



Position Description

Specialist Plant Operator/Labourer

Our City

Situated 223kms from Perth, the City of Busselton is an important regional centre covering 1,454 square kilometres in the lower south west region of Western Australia. Our local government consists of approx. 500 employees proudly serving its fast growing community of approx. 45,000 residents.

Our Vision - Where environment, lifestyle and opportunity thrive!



Lifestyle

Our community is safe, welcoming and inclusive, with access to services and facilities to support good health and wellbeing.



Environment

Our environment is valued, conserved and able to be enjoyed by current and future generations.



Place

Responsible planning is helping the region to experience sustainable growth with retention and enhancement of our unique character, identity and lifestyle.



Opportunity

We have a vibrant and growing economy with diverse opportunities for everyone to learn, work and flourish.



Leadership

We actively engage with community to deliver visionary, collaborative and accountable leadership.

City Values

TRACE is our commitment to driving results and shaping a City where environment, lifestyle and opportunity thrive.



Teamwork



Respect



Accountability



Customer
Focus



Excellence

Position Details

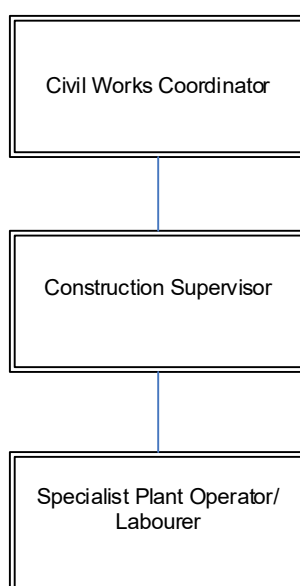
Title	Specialist Plant Operator/Labourer
Position Number	135
Directorate	Infrastructure and Environment
Reports to	Construction Supervisor
Employment Type	Full time
Industrial Instrument	City of Busselton Industrial Agreement
Level	Outside Level 5/6

Position Overview

Summary of the key objectives of the position.

Contributes towards the development, continuous improvement and delivery of Capital Works and Maintenance Programs of the City of Busselton's infrastructure assets in accordance with established standards and procedures.

Reporting Relationships



Key Duties and Responsibilities

General Duties

- Perform routine construction, re-construction and maintenance activities on all City of Busselton civil assets including:
 - Roads
 - Footpaths
 - Drainage networks
 - Carparks
 - Foreshore assets
 - Waste Facilities
 - Road Patching
 - Kerbing
- Ensure that infrastructure service locations (e.g. Telstra and Western Power etc.) are determined prior to commencement of working.
- Assist with all miscellaneous maintenance and construction works as required.

Plant Operation/Service/Repair

- Operate plant to maximise the usage in an efficient, effective and safe manner. Plant may include:
 - Light/Medium/Heavy Commercial Vehicles.
 - Skid Steer Loaders, Backhoe Loaders, and Front End Loaders
 - Graders, including final trim operations as required
 - Rollers
 - Chainsaws, and other miscellaneous minor plant.
- Carry out daily checks in accordance with manufacturers recommendations; arrange scheduled service, repair and maintenance of plant and equipment with the Workshop.
- Clean equipment every day and clean down and securely store plant at the end of each day.
- Other duties as required.

Team Participation

As a member of the Construction Team participate in the following:

- Assist with the planning and organising of resources.
- Participate in problem solving and conflict resolution within the team.
- Participate in budget development as required.
- Cooperate with Team Members and the public and gain the cooperation of others.
- Display a positive attitude and commitment to a team environment.
- Effective interpersonal skills characterised by strong customer service and employee interaction.
- Project a positive image to the public whilst undertaking City of Busselton work.
- Attend and participate in regular team meetings.
- Training of staff within team and outside as required.

Other Responsibilities

Responsible to ensure:

- Relevant records are maintained as required.
- That all activities are performed in accordance with established procedures.
- That plant and equipment is operated effectively and safely and within manufacturers' specifications.
- That all plant and materials are accounted for and kept secure. Ensure that lost property is reported immediately.
- That timecards are completed in a timely and accurate manner.
- Public enquiries, complaints are actioned/escalated as required.
- Stock and materials are monitored and available.

Willingness to work occasional overtime and on weekends as required.

Corporate Responsibilities

- Exercise Workplace Health and Safety responsibilities as detailed in the WHS Policy and associated operational practices, procedures and guidelines.
- Uphold the City's values and behaviours.
- Understand the principles of customer service and undertake duties and responsibilities in accordance with the City's Customer Service Charter.
- Exercise continuous improvement responsibilities as detailed in the Process Improvement Framework.
- Undertake duties and responsibilities in accordance with code of conduct, corporate policies, operational practices and work processes.

Role Specific Competencies

The ideal candidate will be able to demonstrate the below competencies:

- Minimum of 2 years previous experience in a similar position or related field of work.
- Thorough understanding of the operation of construction plant and equipment, plant operating procedures and pre-start checks.
- Sound working knowledge of civil asset maintenance/construction principles and techniques.
- Sound working knowledge of lifting equipment including slings, chains and wire ropes.
- Current HR class driver's licence. HC licence or able to work towards obtaining.
- Current Basic Traffic Management and Traffic Control certification.
- Good written and verbal communication skills.

Authorities

This position operates under the limited direction of the Construction Supervisor within established legislative guidelines, policies of the Council and City Operational Practices and Procedures and guidelines.

This position may authorise purchases and certify invoices to the value specified in the Employee Purchasing Authority Limits OP.

Appointment Pre-requisites

- National Police Clearance not more than six months old.
- Proof of right to work in Australia.
- Current HR Class driver's licence.
- White Card

Pre-employment Medical Screening

The following pre-employment medical screening is required for this role. This will be organised by Human Resources with all associated costs covered by the City of Busselton:

- Basic medical assessment
- Functional capacity assessment
- WorkCover hearing test