job with colleagues.
- Must demonstrate appropriate customer service skills in dealing with the public.
- Must be able to co-operate with all other staff and the public to ensure work is carried out harmoniously and expeditiously.

## QUALIFICATIONS AND EXPERIENCE

- Trade certificate or equivalent and/or completion of TAFE accredited/industry based training relating to general road maintenance and/or civil construction work will be highly regarded.
- Skills and experience in either general road maintenance using heavy equipment, or asphalt maintenance work or concrete work, or civil construction work.
- A current Victorian driver's licence with Heavy Rigid (HR) endorsement is essential.
- Construction Induction Card
- Minimum of two (2) years experience in heavy plant operation is desirable.
- Current worksite traffic management and traffic controllers certificate will be highly regarded.

## OCCUPATIONAL HEALTH AND SAFETY

An employee, while at work, shall:

- be responsible for compliance with OH&S regulations relevant to the tasks performed.
- provide a safe working environment for the community and private property whilst engaged in work practices.
- take care of their own health and safety and the health and safety of any other person who may be affected by the employee's acts or omissions at the workplace.
- adhere to and assist in the continuous improvement of Council's occupational health and safety, and risk systems.
- ensure any issues identified as a risk to the public, contractor or members of staff are reported in accordance with Council's incident reporting procedure.
- adhere to and assist in the continuous improvement of Council's risk management system.

All employees may be required to contribute to emergency management planning and activities as they arise and in an emergency you may be directed by your manager to participate in duties not normally assigned to you.

## CHILD SAFETY

Mount Alexander Shire Council is a committed Child Safe organisation and has zero tolerance for child abuse. Council adheres to the Victorian Child Safe Standards and related legislation and acknowledges the cultural safety, participation and empowerment of all children, especially children from Aboriginal and Torres Strait Islander, or culturally and/or linguistically diverse backgrounds and those with a disability. ALL Council staff must ensure that their behaviours and actions are consistent with these standards.

## DIVERSITY, EQUITY AND INCLUSION

Mount Alexander Shire Council is committed to diversity, equity and inclusion. Council welcomes applications from people from different backgrounds, people of culturally and linguistically diverse backgrounds, those living with disabilities, members of the LGBTIQ+ community and people of Aboriginal and Torres Strait Island descent.

## INFORMATION SECURITY

Council ensures the protection of information and information systems from unauthorised access, use, disclosure, disruption, modification or destruction in order to provide confidentiality, integrity and availability.

All Council staff review and sign the Acceptable Use Policy and complete mandatory information security training upon commencement and undertake further training relevant to their role.

## INTELLECTUAL PROPERTY

Council employees must not disclose any confidential information belonging to Council or otherwise coming into their possession during the course of their employment, except as expressly permitted under any of the organisation's policies or as required by law.

All intellectual property (including patents, copyrights, trademarks, inventions, designs or other intellectual property) created and/or developed by a Council employee whilst at work or while using Council's equipment is the exclusive property of Council.

## ADDITIONAL INFORMATION

- As part of Council's recruitment and selection process and related policies, a satisfactory police check will be required for this position. Some positions may also be subject to a pre-employment medical check and/or require a Working with Children check.
- You may be provided with or use equipment that contains electronic monitoring devices.
- All employees are required to actively partake in the annual performance development review. Position descriptions are reviewed as part of this process.
- As public officers under the Public Records Act 1973, all staff have responsibilities for ensuring that records created and received are captured, managed, stored, and destroyed in accordance with Public Records Office of Victoria standards and policies and procedures adopted by the Council.

## KEY SELECTION CRITERIA

- Skills and experience in either general road maintenance or civil construction work using heavy equipment.
- Ability to competently operate a range of plant associated with maintenance and construction activities which may include, tractor/combination roller, tractor/slasher, excavator, backhoe, skid steer and truck.
- Demonstrated understanding of the basic OH&S principles and practices and environmental considerations on roadsides
- Demonstrated ability to work in a team and under direction, with a strong focus on customer service.
- Sound communications skills with clients, other employees, supervisors and members of the public along with the ability to maintain both written and electronic records.

Position descriptions are varied from time to time, therefore you should not rely on a printed copy being the current version. Please consult the Human Resources team to ensure the version you are using is up to date.