

# POSITION DESCRIPTION

## Plant Operator

<b>Position number</b>	WKS022	
<b>Directorate</b>	Community Assets & Infrastructure	
<b>Service unit</b>	Operations	
<b>Classification</b>	Band 3 – Moorabool Shire Council Enterprise Agreement No 9, 2021	
<b>Employment type</b>	Permanent - Full time	
<b>Hours</b>	38 hrs per fortnight (1.00 FTE)	
<b>Organisational relationships</b>	Reports to	Team Leader Civil Maintenance
	Directly supervises	Nil
	Internal relationships	Engineering, Asset Management, Environmental Management, and Customer Service
	External relationships	Ratepayers, Community Members and Groups/Organisations, Other Councils, DELWP Utility Companies, Emergency Services Agencies, Contractors, Suppliers
<b>Probation period</b>	6 months	
<b>Approved by (position title)</b>	Manager Operations	
<b>Date</b>	13/09/2021	
<b>Position purpose</b>	Provide civil infrastructure maintenance and complete construction projects for Moorabool Shire Council, in accordance with agreed programs which may include but are not limited to sealed and unsealed roads, bridges and culverts, drainage, kerb and channel, footpaths, tracks and trails, carparks, traffic control devices, signage and street furniture.	

## Key responsibilities and duties

## Plant Operator

- Perform safe and competent plant operator duties, as required and as per licences/tickets held, on a variety of plant and equipment e.g., grader, backhoe, excavator, loader, roller, truck, tractor etc. used in maintenance and construction activities.
- Assist Team Leaders, Civil Maintenance Coordinator and Manager Operations to identify and organise the resources required for maintenance and construction activities.
- Ensure works completed are in accordance with best practice guidelines and relevant standards.
- Ensure daily pre-start checks on plant and equipment are completed, documented, defects recorded, and urgent safety issues are reported to the Team Leader, Civil Maintenance Coordinator, Operations Support Coordinator and/or Mechanics.
- Ensure that plant and equipment is serviced and maintained in accordance with manufacturer service intervals and alert the Team Leader, Civil Maintenance Coordinator, Operations Support Coordinator and/or Mechanics of any upcoming or overdue servicing.
- Perform routine maintenance of plant and equipment e.g., cleaning, greasing, oiling, replacement of minor parts etc. as required.
- Respond to rapid response maintenance requests positively and punctually within specified timeframes typically but not limited to road accident traffic control, collection of deceased animals, emergency road repairs, responding to urgent drainage issues.
- Perform various duties as required to assist in the meeting of sectional requirements, which may include general labouring duties.
- Provide high quality customer focused service to both external and internal stakeholders by developing and continuously improving service delivery standards.
- Adhere to all Council policies and procedures as relevant to this position.
- Assist in meeting both Corporate and Service Unit objectives and Department requirements by carrying out other duties as deemed reasonable and appropriate to the role as directed from time to time.
- Perform various duties as required to assist in the meeting of sectional requirements, which may include general labouring duties.

## Child Safe Standards

Council is committed to creating a child safe and child friendly environment where children and young people are respected, valued, and encouraged to reach their full potential.

Moorabool Shire Council's policies and procedures support the requirements under the Child Wellbeing and Safety Act 2005. Council will ensure that the Child Safe Standards are understood and embedded across Council services and programs, and the safety of children is promoted, child abuse is prevented, and allegations of child abuse are properly and promptly responded to.

## General and Organisational responsibilities

- Comply with Council policies and procedures.
- Promote excellence in customer service and in conjunction with your Manager or people leader, identify, review, and implement strategies to improve service quality and efficiency.
- Participate as directed in training and education to maintain compliance and an up to date knowledge.

- Contribute to emergency management planning and activities as they arise as well as undertake relevant training. During an emergency an employee may be required to complete alternative work.
- Work in ways that promote the health and safety of all employees.
- Contribute to an organisation that is free of Sexual Harassment.
- Role model a work environment free of discrimination, harassment, bullying, victimisation, or vilification.
- Work in ways that support taking positive action towards achieving gender equality in the workplace and working towards delivering agreed commitments under our Gender Equality Action Plan.
- Contribute to prevention of fraud and corruption by being fair and accountable through enhanced transparency by disclosure of gifts; declaring conflicts of interests; prevention of unauthorised access and disclosure of information and appropriate pre-employment checks of staff.
- Understand and apply organisational risk management principles to your daily work.
- Other tasks and duties the employee has the skill, knowledge, and physical capability to complete as requested by the supervisor.

