

Position Description

Date Reviewed:	March 2024
Position:	Heavy Haul/Plant Operator – Construction
Business Unit:	Works
Directorate:	Assets & Operations
Location:	Operations Centre
Reports to:	Construction Supervisor
Remuneration:	Grade 6
Award Classification:	Band 2 Level 1
Hours of Work:	38 Hours Per Week 7am – 4pm 30 minute lunch break 9 day fortnight

Council Vision & Mission



OUR VISION: A resilient, vibrant and connected community.

OUR MISSION: Provide infrastructure and services that meet the changing needs of our community.

Passion - Strive to always be at your best & to support colleagues to be at their best to provide outstanding service & outcomes.

Respect - Commit to always treating everyone in ways you would personally value being treated.

Innovation - Collaborate to creatively problem-solve with team members to generate new ideas being mindful of policy requirements.

Dedication - Be determined, resilient and relentless in delivering quality outcomes for the community regardless of the obstacles encountered.

Excellence - Commit to achieving & leading best-practice in our sector.

Position Statement

This position is responsible for operating heavy haul and plant as required for construction projects and maintenance works.

Position Duties

- Ensure trucks and plant is operated and maintained in accordance with correct procedures at all times (particularly emphasising 'daily checks' and general cleanliness of machinery) as well as adhering to the Chain of Responsibility requirements for the heavy vehicle in operation
- When not being utilised as a Truck Driver or Relief Operator (minor plant), ensure correct established methods of construction are adhered to, resulting in the proper use of resources
- To undertake duties as requested by the supervisor to assist in the completion of the works as directed
- Monitor and ensure compliance with Councils Safety Handbook and WHS requirements
- Carry out minor work as required without direct supervision
- Undertake routine unsealed road grading as required
- Undertake road surface final trim ready for sealing as required
- Undertake bitumen road shoulder grading and table drain cleaning as required
- Ensure site specific inductions are carried out as required for WHS Environment management
- Ensure all services are located prior to commencement of works
- Conduct, prepare and review site risk assessments as required
- Maintain plant and equipment ensuring daily and weekly checks of serviceability
- Carry out other tasks as required by site imperatives and other un-programmed activities as directed
- Operate other items of plant and equipment as required
- Allocate job numbers to time/plant sheets
- Ensure Environmental controls such as sediment and erosion control measures are in place prior to commencing work and maintained during works
- Carry out other duties that are within the limits of the employee's skills, competence and ability as required by Goulburn Mulwaree Council
- All staff are responsible and accountable for creating and keeping accurate and complete records of their business activity in accordance with Council's Records Management Policy and the Code of Conduct

Essential Selection Criteria

- Demonstrated competency for; Excavator (LE), Loader (LL), Backhoe (BL) Roller and Skid Steer (LS), or willingness and ability to obtain Council-issued Verification of Competency
- Demonstrated experience in the maintenance and operation of heavy plant and equipment, including graders
- Demonstrated ability to plan and co-ordinate daily work activities
- Demonstrated supervisory experience and minor setting out of works
- Knowledge and understanding of role and responsibilities under the Work Health and Safety Act 2011
- Appropriate licences and certificates; including Class HC Drivers Licence, General Induction for Construction Work in NSW (WhiteCard) and RMS Traffic Control Level 1 & 2
- Demonstrated ability to emulate Council's values of passion, respect, innovation, dedication and excellence and to strive to achieve our vision and mission

Desirable Selection Criteria

- Knowledge and understanding of role and responsibility in Environmental Management (Sediment and erosion control).
- Demonstrated experience in local road construction techniques for gravel and sealed roads including demonstrated ability in "final trim" for grader operation.

Competencies

Entry Level:	Satisfactorily meets essential requirements
Level 1:	Demonstrated experience in the maintenance and operation of heavy plant and equipment, including graders
Level 2:	Demonstrated understanding of role and responsibility in Environmental Management (Sediment and erosion control)
Level 3:	Demonstrated experience in local road construction techniques for gravel and sealed roads including demonstrated ability in “final trim” for grader operation
Level 4:	1 year of satisfactorily demonstrating the LEAP commitments at the level required for the role

WHS Performance Measures & Responsibilities

All Employees/Workers	
Responsibilities:	Performance Measures:
Take reasonable care for their own health and safety and ensure their acts or omissions do not adversely affect the health and safety of others.	Adhere to all safe working procedures including verbal instructions given by Managers/Supervisors. Demonstrate reasonable care of themselves and others who may be affected by their actions.
Ensure, so far as is reasonably practical, all work is performed to comply with requirements of the WHS Act and Regulations, Councils policies and procedures relating to health and safety in the workplace that they have been notified of.	Demonstrated adherence to WHS Policy and procedures. Signed acknowledgement sheets of policies and procedures that all workers have been informed of.
Assist in carrying out risk assessments and developing Safe Work Method Statements (SWMS) and Safe Work Procedures (SWPs).	Evidence of participation in performing risk assessments for all duties. Evidence of participation in developing Safe Work Method Statements (SWMS) and Safe Work Procedures (SWPs).
Ensure all work is performed in accordance with site specific risk assessments, Safe Work Method Statements (SWMS) and Safe Working Procedures (SWPs).	Demonstrated adherence to site specific risk assessments. Demonstrated use of Safe Work Method Statements (SWMS) and Safe Working Procedures (SWPs).
Report all identified hazards, accidents/incidents, and near misses to Manager/Supervisor.	Actively monitor the workplace to determine presence of hazards and initiate actions to rectify/eliminate the hazard. Reporting all hazards, accidents, incidents, and near misses to Managers/Supervisor in a timely manner.
Use and maintain all safety equipment and personal protective equipment (PPE) in accordance with relevant standards.	Demonstrated use and maintenance of safety equipment and PPE.
Commitment to WHS and promote a risk assessment approach to all activities performed by Council.	Participate in risk assessment process and the development of Safe Work Method Statements or Safe Work Procedures. Attend toolbox and other meetings relating to WHS requirements.
Have a sound understanding of the WHS requirements associated with their employment duties.	Attendance at WHS training sessions. Demonstrated awareness of WHS responsibilities outlined in position description.

