

# **POSITION DESCRIPTION**



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<b>Title:</b>	Plant Operator and Labourer
<b>Tenure:</b>	Full time, 76 hours over a 9-day fortnight
<b>Section:</b>	Works and Services
<b>Level:</b>	Level 3 – Local Government Industry Award 2020

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#### **POSITION OBJECTIVES:**

- Responsible for plant operation and labouring duties as allocated.
  - Liaise with Supervisor Works & Services in relation to works programs, safety, operational matters and day to day requirements.
  - Carry out allocated work as directed by the Supervisor Works & Services.
  - Contribute to the planning of operations and undertake day to day maintenance and upgrades of Council assets.
  - Strive to achieve best practice within the works department objectives.
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#### **REQUIREMENTS OF THE POSITION:**

##### *Skills:*

- Competency with the operation of plant and machinery.
- Ability to read and comprehend plans, instructions, memos, general correspondence and to follow instructions.
- Ability to write correspondence, e.g. Timecards, Daily Service Check Sheets and internal memos.
- Ability to present information verbally in a one on one and small group situation and to other employees.
- Basic numeracy skills including weights, volume and distance measurements.
- Ability to work to set survey levels.
- Current national HR class driver's license.
- Current construction site safety qualifications i.e. White Card or equivalent.
- Hold a certificate of competency for chainsaw operations.
- Preparedness to undertake labouring work duties.
- Ability to handle chemicals.

##### *Knowledge:*

- Working knowledge of Local Government works operations.
- Working knowledge of daily maintenance requirements for various machinery.
- Good knowledge of safety in the workplace.
- Good knowledge of road construction and maintenance.
- Sound knowledge of Occupational Health and Workplace Safety.
- Working knowledge of Local Government structures and general procedures.
- Sound knowledge / application of traffic management.

### *Experience:*

- Previous experience in road construction and maintenance practices.
- Previous experience in plant operation.
- Previous experience in Local Government (desirable).
- Experience in applying Occupation Health & Safety legislation in the workplace.

### *Qualifications and / or Training:*

- Current Basic Worksite Traffic Management.
  - Chainsaw Competency Certificate
  - Current Constructions Site work Safety Awareness Certificate e.g. White card
  - Current HR Class driver's license.
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### **KEY DUTIES:**

- Operate Council's tractors, mowing equipment, rollers, loader, grader and light trucks in a safe and proficient manner.
- Undertake maintenance and upgrade of roads, paths, parks and reserves as required by the Supervisor Works & Services.
- As directed, undertake maintenance of Council owned buildings and assets.
- Remove litter from road verges, parks and public open space areas.
- Maintain plant, tools and equipment in a clean, tidy and good operating condition, reporting any irregularities immediately to your supervisor.
- Safely and responsibly conduct weed spraying operations and handling chemicals as directed.
- Attend training courses where appropriate and as directed by the Supervisor Works & Services.
- Observe all safe working practices as directed by the Supervisor Works & Services and use personal protective equipment as provided.
- Report ALL accidents, incidents and hazardous situations arising in the course of work to the Supervisor Works & Services.
- Any other such instructions or duty as may be required by the Supervisor Works & Services, including labouring.
- Be a team player and make suggestions for improvement.
- Contribute at team meetings and be a constructive and positive team member.
- Complete daily timecards.

### *Organisational*

- Embrace and participate in change to better achieve Council's goals and objectives.
- Exercise discretion, initiative or seek judgement where practices and direction are not clearly defined.
- Maintain strict confidentiality.
- Actively participate in the ongoing development, compliance and promotion of professional customer service standards.
- Comply with Council's Code of Conduct ensuring probity and ethical behaviour in all dealings.
- Recommend changes or strategies which promote a 'Continual Improvement' and 'Best Practice' approach to service delivery where relevant to the scope of the position or department.
- Promote, maintain and improve the working environment and practices to ensure compliance with Industrial Awards, Occupational Safety and Health, Equal Employment Opportunity legislation and Council's Policies and Procedures.

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## ORGANISATIONAL RELATIONSHIPS:

Responsible to: Supervisor Works & Services

Supervision of: Nil

Internal & External Liaison:

Internal: All Council staff

External: Liaise with Contractors  
Public Utilities  
Ratepayers and residents  
General Public

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Supervisor Works & Services

Plant Operator & Labourer

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## EXTENT OF AUTHORITY:

This position operates under the broad direction of the Supervisor Works & Services within the parameters of Council's policies and process, relevant guidelines and delegated authority.