**This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required.**

## Moorabool capabilities

The Moorabool capabilities define the behaviours, skills and knowledge required by our people across the organisation to achieve our organisational objectives, develop a competent and high performing workforce, and achieve our community's expectations.

Different roles require different levels of proficiency in each of the capabilities, and for each role there will be capabilities that are most relevant.

Always	Required to use this capability daily in role duties	60% or more
Occasionally	May use this capability in their role duties but it is irregular	30% - 60%
Rarely	Use this capability infrequently or not at all in role duties	30% or less

<b>Self-Management</b> (applicable to all roles)	Demonstrates personal growth and resilience, supporting a positive emotional climate	<ul style="list-style-type: none"> <li>•Personal impact</li> <li>•Emotional intelligence</li> <li>•Growth &amp; Resilience</li> <li>•Integrity</li> </ul>	<b>Always</b> (all roles)
<b>Communication</b>	Engages others, forming strong relationships, communicating with clarity, vision, purpose and impact	<ul style="list-style-type: none"> <li>•Effective communication</li> <li>•Relationships</li> <li>•Negotiation</li> <li>•Influence</li> </ul>	<b>Always</b>
<b>Action &amp; Achievement</b>	Drives outcomes with purpose, ambition, and action	<ul style="list-style-type: none"> <li>•Accountability</li> <li>•Decision making</li> <li>•Plan &amp; prioritise</li> <li>•Time management</li> </ul>	<b>Always</b>
<b>Community &amp; Inclusion</b>	Collaborates across Council, open and	<ul style="list-style-type: none"> <li>•Collaboration</li> <li>•Diversity &amp; inclusion</li> </ul>	<b>Always</b>

	accepting of differences, creating community value	•Customers & community	
<b>Innovation &amp; Change</b>	Seeks out continuous improvement and new ways of working; engaged and supportive of change	•Change management •Manage ambiguity •Innovation •Courage	<b>Occasionally</b>
<b>Business Performance</b>	Delivers outcomes with commercial and organisational nous	•Financial management •Risk mindset •Data & Analytics •Technology	<b>Occasionally</b>
<b>Strategic Mindset</b>	Sees ahead to future possibilities and things through challenges and obstacles to achieve outcomes	•Strategic focus •Critical thinking •Problem solving •Direction & purpose	<b>Occasionally</b>
<b>People Leadership</b>	People orientated, embracing individual motivations and talents, role modelling expectations to develop the team	•Humanistic •Future focused •Coach & develop •Inspiring	<b>Occasionally</b>

## Classification definitions

<b>Accountability and extent of authority</b>	<ul style="list-style-type: none"> <li>▪ Accountable for ensuring works performed do not interfere with services of other Authorities.</li> <li>▪ Accountable for ensuring necessary resources, including fuel, are available to complete tasks.</li> <li>▪ Accountable for appropriate maintenance/servicing of plant and equipment and for advising supervisors of problems arising.</li> <li>▪ Ability to clearly and respectfully converse with members of the public or other employees which involves explanations of specific procedures and practices.</li> <li>▪ Accountable for the quality, quantity, and timeliness of their own work in so far as available resources permit, and for the care of assets entrusted to them.</li> </ul>
<b>Judgement and decision making</b>	<ul style="list-style-type: none"> <li>▪ Application of appropriate procedures to tasks undertaken.</li> <li>▪ Providing support to supervisors in implementation of goals and objectives.</li> <li>▪ Application of personal judgement in specialised work with procedures well understood and clearly documented.</li> <li>▪ Undertaking tasks within the role to be performed using a selection of a range of techniques, systems, plant, equipment, methods, or processes.</li> </ul>
<b>Specialist skills and knowledge</b>	<ul style="list-style-type: none"> <li>▪ Knowledge and experience in concrete maintenance and construction techniques relating to footpath, kerb &amp; channel, pits, and culverts.</li> <li>▪ Knowledge and experience in sealed and unsealed road maintenance</li> </ul>

