

POSITION DESCRIPTION

Position Title:	Facilities Operator		
Position Code:	P228	Evaluated:	14/12/2023
Award Classification:	Band:	1	Level: 3
Salary System Grade:	Grade:	2	Minimum Level: Entry
Approved:	Matthew Lysaught		Date: 01/06/2026

Primary Purpose of the Position

The Facilities Operator position includes a broad range of jobs delivered across Council's community infrastructure including maintenance and cleanliness of Council's facilities and infrastructure.

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. Conduct and record condition inspections of Council facilities, infrastructure, and CBD's identifying defects and prioritising work.
2. Provide competent and versatile general laboring as required under the direction of the Supervisor including assistance with call out and emergency works across a range of council maintenance service areas.
3. 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.
4. 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.
5. Provide advice to the Supervisor, 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.
6. 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.
7. Any other such duties that are commensurate with the employee's skill level, competency and training.

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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.

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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. Demonstrated experience and/or capability to deliver the Job Specific Key Accountabilities (above).
5. Demonstrated fundamental key capabilities as defined in the Key Capabilities Table (above).