

Projects Operator - Culcairn

Incumbent								
Department	Engineering							
Main Purpose of the Role	To operate specific items of plant to assist in the operation, maintenance and construction of Council infrastructure. To promote the image of Council as being caring, courteous and efficient.							
Reports to	Projects Ganger							
Staff Supervised	Nil.							
Hours of Work	Full Time – 38 hours per week							
Salary	Grade	6	Band	1	Level	3	Step	
Last Reviewed	September 2026							

Part 1 – Operational Duties

- To complete all works as directed by Projects Ganger
- To operate plant on projects as directed
- To undertake daily service and routine maintenance of plant in accordance with Council and manufacturer requirements
- To undertake training as directed
- To undertake other duties within skill range as directed by the Projects Ganger.

Authority and Accountability

- Decisions are either guided by practices, procedures and precedent or made in consultation with the immediate supervisor. Decisions made by the job holder affect the work and activities of others within the section, work group or team
- Some planning is required since activities and resources need to be coordinated.

Judgement and Problem Solving

- Problems are solved by applying standards, established practices and procedures, or operating instructions
- The job holder is required to recommend and make normal improvements to existing methods and techniques.

Management Skills

- The job holder is responsible for own work and not normally required to direct or supervise other personnel.

Interpersonal Skills

- This job requires written communication skills which enable the job holder to complete standard forms
- Expected to co-operate with co-workers in creating smooth workflow, including assisting with each other's work when necessary
- This job requires communication skills which enable the job holder to perform the following activities:
 - Exchange/explain information
 - Explain situations.

Essential Criteria for Appointment

- Demonstrated relevant experience in the operation of small plant items
- Demonstrated experience in the operation of plant on roadworks and other civil construction sites
- Current WorkCover Construction Industry Induction Card coupled with a thorough understanding of Work Health and Safety (WH&S) issues applying to work places
- Hold current 'Medium Rigid' Driver's Licence.

Desirable Criteria for Appointment

- Demonstrated ability in the construction and maintenance of concrete footpaths and kerb & gutter.
- Hold SafeWork Traffic Controllers certificate (TCR/IMP Card) and demonstrated ability to control traffic at a work site and maintain traffic flow

Step 1 Pre-requisites

Skills, knowledge and other attributes for the position have been developed to a level where the work performance is accepted by the Director Engineering Services as competent.

The assessment of performance being against the following:

- Hold SafeWork Traffic Controllers certificate (TCR/IMP Card) and demonstrated ability to control traffic at a work site and maintain traffic flow
- Plant and equipment is operated in accordance with manufacturers' specifications, Council procedures and statutory requirements
- Demonstrated ability in the construction and maintenance of roads and pavements and the installation of signage and roadside furniture/appurtenances.
- Hold current 'Heavy Rigid' Driver's Licence.

Step 2 Pre-requisites

Quality and quantity of work are consistently performed at a higher than competent level.

The assessment of performance being against the following:

- Pre-requisites from Step 1, plus:
- Demonstrated experience in the operation and maintenance of a range of plant items used in the construction and maintenance of Council infrastructure (LGAWORK205A)
- Hold current Loader/Excavator Certificate of Competency

Step 3 Pre-requisites

Skills and knowledge for the position are at an advanced level and the amount of relevant experience extensive. The role is performed with ease.

The assessment of performance being against the following:

- Pre-requisites from Steps 1 and 2, plus:
- Demonstrated ability to measure and calculate civil materials required on the job site
- Demonstrated knowledge of erosion and sedimentation control devices.

Step 4 Pre-requisites

- Pre-requisites from Steps 1, 2 and 3, plus:
- Demonstrated ability to coordinate the work activities of a team.

Part 4 – WHS & R Responsibilities Accountabilities and Authorities

The following responsibilities, accountabilities and authorities set out hereunder form part of your job description.