	<p>and construction techniques.</p> <ul style="list-style-type: none"> <li>▪ Ability to operate a variety of plant and equipment safely and competently.</li> <li>▪ Knowledge of and ability to perform basic preventative maintenance and pre-start checks on a variety of plant and equipment.</li> <li>▪ Ability to perform work involving lifting, climbing into trenches and cabins of plant, and periods of strenuous physical exertion.</li> <li>▪ Understanding and application of quality control techniques.</li> </ul>
Management skills	<ul style="list-style-type: none"> <li>▪ Ability to work unsupervised and as part of a team.</li> <li>▪ Ability to identify, organise and/or request resources.</li> <li>▪ Ability to prioritise tasks to ensure that directions given by supervisors are attended to in an efficient, effective, and practical manner.</li> </ul>
Interpersonal skills	<ul style="list-style-type: none"> <li>▪ Ability to communicate with internal and external stakeholders in a polite and courteous manner in the resolution of minor problems.</li> </ul>

## Key selection criteria

### Qualifications

- Completion of a relevant Trade Certificate or equivalent; or
- Completion of relevant accredited/industry-based training courses; or
- Knowledge and skills gained through on-the-job training commensurate with the requirements of the position.
- Licenses and/or Certificates of Competency to operate a range of plant and equipment relating safely and competently to civil infrastructure maintenance and construction.
- Medium Rigid MR Truck Licence (Heavy Rigid HR and above preferred)
- Traffic management and traffic control tickets (preferred).
- Construction Induction (White) Card.

### Skills and experience

- Knowledge and experience in concrete maintenance and construction techniques relating to footpath, kerb & channel, pits, and culverts.
- Knowledge and experience in sealed and unsealed road maintenance and construction techniques.
- Ability to operate a variety of plant and equipment safely and competently.
- Knowledge of and ability to perform basic preventative maintenance and pre-start checks on a variety of plant and equipment.
- Ability to and experience with performing work involving lifting, climbing into trenches and cabins of plant, and periods of strenuous physical exertion.
- Demonstrated communication and interpersonal skills, with the ability to work independently and within a team environment.
- Strong commitment to customer service.
- Understanding of OH&S practices and requirements.

## Physical and psychological requirements

Condition/Activity	Constant	Frequent	Occasional	N/A
Manual handling weights - above 10 kg	x	✓	x	(x)
Manual handling – above 5 kg below 10 kg	(x)	✓	(x)	(x)
Working with arms above head	(x)	(✓)	(x)	(x)
Manual handling – lifting above shoulder	(x)	(x)	(✓)	(x)
Repetitive bending/twisting	(x)	(✓)	(x)	(x)
Using vibrating / powered hand tools	(x)	(✓)	(x)	(x)
Close inspection work	(x)	(x)	(✓)	(x)
Working in dusty / slippery / wet conditions	(x)	(✓)	(x)	(x)
Wearing safety shoes/boots (steel cap)	(✓)	(x)	(x)	(x)
Wearing hearing / eye protection	(x)	(✓)	(x)	(x)
Using chemicals	(x)	(x)	(✓)	(x)
Repetitive hand washing / cleaning	(x)	(x)	(✓)	(x)
Working at heights	(x)	(x)	(✓)	(x)
Working in confined spaces	(x)	(x)	(x)	(✓)
Working in heat (over 35 C)	(x)	(x)	(✓)	(x)
Working in cold (under 5 C)	(x)	(x)	(✓)	(x)
Driving vehicles / operating plant	(✓)	(x)	(x)	(x)
Using a keyboard	(x)	(x)	(✓)	(x)
Writing by hand	(x)	(x)	(✓)	(x)
Transcribing from hard copy	(x)	(x)	(x)	(✓)
Audio transcription	(x)	(x)	(x)	(✓)
Handling difficult customers onsite	(x)	(x)	(x)	(✓)
Handling difficult customers offsite	(x)	(x)	(✓)	(x)
Making decisions that impact on other employees (disciplinary / restructure / investigation)	(x)	(x)	(x)	(✓)
Other _____	(x)	(x)	(x)	(x)

## Employee acceptance

I understand and accept the contents of this position description and acknowledge that I will act in the best interest of Council in carrying out my role and I will comply with the staff code of conduct at all times.

<b>Employee Acceptance:</b> <i>(name and signature)</i>	
<b>Date:</b>	

**PLEASE NOTE:**

*Personal, Health and gender Information collected by Council is used for recruitment purposes and, if the applicant is successful, will be used for HR purposes. Council may disclose this information to other organisations if required by law. The applicant understands that the personal and health information provided is for the above-mentioned purpose and that he or she may apply to Council for access to and/or amendment of the information. Information relating to unsuccessful applicants may be destroyed by Council six months after being received. Requests for access or correction should be made to Council's Privacy Officer.*