



# PLANT OPERATOR / GENERAL HAND

## POSITION DESCRIPTION



<b>1. POSITION DETAILS</b>	
<b>Position:</b> Plant Operator / General Hand	<b>Position classification:</b> MEA Level 5
<b>Directorate:</b> N/A	<b>Employment type:</b> Permanent
<b>Department:</b> Infrastructure	<b>Location:</b> Woodanilling Depot
<b>2. ORGANISATIONAL RELATIONSHIPS</b>	
<b>Responsible to:</b>	Executive Manager Infrastructure
<b>Supervision of:</b>	Nil
<b>Internal and External Liaison:</b>	
Internal	Executive Manager Infrastructure Other Infrastructure employees
External	Nil
<b>3. POSITION OBJECTIVES</b>	
<ul style="list-style-type: none"> <li>• Carry out a variety of tasks, as set by the Executive Manager Infrastructure, associated with the annual works program.</li> <li>• Operate and maintain all associated plant in accordance with the Shire of Woodanilling's policy and procedures.</li> <li>• Assess possible hazards and advise management/supervisor accordingly.</li> <li>• Maintain infrastructure to a high standard by completing works efficiently and effectively.</li> <li>• Complete works as directed to assist the Shire of Woodanilling in achieving its goals.</li> <li>• Demonstrate a commitment to work safely, effectively and efficiently by ensuring all duties are carried out in a professional manner consistent with the Code of Conduct and Shire of Woodanilling policies and procedures.</li> </ul>	
<b>4. KEY DUTIES / RESPONSIBILITIES</b>	
<ul style="list-style-type: none"> <li>• Operation of the following items of Council's Plant and equipment including front end loaders, backhoes, grader, six wheel tandem tip trucks, self-propelled vibrating rollers, self-propelled multi tyred rollers, ride-on mowers, chainsaws and other small items of equipment.</li> <li>• Provide skilled machine operation of the Shire of Woodanilling's plant and equipment and skilled labour.</li> <li>• Experience in grader operations while not essential will be highly regarded.</li> <li>• HC truck licence or ability to obtain is highly desirable.</li> <li>• Assist with the delivery of all road construction and maintenance programmes, including transporting materials, bitumen spraying and sealing, patching, drainage construction, footpaths and kerbing, verge mowing and other duties involving manual labour.</li> <li>• Perform maintenance or labouring duties where necessary to achieve team objectives.</li> <li>• Perform daily prestart checks and regular maintenance tasks.</li> <li>• Maintain plant in a clean, tidy and roadworthy condition.</li> <li>• Work without direct supervision.</li> <li>• Maintain daily time sheets and other records as required.</li> <li>• Accept responsibility for the quality and standard of work performed including that of other employees.</li> <li>• Provide a high standard of service with customers, contractors, other staff and members of the public.</li> </ul>	

- Accept responsibility for materials, tools, equipment, vehicles and plant in use by self and others within the work team.
- Undertake required training to maintain service skills.
- Assist in other areas as directed by Executive Manager Infrastructure.
- Due to workload, you may be required to work overtime and weekends with minimal notice.
- During critical incidents (eg: weather, fire, man-made events), you may be required to work on plant or undertake labour outside normal working hours.

## 5. SKILLS and EXPERIENCE

### Qualifications:

- Current HR, MC class Motor Driver's Licence
- Current Worksafe Construction and Safety Awareness Training Card
- National Police Clearance prior to employment

### Experience:

- Previous experience in the provision of all facets of municipal works, including construction, maintenance and advanced plant operation skills.
- Grader skills would be an advantage.
- Experience in the safe operation and user maintenance of vehicles and machinery.
- Experience in civil engineering work including relevant plant operation.

### Skills:

- Satisfactory level of general labouring and plant operation skills.
- The ability to assess possible hazards, make recommendations and initiate agreed actions
- Satisfactory level of communication (written and verbal) skills

### Knowledge

- Knowledge of the local community
- Knowledge of Work, Health & Safety Act
- Basic understanding of quality control techniques
- Good working knowledge of Municipal Engineering

## 6. EXTENT OF AUTHORITY

Perform duties as directed, under the general direction of the Executive Manager Infrastructure within policies, procedures and legislative requirements.

## 7. OHS REQUIREMENTS

- Follow all Work Health and Safety guidelines, policies and procedures.
- Ensure own safety and avoid adversely affecting the safety and health of any other person through any act or omission at work.
- Ensure compliance with Safe Work Method Statements (SWMSs) and Job Safety Analysis sheets (JSAs).

Approved by the Chief Executive Officer

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_