

# Position Description

|                         |  |                       |                                     |
|-------------------------|--|-----------------------|-------------------------------------|
| Position Title          | <b>Heavy Plant Operator (Ganger)</b>                   |                       |                                     |
| Department              | Roads  | Position Number       | R05                                 |
| Grade                   | Grade 5  | Location              | Coonamble Depot Complex             |
| Status                  | Permanent Full Time                                    | Hours                 | 38hrs week / 76hrs per fortnight    |
| Reports To              | Senior Technical Officer (Roads)                       | Industrial Instrument | Local Government (State) Award 2023 |
| Date Revised            | 24/01/2024   | Version Number        | 1                                   |
| Direct Responsibilities | Roads Maintenance and Construction, Kerb and Guttering |                       |                                     |

## *Council's Vision*

Coonamble Shire is a connected, respectful and diverse community, working together in a healthy natural environment that supports our vibrant local economy.

## *Council's Mission*

Through its undertakings, maintain and improve the services to ratepayers by the efficient and effective management of assets and the environment in response to community needs.

## Position Summary

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/TfNSW).

This position performs operational activities using materials, heavy plant (mainly graders), machinery and other resources to ensure efficient completion of all works associated with roads, streets, bridges and engineering, public infrastructure and civil construction.

## Position Benefits

- Adverse Working Conditions (Level 1).
- 9-day fortnight.
- Four (4) weeks annual leave per year.
- Superannuation paid by Council in accordance with legislative and scheme requirements.
- Employee Assistance Program (EAP).
- Council provided hi-vis and safety work wear and Personal Protective Equipment (PPE).
- Reasonable access to education and training, consistent with the individual's Employee Training Plan and Council's Annual Training Plan, Professional Development Policy and Budget.

# Position Description

---

## Key Responsibilities

---

### *Heavy Plant Operations*

- Carry out the day-to-day operation of various heavy plant (mainly graders), vehicles and equipment in a variety of work situations within mainly road maintenance and construction, installation of pipes and culverts, kerb and guttering including other areas if required.
- Supervise members of work gang / team involved in construction while on job site.
- Operate vehicles such as graders, dozers, and other plant - rollers, tractors, slashers, loaders, backhoes, excavators, skid steer, trucks (up to HR Licence type) and other equipment to complete maintenance and repair works.
- Plant and equipment is well maintained, minor servicing completed and all faults, damage or servicing requirements are reported immediately.
- Demonstrated ability to read and understand plans and drawings, and levels and markers correctly laid out in accordance with the plans.
- Form roads and ensure proper drainage and finish to specifications.
- Maintain easements and access requirements, ensuring intersections with private access are maintained in a trafficable condition.
- Able to perform relief duties in the position of Heavy Vehicle Operator (Truck Driver).
- Undertake traffic control duties and erecting and checking of signage.
- Available to participate in on call and call out activities as required.

### *Records and Finance*

- Completion of accurate timesheets with job numbers, daily checklists, reconciliations and other work related documentation.
- Ensure compliance with Council's record management systems.
- Ensure that all critical processes and procedures are documented, including standard operating manuals.
- Seeks approval from Supervisor for expenses / claims, as required by Council's policies and guidelines.

### *IP&R and Strategic Planning*

- Contribution towards the goals outlined in Council's Delivery and Operational Plan and any other appropriate planning / reporting frameworks that are applicable to the scope of the position.

### *WHS and Environment*

- Ensure all work is completed using safe work practices following 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.
- To review & participate in environmental incident investigation and nominated corrective measures including the observation and reporting of any new environmental aspects and impacts.

### *General*

- Provide excellent customer service to both internal and external customers.
- Promote the image of Council in a positive manner and actively promote good public relations.
- Behaviour complies with the Council's Code of Conduct, EEO and Anti-discrimination principles.
- Any other duties consistent with the responsibilities of the position as directed.

# Position Description

---

## Key Internal Relationships

---

|                     |   |
|---------------------|---|
| Roads Section       | Work collaboratively with the team to ensure service continuity and contribution towards efficient operations to support Councils plans, strategies and priorities. |
| Council Departments | Collaborate with all Council Departments to ensure service continuity and a high standard of customer service.  |
| Direct Reports      | Nil   |

## Key External Relationships

---

|                                      |  |
|--------------------------------------|--|
| External Stakeholders and Committees | Represent Council and provide a high standard of excellence and professionalism to all stakeholders. |
|--------------------------------------|--|

## Delegations

---

- Nil

# Position Description

## Essential Requirements

### *Technical Requirements*

- Sound literacy, numeracy and computer skills in order to complete required documentation and use relevant technical software.
- Demonstrated experience in a similar role (2+ years).
- Certificate III in Civil Construction or other relevant qualification.
- Knowledge of Heavy Plant / Grader operations preferably applicable to the local government context, and to learn and develop knowledge on the job.
- Ability to perform manual tasks with dexterity, including general construction, machine operation and fit to undertake the duties outlined in this position description, safely.
- Demonstrated understanding of and commitment to the principles and legislative requirements of Work Health and Safety (WH&S).
- Australian resident or equivalent or holding a Visa allowing employment in Australia.
- Class P, P2 or C Drivers Licence (unrestricted).
- WH&S Construction Induction (White) Card.

### *Desirable Requirements*

- Class HR Driver's Licence.
- Plant Licenses or Verification of Competency (VOC): Front End Loader, Backhoe, Skid steer, Excavator and Crane (CV) or Dogging (DG).
- Basic knowledge of bitumen sealing processes.
- Completion of relevant training courses and certificates.
- Local Government experience.

## Selection Criteria

- Sound literacy, numeracy and computer skills in order to complete required documentation and use relevant technical software.
- Demonstrated experience in a similar role (2+ years).
- Certificate III in Civil Construction or other relevant qualification.
- Knowledge of Heavy Plant / Grader operations preferably applicable to the local government context, and to learn and develop knowledge on the job.
- Class P, P2 or C Drivers Licence (unrestricted) and WH&S Construction Induction (White) Card.
- Takes the initiative to progress own and team tasks, contributes to the achievement of team/project goals through consistently delivering high quality work with minimal supervision.
- Pursues own and team goals with drive and commitment and is flexible, showing initiative and responding quickly to change.
- Commitment to safety and consistently act in line with legislation and policy.
- Ability to communicate clearly and effectively, work independently with minimal supervision, and contribute positively within a team environment.

I acknowledge and understand the requirements of the role as contained within this position description.

|                |  |
|----------------|--|
| <b>Signed:</b> |  |
| <b>Name:</b>   |  |
| <b>Date:</b>   |  |