



Position Description

Leading Hand / Plant Operator (Multi-Skilled)

Department: Works

Reports to: Manager of Works

Position Objective

To lead and participate in the delivery of road construction and maintenance activities across the Shire, ensuring works are completed safely, efficiently, and in compliance with relevant legislation, policies, and standards.

Key Responsibilities

Leadership & Supervision

- Supervise and provide direction to outdoor works staff and contractors
- Promote a positive safety culture and ensure team compliance with all safety obligations
- Coordinate daily works programs in consultation with the Manager of Works
- Lead by example and promote a positive, productive and respectful team culture
- Provide on-the-job training and support to develop a multi-skilled workforce
- Ensure works are delivered to required standards, timeframes and within available resources

Plant Operation

- Operate heavy plant and equipment including grader, loader, dozer, rollers, prime mover and associated machinery
- Operate a range of light plant and equipment as required
- Ensure efficient and effective use of plant in road construction and maintenance
- Undertake other plant operations as required across the Shire

Road Construction & Maintenance

- Undertake and lead road construction, reconstruction, maintenance and sealing works
- Perform associated tasks such as drainage works, patching, grading and general works duties
- Assist in the delivery of the Shire's annual works program and infrastructure objectives

Maintenance & Inspection

- Carry out routine servicing and minor repairs on plant and equipment



- Complete pre-start checks, inspections and defect reporting in accordance with procedures
- Maintain plant and equipment in a clean and serviceable condition

General Duties

- Undertake town maintenance and other works duties including:
 - verge and vegetation maintenance
 - tree pruning and removal
 - waste and litter management
 - cemetery and general community works
- Complete administrative requirements such as timesheets, plant records, inspections and work documentation accurately
- Respond to emergency and critical incident situations, including overtime or weekend work where required
- Maintain records in accordance with the Shire's Recordkeeping Plan
- Support customer service standards in responding to maintenance requests
- Comply with all Shire policies, procedures and Code of Conduct
- Perform other duties as reasonably directed

Work Health & Safety (WHS) Responsibilities

In accordance with the **Work Health and Safety Act 2020 (WA)**:

- Ensure a safe work environment for employees, contractors and volunteers
- Identify hazards, assess risks and implement control measures
- Ensure workers are trained, competent and adequately supervised
- Ensure safe work procedures are followed and documented
- Investigate incidents and implement corrective actions
- Promote safety culture and lead by example
- Take reasonable care for own health and safety and that of others
- Comply with policies, procedures and reasonable instructions
- Use and maintain PPE appropriately
- Report hazards, incidents and near misses promptly
- Participate in training, toolbox meetings and safety activities

Selection Criteria

Essential

- Current HR or HC Driver's Licence (MC desirable)
- Demonstrated experience operating heavy plant, particularly graders
- Demonstrated experience in road construction and maintenance
- Ability to supervise and lead a small team



Shire of Wyalkatchem

- Sound understanding of safe work practices and risk management
- Ability to work effectively in a small rural team environment

Desirable

- MC Driver's Licence
- Traffic Management accreditation
- Experience in local government works
- Basic mechanical and welding skills
- Relevant plant operation or civil construction certifications

Skills & Knowledge

- Knowledge of road construction and maintenance practices
- Ability to operate a wide range of plant and equipment
- Ability to plan, prioritise and coordinate operational tasks
- Sound communication and interpersonal skills
- Basic literacy and numeracy skills for record keeping
- Understanding of WHS legislation and safe work procedures
- Working knowledge of local government operations and service delivery

Personal Attributes

- Reliable, self-motivated and accountable
- Positive and team-oriented approach
- Strong work ethic and commitment to quality outcomes
- Ability to lead by example and support team development
- Ability to adapt and contribute across a range of duties

Authority & Accountability

- Operates under the direction of the Manager of Works
- Responsible for supervising outdoor workforce as allocated
- Required to comply with:
 - Local Government Act 1995 (WA)
 - Work Health and Safety Act 2020 (WA)
 - Shire policies, procedures and Code of Conduct

Training & Development

- Participate in ongoing training and professional development
- Maintain required licences and certifications



- Support training and development of team members
- Contribute to continuous improvement of work practices
- Undertake additional training as directed by the Shire

Employment Conditions

- Conditions in accordance with the **Local Government Industry Award 2020** and relevant policies
- Overtime and call-out requirements may apply
- Additional allowances and benefits may apply