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## CORPORATE ACCOUNTABILITIES:

- All employees are bound by the requirements of the *Local Government Act 1995* to act with integrity, and in a way that shows proper concern for the public interest.
  - Comply with Council's Code of Conduct, management directives and approved policies and procedures.
  - Avoid participation in any activities that may represent a conflict of interest with Council transactions and your obligations.
  - Maintain obligations described within the Shire of Nungarin's Customer Service Charter.
  - Comply with all requirements for capturing corporate information and understand that the Local Government is the owner of all intellectual property rights in all documents, materials or other things created or contributed to by the employee (whether alone or with others) in the course of their employment.
  - Exercise discretion and maintain confidentiality in dealing with sensitive and high-level issues.
  - Deliver effective use of Council resources within the level of accountability for this position.
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## OCCUPATIONAL SAFETY AND HEALTH:

- Ensure all staff understand and embrace the importance of safety in the workplace, equal opportunity, behaving appropriately and respecting colleagues.
- Comply with the safety policies and procedures as prescribed by Council and abide by relevant statutory safety requirements at all times.
- Report all accidents, incidents and hazards.
- Conduct risk assessments and complete job safety analysis prior to the commencement of tasks where relevant.
- Eliminate and control hazards in the workplace using the hierarchy of controls.
- Take reasonable care to ensure your safety at work, and that of others, by complying with safety and health instructions, policies and procedures, including the OS&H Act 1984 and OS&H Regulations 1996.

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## SELECTION CRITERIA:

### *Essential:*

- Previous experience in plant operation.
- Previous experience in labouring and manual handling.
- Demonstrated positive contributions in a team environment.
- Current national HR class driver's license
- Current construction site safety qualifications.
- Ability to read and comprehend plans, instructions, memos, general correspondence and follow instructions.
- Well-developed written communication skills.
- Ability to present information.
- Basic numeracy skills including weights, volume and distance measurements.
- Basic knowledge of daily maintenance requirements for plant utilised within Council works.
- Good knowledge of safety in the workplace.
- Experience in the use of park maintenance equipment.

### *Desirable:*

- Previous experience in a similar role.

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## PHYSICAL DEMANDS CRITERIA:

<b>Standing:</b>	Regular standing is required throughout the day.
<b>Sitting:</b>	Required during the performance of desk/office/computer duties, and while attending meetings.
<b>Walking:</b>	General walking throughout the environs of the Shire of Nungarin, over vacant, undeveloped land and construction sites, with many variables of underfoot conditions.
<b>Bending or Stooping:</b>	Bending and stooping.
<b>Lifting:</b>	Lifting of small to medium items of equipment.

<b>Pushing:</b>	Regular pushing ability.
<b>Arm and Hand Movement:</b>	Must have full dexterity of both hands and full arm movements to enable use of a wide range of work related items.
<b>Reaching:</b>	Regular reaching, except when reviewing plans.
<b>Carrying:</b>	Regular carrying of small to medium items only.
<b>Neck Flexion and Rotation:</b>	Regular spinal rotation is utilised during normal work duties.
<b>Handling / Dexterity:</b>	Must be able to operate a range of office related items e.g. computer.
<b>Eyesight:</b>	Good peripheral vision and good hand eye coordination is required to perform normal duties.  All other functions require a general standard of vision; e.g. reading, office duties and use of computer based equipment.
<b>Hearing:</b>	A good level of hearing capability is required.
<b>Psychological Factor:</b>	An ability to work with autonomy likewise be part of a Team. Be able to maintain excellent observation and concentration skills.  Good coping skills are important in the interaction with employees and members of the public.
<b>Literacy Skills:</b>	Must have good reading, numeracy, analytical and comprehension skills especially, technical knowledge, along with good verbal and writing communication skills, especially when dealing with a diverse clientele.

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#### **AREAS OF POTENTIAL HAZARD AND RISK**

- Personal Injury
- Public Safety
- Dust
- Insects
- Manual handling and lifting
- Moving plant, equipment and vehicular traffic
- Slipping and tripping
- Environmental (Weather)
- Falling
- Access and Egress (from vehicle)
- Public interaction
- Chemical handling

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#### **PERSONAL PROTECTIVE EQUIPMENT**

The Employer provides all personal protective clothing and equipment, and the Employee is required to use and wear such where applicable.

**STAFF INDUCTION RECORD**

We the undersigned, agree that the incumbent has performed the following necessary induction processes required for the position.

INDUCTION	INCUMBENT	SUPERVISOR	DATE
Workplace Duties & Responsibilities			
Workplace Safety Induction			
Workplace Emergency Evacuation			
Declaration of Understanding			
Council's Code of Conduct			

**POSITION & INCUMBENT DETAILS:**

Notes: Both parties are to sign and date the areas provided to indicate their mutual agreement of the requirements of the positions. The original of all updated PD's must be returned to the Senior Corporate Services Officer for recording on personnel files.

Present Occupant	Signature	Date
Manager Works & Services	Signature	Date
Chief Executive Officer	Signature	Date