

POSITION DESCRIPTION

Title:	Plant Operator-Municipal Worker
Position Number:	
Department:	Works and Services
Reports To:	Leading Hand Works and Services
Supervises:	Nil
Effective Date:	June 2018
Classification:	Level 4 or 5 Local Government Industry Award 2010

Overall Objectives

Provide the council and residents of the Central Highlands with a comprehensive and well maintained municipal road network, waste management, parks, reserves and buildings.

Key Functions, Responsibilities/Principal Accountabilities

1. Ensure that all information obtained by way of your employment with the Council is treated with discretion and remains confidential;
 2. To assist in the construction and maintenance of roads or any associated infrastructure as required by management;
 3. Undertake drainage works and other plant operations as required;
 4. To perform minor servicing and maintenance of plant and machinery;
 5. Ensure the safety and welfare of property, the public and the work force in the discharge of the Council's functions;
 6. Competent operation of machinery and equipment that you are accredited to operate e.g. grader, backhoe, loader, road roller, excavator;
 7. Use other plant competent and trained to operate as required e.g. mower; chainsaw; brush cutters or as directed by the supervisor (Leading hand or Manager).
 8. Manual labouring including the operation of small plant and hand tools as directed by the supervisor (Leading hand or Manager) eg; weed spraying, mowing, potholing;
 9. Undertake approved private works/private hire in a manner acceptable to both Council and the client;
 10. Working safely and in compliance with the Workplace Health & Safety Act 2012 and Council's policies and procedures; and
 11. To undertake any task, within the limit of the employees skill and training as directed by the leading hand or manager.
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Selection Criteria

Formal Qualifications

- Current drivers licence;
- Appropriate plant qualification;
- First Aid Certificate;
- Basic Work Site Traffic Management Certificate;
- White Card.

Experience

- Ability to undertake plant operations in a competent manner;
- Basic mechanical knowledge;
- Previous road maintenance/construction works;
- Experience in drainage and culvert cleaning and replacement.

Knowledge/Skills

- Ability to work and perform in a safe and healthy manner;
- Discretion to undertake minor maintenance and repair of Council's facilities;
- Ability to decide what good and proper work practices are;
- Ability to identify problems in plant, methods and works and report them or undertake minor problem solving;
- Machinery and equipment operating skills appropriate to the class of licence held;
- Ability to work without supervision;
- Ability to work to given tolerances;
- Knowledge of employee obligations under the Workplace Health & Safety Act 2012 and Regulations.

Personal Attributes

- Self motivated and success motivated;
- Ability to operate in a team environment;
- Effective communication skills;
- Competent use of communications equipment;
- Demonstrate a personal pride in work.

PERFORMANCE INDICATORS

The incumbent's performance will be judged against the following:

1. Incumbent participates in the implementation and participation of a safe working environment;
2. Courteous and co-operative approach to community, councillors and staff;
3. Competent & safe operation of plant, machinery and equipment;
4. Competence in backhoe operations;
5. Activities are undertaken to defined standards and within budget allocations;
6. Provision of a safe and healthy working environment.

MULTISKILLING:

A supervising officer may direct an employee to carry out such duties as are within the limits of the employee's skill, competence and training, provided such duties do not promote a narrowing of the employee's skill base. In an employee is directed to carry out the work of a higher classification or award band the higher duties clause of the relevant award will apply.

DATE APPROVED: 16th May 2018

APPROVED BY: General Manager

PRESENT OCCUPANT: Vacant

DATE OF APPOINTMENT: