



Plant Operator / General Hand Position Description

1 Incumbent

Name:

Date Commenced:

2 Industrial Instrument and Level

Local Government Industry Award 2010, level 4

3 Position Summary

Objectives of the position:

- Undertake plant operator duties, as part of a multi-skilled team executing the maintenance and construction of roads, paved areas, drainage infrastructure; and
- Undertake general labouring duties associated with the maintenance and construction of roads, paved areas and drainage infrastructure.

Within Section:

Assist the road maintenance crew in delivering operational maintenance and capital programs.

4 Requirements of the position

4.1 Skills

Plant operator skills, including the safe operation and maintenance.

Time management and organisation skills.

Ability to effectively communicate and work effectively as part of a team.

Developed problem solving skills, analytical thinking and attention to detail.

4.2 Knowledge and experience

Demonstrated experience operating a variety of plant and equipment used in road construction and road maintenance.

Demonstrated understanding of relevant plant and equipment maintenance requirements.

Knowledge and experience in road construction and maintenance methodologies and practices.

Demonstrated experience and competency in undertaking labouring duties for civil projects.

Knowledge of the requirement of Work Site Traffic Management.

Good physical fitness to be able to carry out manual tasks in a safe manner.

Working knowledge of Occupational Safety and Health requirements for the workplace.

4.3 Qualifications

Hold a Western Australian HR or HC class drivers licence.

Accreditation certificates to operate applicable items of plant.

Hold a valid 'Construction Induction White Card', or equivalent

Basic Worksite Traffic Management Accreditation.

5 Key Roles and Responsibilities

Road maintenance and construction

- Operate road construction plant and machinery, including loader, rollers and other plant, as part of maintenance and construction activities as required and as instructed.
- Assist in inspection, repair or replacement of roadside infrastructure, e.g. replace or repair signposts or guideposts.
- Assist in road and maintenance construction duties such as road preparation, pipe laying preparation, spreading of gravel, removal of soil and installation of culverts.
- Perform labouring duties/activities as required as part of the Works Crew.
- Provide relief for any other team member operating other plant or driving of trucks, as per skills, competence and licences held.

Plant and equipment

- Work in a productive manner and methodology, ensuring that plant is operated and maintained in an appropriate manner according to the manufacturer's specifications.
- Maintain plant and machinery to a high standard, complete pre-start checks and reporting, carry out daily maintenance including greasing, cleaning of air filters and housekeeping of the driver's compartment.

Customer Service

- Maintain good relations with the general public and promote Council's operations in a professional manner at all times.

Records Management

- Maintain an active timesheet, recording daily work schedule, machine hours and fault records on all plant that you may have operated during the course of your duties.
- Ensure compliance with the State Records Act 2000 by ensuring corporate documents are recorded in the Shire's Record Management Systems.

Behaviour and conduct

- Perform duties efficiently, responsibly and ethically and in accordance with the Shire's Code of Conduct, and contribute positively to the team and support team efforts.

Occupational Safety and Health

- Promote, foster and enforce safe work practices and Council's Occupational Safety and Health Policies, Principals and Procedures throughout the organisation.
- Correct or report unsafe situations, workplace incidents, accidents or damage and use safety equipment and devices as specified.
- Participate in activities associated with the Management of Workplace Safety.
- Use appropriate personal protective equipment as directed.

Other

- Carry out duties in accordance with Council Policies, Procedures and Guidelines
- Other duties, as directed and consistent with the level of this position.

6 Organisational Relationships:

6.1 Position is responsible to:

Leading Hand – Road Crew

6.2 Position supervises:

Nil

6.3 Key Relationships:

Internal: President and Councillors
Chief Executive Officer
Manager of Works
Other Staff and Employees

External: General Public (including Ratepayers and Residents as appropriate)
Suppliers of goods and services, contractors

7 Extent of Authority

Works within confines of policy and procedures, under the general supervision of the Leading Hand Road Crew and Manager of Works.

8 Public Responsibilities

To promote a favourable public image of Council's personnel, operations and the Shire in general.

9 Performance Review

Probation period first three months of employment.

Performance Appraisals conducted annually.

Signed:*Signature:**Date*

Employee

Supervisor

CEO

Position Description Review History

Created – new format	June 2020	Taryn Dayman (CEO)
Reviewed	January 2022	Stephanie Elvidge (GEO)