Job Demands Checklist

The purpose of this section is to describe the physical and psychological risk factors associated with the job. Applicants must review this form to ensure they can comply with these requirements and successful applicants will be required to sign an acknowledgment of their ability to perform the job demands of the position.

Frequency Definitions

- Occasional: Activity exists up to 1/3 of the time when performing the task
 Frequent: Activity exists between 1/3 and 2/3 of the time when performing the task.
 Constant: Activity exists more than 2/3 of the time when performing the task.
 Repetitive: Activity involves repetitive movements.

Demands	Description	Frequency				
		O	F	C	R	N/A
Physical Demands						
Kneeling/Squatting	Tasks involve flexion/bending at the knees and ankle, possibly at the waist in order to work at low levels	√				
Leg/Foot Movement	Tasks involve use of the leg and or foot to operate machinery			√		
Hand/Arm Movement	Tasks involve use of hands/arms – e.g. stacking, reaching, typing, mopping, sweeping, sorting, and inspecting	√				
Bending/Twisting	Tasks involve forward or backward bending or twisting at the waist	√				
Standing	Tasks involve standing in an upright position without moving about					√
Driving	Tasks involve operating any motor powered vehicle				√	
	Tasks involve driving vehicle on unsealed roads				√	
Sitting	Tasks involve remaining in a seated position during task performance				√	
Reaching	Tasks involve reaching overhead with arms raised above shoulder height or forward reaching with arms extended	√				
Walking/Running	Tasks involve walking or running on even surfaces		√			
	Tasks involve walking on uneven surfaces	√				
	Tasks involve walking up steep slopes	√				
	Tasks involve walking down steep slopes	√				
	Tasks involve walking whilst pushing/pulling objects	√				
Climbing	Tasks involve climbing up or down stairs, ladders, scaffolding, platforms, trees	√				
Working at heights	Tasks involve making use of ladders, foot stools, scaffolding, cherry-pickers etc. anything where the person stands on an object other than the ground					√
Lifting/Carrying	Tasks involve raising/lowering or moving objects from one level/position to another, usually holding an object within the hands/arms					
	1. Light lifting/carrying (0-9 Kg)	√				
	2. Moderate lifting/carrying (10-15 Kg)	√				
	3. Heavy lifting/carrying (16 Kg and above)	√				
Digging	Tasks involving manual digging	√				
Pushing/Pulling	Tasks involve pushing/pulling objects away from or towards the body. Also includes striking or jerking	√				
Grasping	Tasks involve gripping, holding, clasping with fingers or hands.		√			
Manual Dexterity	Tasks involve fine finger movements – i.e. keyboard operation, writing					√

Demands	Description	Frequency				
		O	F	C	R	N/A
Sensory Demands						
Sight	Tasks involve use of eyes (sight) an as integral part of task performance – i.e. looking at screen/keyboard in computer operation, working in dark environment, working at night				√	
Hearing	Tasks involve working in a noisy area – e.g. workshop and/or operation of noisy machinery/equipment		√			
Smell	Tasks involve the use of the smell senses as an integral part of the task performance – e.g. working with chemicals					√
Taste	Tasks involve use of taste as an integral part of task performance					√
Touch	Tasks involve use of touch as an integral part of task performance					√
Psychological Demands						
	Working with animals					√
	Dealing with dead or injured animals etc.					√
Psychosocial Demands						
	Tasks involving customer service (members of the public & clients)					√
	Tasks involve interacting with distressed or angry people					√
	Tasks involve interacting with people with mental illness/disability					√
Exposure to Chemical Hazards						
Dust	Tasks involve working with dust – e.g. sawdust			√		
Gases	Tasks involve working with gases					√
Fumes	Tasks involve working with fumes – i.e., which may cause problems to health if inhaled. e.g. herbicides & insecticides, water treatment etc	√				
Liquids	Tasks involve working with liquids which may cause skin irritations if contact is made with skin – e.g. dermatitis					√
Hazardous Substances	Tasks involve handling hazardous substances including storage and/or transporting					√
Working Environment						
Lighting	Tasks involve working in lighting that is considered inadequate in relation to task performance – e.g. glare				√	
Sunlight	Exposure to sunlight		√			
Temperature	Tasks involve working in temperature extremes – e.g. working in a cool room, working outdoors, boiler room					√
Confined Spaces	Tasks involve working in confined spaces					√
Accident Risk						
Surfaces	Tasks involve working on slippery or uneven surfaces	√				
Housekeeping	Tasks involve working with obstacles within the area – bad housekeeping					√
Heights	Tasks involve working at heights below knee level and/or above shoulder height					√
Manual Handling	Tasks involve manual handling		√			
Biological Hazards						
Biological Products	Tasks involve working around wastewater/garbage etc.					√

Acknowledgement

This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements.

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by Council from time to time as necessary.

Employee Name:	
Signature:	
Date:	