

Position Title:	Works Operator		
Position Code:	P168	Evaluated:	9/10/2018
Award Classification:	Band:	1	Level: 3
Salary System Grade:	Grade:	2	Minimum Level: Entry
Approved:	M. Lysaught		Date: 18/12/2018

Primary Purpose of the Position

The Works Operator position includes a broad range of jobs delivered across Council's community infrastructure including utilities, roads, and parks providing maintenance and improvement works. Works operators provide skilled and professional laboring, truck driving, plant operating, and other duties involved in the construction and maintenance of Council's roads, drainage, bridges, parks, reserves, water and sewer networks. Minimum entry level varies depending on skills, tickets and qualifications.

Job Specific Key Accountabilities



The following Job Specific Key Accountabilities provide a high level description of the outcomes that the incumbent of this position is expected to deliver. These accountabilities are outcomes focused, and should be considered alongside Council's **Our People Capability & Behaviour Framework**:

1. Maintain the Water & Sewer Network including the construction, repair and maintenance of water mains and other water and sewer assets.
2. In compliance with the New South Wales Road Rules and the Roads and Maritime Loads Restraint Guide, drive a truck, utility vehicle or car including trailers for the carting of material, plant, tools, equipment, materials, and staff associated with the carrying out of Council Infrastructure maintenance and improvement works.
3. Provide competent and versatile general laboring and traffic control duties as required under the direction of the relevant Coordinator or Supervisor including assistance with call out and emergency works across a range of council maintenance service areas.
4. Provide a high quality service in the maintenance of parks, reserves and sporting fields, and in providing horticultural and gardening services within the Shire's urban precincts.
5. Within qualifications professionally operate plant and machinery, under the direction of the relevant Coordinator or Supervisor and within the safe working capacity of the plant item.
6. Provide advice to the Works supervisor/coordinator, as required regarding work methodology and planning, including the capacity and capability of plant items, so that safety, productivity and the standard of work is maximized in compliance with work health and safety legislation and Aus-Spec specifications.
7. Carry out all work, health and safety and administrative functions relevant to the position, for example, pre start checks, fatigue management forms, working alone protocols, and site specific risk assessments.
8. Any other such duties that are commensurate with the employee's skill level, competency and training.

Key Capabilities

The Muswellbrook Shire Council **Our People Capability & Behaviour Framework** applies to all Council employees. This position requires the following level of capabilities and behaviours in accordance with the Framework:



The following 3 capabilities have been selected from the Framework at the level indicated above, as **Key Capabilities** for this job. Key Capabilities are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the typical behaviours expected to be displayed in this position and should be read considered alongside the Job Specific Key Accountabilities:

Muswellbrook Shire Council Capability Framework

Group and Capability

Capability & Behaviour Descriptors



Collaboration – work within a team environment, cooperate with others and consider the needs of others to achieve shared goals.

- Participate as a supportive team member and work with other team members to achieve goals.
- Help other team members to share the load in peak work flows.
- Work together in challenging situations.



Accountability – be responsible for own actions within levels of authority and understand and apply legislative frameworks and policies.

- Be responsible for your own actions.
- Understand and follow procedures.
- Comply with safe work practices to ensure the safety of self and others.



Ethical behaviour – Be professional, ethical and demonstrate behaviour in line with Council's SPIRIT Values.

- Behave in an honest, ethical and professional way, demonstrating Council's SPIRIT Values.
- Be aware of and follow relevant legislation and policy frameworks.
- Speak up against misconduct, illegal and inappropriate behaviour.

Key Tickets, Qualifications and Other Skills

1. Class C driver Licence
2. Previous demonstrated laboring experience and ability to perform well in a team environment.
3. Safework NSW General Construction Induction card (Willing to obtain)
4. One or more of the following Certificates of competency (desirable):
 - Front end loader;
 - Skid steer loader;
 - Excavator; and
 - Experience in safe operation of motor grader.
5. Certificate III in Networks Operations or Certificate III in Horticulture (desirable)
6. Class HR or HC truck driver licence (desirable)
7. Traffic Controller and Implement Traffic control Plans (desirable)
8. Demonstrated experience and/or capability to deliver the Job Specific Key Accountabilities (above).
9. Demonstrated fundamental key capabilities as defined in the Key Capabilities Table (above).

Guide to entry and minimum requirements

The table below identifies the minimum entry level an employee will be placed on in Council's Salary System. Entry level is based on the skills, tickets and qualifications an employee possesses and Council's operational requirements. Progress within Council's Salary System is linked to performance against Individual Work Plans and compliance with Council's values.

Minimum Entry Requirement					
Entry Level	Level 1	Level 2	Level 3	Level 4	Level 5
Labourer Parks & Roads operations. Class C Drivers Licence, willing to obtain Construction Induction Card	12 months demonstrated Labouring experience in Roads and/or Parks	Water & Sewer Network operations	Plant & machinery operations including auto patching truck, and fuel & furnishings truck	Minimum 12 months experienced HC Truck Driver	Demonstrated experience Final Trim Grader Driver
		Cert III in Horticulture or Cert IV in L.G.O.	12 months demonstrated ability to operate Water & Sewer Networks including Jetter	Cert III in Network Operations	
			Cert IV in Horticulture or Arborist qualifications		

Notes:

Each column provides the focus of your work or tasks and the skills and qualifications required at a minimum (entry) pay level. Before achieving a level increase that is based on progress in skills and qualification a skills assessment is required. Staff required to act in a higher role e.g. HC Truck Driver will be paid at the minimum level for that task. Progression will be evaluated within annual Individual Work Plans. Progression will be dependent on organisational requirements i.e. Works only requires two Final Trim Grader Drivers.