



Position Description

Job Title	Plant Operator	
Division (Delete as required)	Engineering Services	
Position Number	ES30	
Status (Delete as required)	Permanent Full Time Temporary Full Time	
Reports To	Senior Technical Officer (Overseer)	
Grade	Grade 3	
Date revised	28/11/2014	

Position Summary

Coonamble Shire Council's goal is to maintain and improve the services it provides to ratepayers through effective and efficient management of assets, resources and the environment in response to Community needs. The Council is focused on the provision of customer service and professional excellence.

This position exists to support technically sound construction and maintenance of roads, bridges and engineering/public infrastructure within the Shire's boundaries, in order to achieve a product that meets current technical standards and functionality (AS/RMS) **and** to support a higher level of maintenance and enhancement of the Council's recreational and open space areas including parks, gardens, ovals, showground, cemeteries, sports grounds and streetscapes.

Objective

To perform operational activities using materials, plant, machinery and other resources to ensure efficient completion of all works associated with roads, streets, bridges and engineering, public infrastructure and civil construction **and** urban services including open spaces and recreational facilities under Council control to achieve a high standard of presentation and function.

Key Responsibilities	Performance Indicators
Carry out the day-to-day operation of various vehicles, plant and equipment in a variety of work situations within any of the following areas: road maintenance and construction, urban services/parks and gardens maintenance and establishment, kerb and gutting maintenance and construction, assist with water and sewer and building maintenance projects as required.	Work is performed to a satisfactory standard. A good knowledge and skills obtained to carry out tasks with minimal supervision.
Operate vehicles such as backhoes, tractors, excavators, trucks (LR,MR,HR) and matching water cart, bobcats, slashers, rollers, kerb machine, street sweeper and other light to medium equipment.	Plant and equipment is operated safety and efficiency and with a satisfactory degree of skill. Licence, ticket or relevant verification of competency is held and maintained.
Maintain plant in a reliable, tidy and safe manner, including minor maintenance such as fuelling, tyre replacement, fluid levels, cleaning lubrication and greasing, and advising repair and maintenance needs to the workshop.	Plant and equipment is well maintained, minor servicing completed and all faults, damage or servicing requirements are reported immediately.
Work from drawings and markers and establish levels.	Demonstrated ability to read and understand plans and drawings, and levels and markers correctly laid out in accordance with the plans.
Excavate, back fill, level and move earth and other materials.	Plant and equipment is utilised correctly to relocate and level materials in a variety of situations to a satisfactory standard.
Undertake traffic control duties and erecting of signage	Obtain and maintain traffic control tickets (Blue and yellow). Knowledgeable and experienced in performing traffic control duties and placement of signs.
Contribution towards the goals outlined in Council's Delivery Plan and Integrated Planning and Reporting Process.	Goals in Council's Delivery plan and IP&R process are met within position scope and as outlined in work plans.
Provide excellent customer service to both internal and external customers	Communication and service delivery to internal and external customers is of the highest standard.
Completion of accurate timesheets with job numbers, daily plant checklists, daily running sheets and other work related documentation.	Timesheets, daily plant checklists, daily running sheets, and incident reports and other associated paperwork is completed accurately and on time.
Ensure safe work practices including the development and implementation of safe work method statements, risk assessments, injury and incident reporting and other WHS requirements for own area of work.	Documented SWMS, risk assessments and other risk management documents developed and implemented. All accidents, incidents and near misses reported within correct timeframe.
All procedures, process and behaviour complies with the Council's Code of Conduct, EEO and Anti-discrimination principles	Conduct yourself in a professional manner with both internal and external customers that also adheres to Council's Code of Conduct.
Any other duties as directed by Senior Technical Officer/Overseer.	Duties completed as instructed

Core Capabilities & Selection Criteria

Ability to manage the key responsibilities for this position and obtained the essential technical requirements as outlined in this position description.

Ability to think strategically and with common sense.

Ability to achieve results with a businesslike approach.

Ability to develop productive working and interpersonal relationships, including team, negotiation and conflict handling skills.

Demonstrated drive and integrity

Ability to communicate effectively (Oral and written skill)

A sound knowledge of the need to work safely, including WH&S and good environmental awareness

Cultural awareness and sensitivity towards equity and diversity.

Technical Requirements	Personal Attributes
<p>Essential Requirements</p> <p>HSC or equivalent</p> <p>Numeracy and Literacy standards usually associated with Year 10 or better.</p> <p>Demonstrated experience in a similar role (1-3 years).</p> <p>Certificate II in Civil Construction, Landscaping, Horticulture or other relevant qualification.</p> <p>Able to operate various types of plant safely and confidently and ability to maintain plant/vehicle records.</p> <p>Plant Licenses or Verification of Competency (VOC): Front end loader, Backhoe, Skid steer and Vehicle Loading Crane (CV/Hiab).</p> <p>Read and interpret plans and use simple levelling devices to carry out levelling.</p> <p>Class C driver's license and MR</p>	<p>Essential Requirements</p> <p>Australian resident or equivalent or holding a visa allowing employment in Australia</p> <p>Sufficiently fit to carry out any safety drill or rescue duty that may arise</p> <p>Ability to perform manual tasks with dexterity, including general construction, machine operation and fit to undertake the duties outlined in this position description, safely.</p> <p>Ability to adapt to change</p> <p>Excellent interpersonal skills, in team and independent settings</p> <p>Desirable Requirements</p>

Technical Requirements	Personal Attributes
<p>Traffic Control Card (Blue)- Stop/Go Apply Traffic Control Plans (Yellow)</p> <p>WH&S Construction Induction (White) Card</p> <p>Desirable Requirements</p> <p>Plant Operator’s Tickets: Forklift (LF), Excavator (LE), Dogging (DG).</p> <p>Certificate III in Civil Construction, Landscaping, Horticulture or other relevant certificate.</p> <p>Knowledge of erosion & sediment control activities on work sites.</p> <p>Completion of relevant training courses and Certificates.</p> <p>Class HR Driver’s Licence.</p> <p>Basic computer skills</p>	

Organisational Relationships and Delegations
<p>Urban Services and Engineering Services Teams</p> <p>All Council Departments</p> <p>Specialist Contractors</p> <p>General Public/Facility Users</p> <p>Delegations: Nil</p>

I acknowledge and understand the requirements of the role as contained within this Position Description.

Signed:

Name:

Date: