

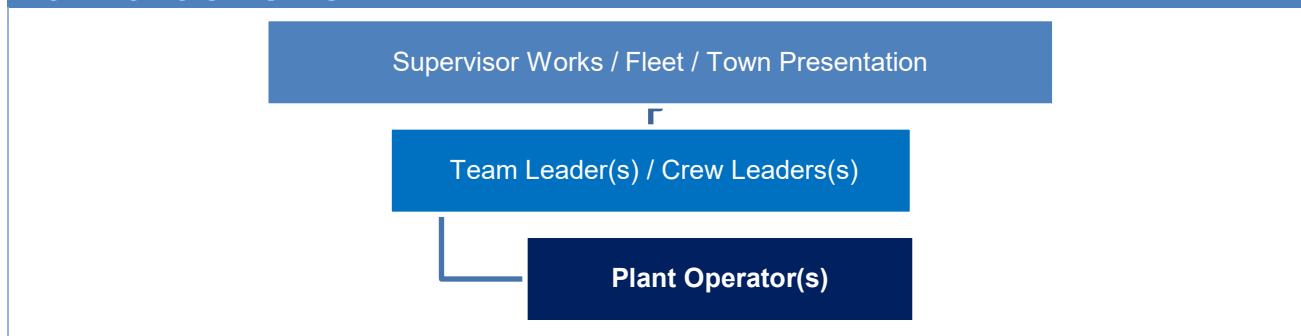
Position Description

Position Title	<i>Plant Operator – All Operations</i>
Position Code	ENG010
Directorate	Works and Infrastructure / Corporate
Department	Works / Fleet / Town Presentation
Reports To	Supervisor Works / Fleet / Town Presentation
Direct Reports:	Nil
Position Classification	Operational Band 1, Level 2-3
Position Status	Full-time Permanent
Position FTE Hours	38 hours
Allowances	Adverse Working Conditions (Level 1 / Level 2)
Special Conditions	Ad hoc out of hours work may be required to undertake duties.

PRIMARY PURPOSE OF THE POSITION

The aim of this position is to undertake specialised plant operation duties to undertake construction and maintenance activities as well as capital projects in accordance with allocated Council works. These positions will undertake a range of administration and maintenance activities to ensure their allocated plant is maintained according to Council guidelines and precedent.

PORTFOLIO STRUCTURE



KEY AREAS OF DELIVERY

	<i>Est. % of time spent</i>
<i>Undertake specialised plant operator activities to support the construction and maintenance activities as well as capital projects of Council.</i>	90%
<i>Administration and maintenance activities including professional development and training.</i>	10%

REQUIRED QUALIFICATIONS, SKILLS & EXPERIENCE

Qualifications:

- Tertiary qualifications in Civil Construction or other relevant Trade qualification &/or extensive equivalent experience.

Licences and Compliance:

- HR Truck Driver's License
- Relevant Plant Operation Tickets / VOC's (Excavator, Skid Steer, Hydrovac, Backhoe, Roller, Grader, all plant items)
- Dogging (DG);
- Basic Rigging (RB);
- Non-slewing Mobile Crane (greater than 3 tonnes) (CN);
- Slewing Mobile Crane (up to 20 tonnes) (C2);
- Forklift Trucks (LF)
- General Construction Induction Card (White Card)

Personal Attributes:

- Works collaboratively with stakeholders and aligns competing priorities effectively.
- Quickly absorbs new information, adapts thinking, and applies learning to improve performance.
- A solid 'can do' attitude with complex problem solving and solution finding at your core
- High level communication, conflict resolution and negotiation skills
- Results drive – able to set, monitor and adjust projects and work plans to achieve outcomes
- Demonstrated ability to model Council's key values and desired behaviour

Skills and Experience:

- Some experience working in similar environments would be beneficial but not essential
- Demonstrated experience operating a broad range of civil construction and maintenance plant in a safe and efficient manner within a local government, civil construction or infrastructure environment.
- Proven ability to operate plant in accordance with verified competencies, licences, Council policies, WHS legislation and relevant Australian Standards, with a strong focus on public and worksite safety.
- Demonstrated experience undertaking road construction and maintenance works, including gravel placement, compaction, stabilisation and working to levels and plans.
- Sound working knowledge and practical application of Chain of Responsibility (CoR) requirements within the civil construction and local government environment.
- Experience operating plant in line with Traffic Control Plans (TCPs), Traffic Guidance Schemes (TGSs) and Road Occupancy Licence (ROL) requirements.
- IT: Confident in the use of mobile phone applications, basic computer skills for Timesheets, WHS document management and other business requirements.

POSITION ACCOUNTABILITIES AND DUTIES

- Operate Council plant in an efficient and safe manner as required according to verified competency, Council policy, relevant laws, standards and licencing requirements having regard to the safety of the public, road users and other employees;

- Undertake all plant operations and work consistent with plans and directions provided including shooting, set out and working to levels;
- Undertake road construction/maintenance activities, ensuring these are undertaken consistently, safely and ensuring quality work outcomes. These projects and tasks may include:
- Ensure that stakeholders are compliant and risk is minimised in all interactions in regards to Chain of Responsibility (CoR) requirements and legislation. It is the responsibility of Council and the employee to remain up to date on CoR training and information;
- Undertake the completion of administration duties when required on site including:
 - Verify contractors have appropriate tickets and licences;
 - Ensure appropriate TCP's/TGS's are in place prior to the commencement of work as well as ensuring they are appropriately maintained during and after all construction and maintenance operations;
 - Ensure appropriate Road Occupancy Licences (ROL's) are in place prior to the commencement of work;
 - Completion of plant sheets prior to the commencement of work;
 - Completion of risk assessments prior to the commencement of work;
 - Ensure development and compliance with SWMS;
 - Lead tool box talks on worksites;
 - Undertake dial-before-you-dig on relevant worksites when required.
- Responsible for the operation and daily maintenance and servicing for Council plant, equipment and infrastructure ensuring plant and equipment is maintained in accordance with manufacturers' specifications and Council's requirements. This includes but not limited to the completion of:
 - Pre-starts;
 - Plant-sheets;
 - Greasing of equipment;
 - Check oil levels;
 - Cleaning and housekeeping;
 - Clean and maintain fleet vehicle;
 - Fuel trailer – Check and maintain levels;
- Assume MS Field Operator or Urban Services Operator duties when not operating plant;