WHS & R Responsibilities

- Work with due care and consideration to safeguard your own health and safety and the health and safety of others, and to report any potential hazards, mishaps, incidents or injuries that may occur or become aware of during the course of work to your Supervisor
- Comply with all safe work practices and procedures set in place by Management (following consultation with relevant employees) and to observe all instructions issued to protect your health and safety or the health and safety of others
- Only undertake tasks that you have been appropriately trained in, and are qualified and competent to undertake in accordance with WorkCover and other requirements
- Work towards achieving set WHS&R targets and target completion times
- Support Rehabilitation in the workplace
- Cooperate with Council in the fulfilment of obligations placed upon Council in accordance with the Work Health and Safety Act 2011 and Regulations
- Participate in workplace WHS&R inspections
- Be vigilant and report risks that may affect persons outside Council i.e. members of the public, visitors, etc.
- Such risks may be due to deterioration in roads, footpaths, parks, drains and other infrastructure
- Ensure any WHS&R Records are created and maintained in accordance with Council's policies and procedures
- Assist Management and/or trained staff in conducting WHS Risk Assessments and in the implementation of control measures.

WHS & R Accountabilities

- Following all Council Safe Work Practices and Procedures
- Reporting all incidents, accidents and injuries prior to completion of work on the day
- Participating in Team meetings
- Complying with all externally issued safety and health instructions issued by WorkCover and government Agencies
- Attending all compulsory and relevant training.

WHS & R Authorities

- To fix any problems/hazards within your scope of responsibility and financial delegation
- To immediately report any problem/hazards outside of your scope of responsibility or financial delegation to your Manager, Supervisor or Team Leader for immediate action.

Critical Physical Factors

The following Critical Physical Factors are an indication of the types of duties expected of an employee fulfilling this role. Employees and candidates should be aware that they may be required to perform tasks up to and including these Critical Physical Factors as an inherent requirement of their employment.

- Ability to lift 25kgs from ground height frequently
- Ability to lift 15kgs overhead
- Ability to squat and kneel on one or both knees for regular periods of up to 10 minutes and to crawl to access confined spaces
- Capacity for sustained overhead work and the ability to reach above shoulder height to manipulate tools whilst working in restricted work spaces for periods of 5 minutes
- Ability to repetitively climb over and under machinery
- Ability to stand for constant periods
- Ability to walk and carry tools and equipment – 15kgs
- Ability to climb ladders and/or steps to access machinery frequently
- Ability to walk on both even and uneven ground
- Ability to push loaded wheelbarrow over uneven ground
- Capacity for sustained sitting/travelling over rough terrain in road construction vehicles such as tractor, roller, grader, truck etc.
- Capacity for frequent and repetitive light tool work involving hand twisting, hammering, hand sawing for periods of 10 minutes
- Adequate hand grip and finger dexterity to maintain various types of grips
- Capacity to move frequently between standing, kneeling, squatting and lying
- Ability to flex, extend and rotate neck and lower back frequently.

Work Environment

- Outdoors in all weather conditions (including heat, cold, wet)
- Outdoors – sunlight and ultra violet exposure
- Dust, fumes etc. from operating machinery
- Noise from operating machinery
- Exposure to oils, greases and fuels
- Out of hours call for assistance.

Work Hazards

- Travel - work sites are located throughout the Shire
- Traffic – work is generally on trafficked roads and can be in the vicinity of earthmoving plant, specialist tools, chainsaws, power tools etc.
- Lifting – manual lifting for routine repairs
- Climate – extreme heat and cold.

Delegations

Nil.

Special Conditions of Employment

- Health Monitoring for the purposes of meeting legislative and procedural requirements must be undertaken periodically. These requirements may include, but are not limited to:
 - Pre-Employment (including urine screening for Alcohol & Other Drugs, Spirometry and Serology) and Exit-Employment Medicals;
 - Bi - Annual Audiometric (hearing) Testing;
 - Bi - Annual Skin Checks
- All positions within Council are subject to random saliva testing for Alcohol & Other Drugs (AOD) as per Councils AOD Policy
- Serology and Vaccination/s recommended for this position include:
 - Tetanus; Hepatitis A & B (Twinrix).

Additional Duties

Nil.