SPECIALISED PLANT ITEMS:

- Patching Truck
- Water Truck
- Truck
- Hiab Truck
- Heavy Haulage
- Excavator
- 5t Excavator
- Backhoe
- Hydrovac
- Multi Skilled Plant
- Street Sweeper / Footpath Sweeper

KEY RELATIONSHIPS

Internal (Council)	• <i>Supervisor Works / Fleet / Town Presentation -Provides daily work allocation, operational direction, safety oversight and performance guidance.</i> • <i>Works Crews / Construction & Maintenance Teams - Works collaboratively to deliver construction, maintenance and capital works programs safely and efficiently.</i> • <i>Fleet and Asset Management/ Surveyors - Supports plant availability, maintenance standards, asset compliance and set-out/level requirements for works</i>
External (Industry)	• <i>Contractors and Service providers</i> • <i>NSW State Transport Authority/ Regulatory Bodies</i> • <i>Community members and road users</i>

POSITION CAPABILITIES – Local Government Capability Framework

		 Foundational	 Intermediate	 Adept	 Advanced	 Highly Advanced
Group	Capability Name	Level Required				
 Personal Attributes	Manages Self	Advanced				
	Displays Resilience and Adaptability	Advanced				
	Act with Integrity	Advanced				
	Demonstrate Accountability	Advanced				
 Relationships	Communicate and Engage	Adept				
	Community and Customer Focus	Adept				
	Works Collaboratively	Adept				
	Influence and Negotiate	Adept				
 Results	Plan and prioritise	Adept				
	Think and solve problems	Adept				
	Create and Innovate	Adept				
	Deliver Results	Adept				
	Finance	Adept				
	Assets and Tools	Adept				
	Technology and Information	Adept				



Procurement and Contracts

Adept

CORPORATE VALUES

As a values-based organisation, Council demonstrates its values through workplace behaviours. These behaviours provide a framework for staff to model behaviour across the organisation. Underpinning the behaviours is the Forbes Shire Council Code of Conduct. Council's corporate values are listed below:



Authentic

We are trusted, accountable and predictable in all of our engagements.



Connected

We connect with each other, our community and our stakeholders to listen, understand and deliver.



Decisive

We act with clear purpose, plans and sound judgement to courageously create and seize opportunities.



Consistent

We have clear and transparent frameworks and processes governing our directions.

COUNCIL WIDE RESPONSIBILITIES

- Ensure compliance with the WHS Act 2011 and its regulations, including:
 - Report any injury, damage, unsafe condition or hazard to the immediate supervisor, or an appropriate person;
 - Wear protective clothing or equipment in the manner intended (if required);
 - Take reasonable care for the health and safety of all persons who are at their place of work;
 - Ensure that the worker themselves and employees comply with Council's psychosocial safety management plan and foster a culture of positive and proactive management of psychosocial risk;
 - Ensure that all employees and contractors under their direction or control receive adequate instruction for the safe and efficient performance of their duties;
 - Correct unsafe and/or unhealthy practices or conditions in areas under the control of the position to the full extent of the position's authority or refer to relevant Supervisor, Manager, or Manager People and Strategy;
 - Cooperate with the supervisor in the measures taken to ensure Work Health and Safety;
 - Undertake prompt and direct reporting of all WHS related matters through Council's online system or via phone call to Supervisor within reporting timelines.
- Participate fully in prompt investigation of all serious or potentially serious accidents which result in, or could have resulted in either injury to persons or damage to property, or human resource implications so that remedial action may be effected promptly;
- Work cooperatively in a team environment and provide support and/or technical advice as required across other areas of Council in a timely manner and within SLAs.
- Assess and continuously improve work practices and procedures on a regular basis, via consultation and daily practice to achieve Council's goals;
- Comply with all Council's policies and procedures and Code of Conduct;
- Complete other reasonable duties as directed by the nominated Supervisor;

- Financial delegation as per Council's delegation register.
- Undertake other relevant duties as directed which are consistent with the employee's skill, competence and training.

ASSETS

IT Assets

- Lone Worker device – Watch

Fleet Assets

- Council fleet vehicle available for daily duties

OTHER REQUIREMENTS

- Australian Drivers Licence
- Australian Working Rights

N.B. These form part of formal employment contract prior to valid offer.

GENERAL

- The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.
- You will sensibly and responsibly use all Council issued assets and devices (vehicles, mobile phone, laptop, tablets and lone worker devices and comply with the Workplace Surveillance Policy.
- Local Government (State) Award conditions apply to all entitlements.
- The Position Description links to the overall Organisational Delivery/Operational Plan which ties into an employees' key performance indicators (KPIs) as part of their annual performance review.
- Position descriptions may be amended from time to time in accordance with business needs and in consultation with the incumbent of the position.

I acknowledge that I have read and understood the duties, responsibilities and delegations of the position as outlined in the above Position Description

Full Name of Employee	
Signature of Employee:	
Date:	

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