



## Position Description

POSITION TITLE:	Plant Operator - General
REPORTS TO:	Overseer
LOCATION:	Works Depot
WORK AREA:	Various locations within Kyogle Council Area
SALARY SYSTEM GRADE:	Grade 3
REMUNERATION PACKAGE:	Superannuation Adverse Working Conditions Allowance Access to a range of salary packaging benefits
HOURS OF WORK:	38 hours per week

### *Our Mission*

To meet the challenges of our unique and diverse region

### *Purpose of Position (purpose / objective of the position)*

To effectively and efficiently operate items of Council's general plant such as loader, backhoe and other plant in the maintenance and construction of Council's network of roads and related physical assets and carry out other necessary duties as may be directed.

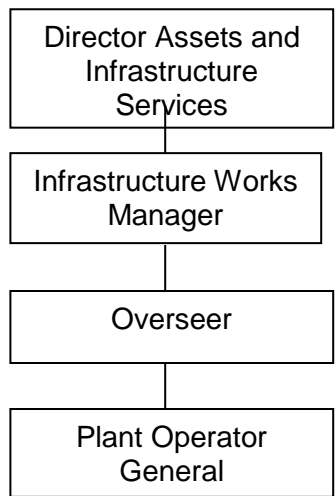
### *Award Provisions*

Award:	Local Government (State) Award 2020
Award Grade:	Band 1, Level 3

**Organisational Relationships:**  
*(the type of client/customer/community relationships that are critical to the effective functioning of the job)*

- WITHIN DEPARTMENT:      Overseer
  
- WITHIN COUNCIL            Operational Staff and Professional Staff
  
- EXTERNAL TO COUNCIL    Member of the Community  
*(e.g. community, business & other government)*      Contractors

**Organisational Chart:** *(Direct reporting relationships)*







## *Schedule of Duties*

- To operate plant in an efficient and safe manner as required in compliance with relevant laws, standards, Council policy and having regard for the safety of the public, road users and other employees.
- Traffic control devices are erected prior to machinery moving onto sites and ensure that they are maintained appropriately during all construction and maintenance operations.
- All work health and safety requirements are met including completion of risk assessments and working within safe work procedures. Use of necessary safety gear for the performance of various duties (eg hard hat, ear plugs, safety glasses etc).
- Report any occurrence of accident or injury on the job immediately when it occurs, and complete the required paper work and submit to immediate supervisor.
- Perform other work duties within capabilities as allocated from time to time by Overseer including manual tasks.
- To perform labouring and traffic control duties as required.
- Maintain a diary of works carried out and works necessary to be carried out as part of the general construction and maintenance program and submit a copy of diary to Overseer weekly.
- Any difficulties in carrying out assigned or cyclical works are reported to Overseer the same day they occur to ensure prompt action.
- All items of plant must be maintained in a roadworthy condition through adherence to cyclical and daily maintenance checks.
- Problems with the operation of plant are reported to the Plant and Depot Coordinator when they occur to enable plant to be repaired before major failures occur.
- Time sheets are recorded accurately with appropriate forms attached (eg leave form) and are submitted to overseer on time.
- Perform all task/duties in manner which promotes effective team work and good public and co-worker relations.
- Operate as a member of a work team and practice sharing of work duties and multi-skilling.

## Capabilities for the role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities

Local Government Capability Framework		
Capability Group	Capability Name	Level
 <b>Personal attributes</b>	Manage Self	Intermediate
	Display Resilience and Adaptability	Foundational
	<b>Act with Integrity</b>	<b>Intermediate</b>
	Demonstrate Accountability	Intermediate
 <b>Relationships</b>	Communicate and Engage	Intermediate
	Community and Customer Focus	Foundational
	<b>Work Collaboratively</b>	<b>Intermediate</b>
	Influence and Negotiate	Foundational
 <b>Results</b>	Plan and Prioritise	Intermediate
	Think and Solve Problems	Foundational
	Create and Innovate	Foundational
	<b>Deliver Results</b>	<b>Intermediate</b>
 <b>Resources</b>	Finance	Foundational
	<b>Assets and Tools</b>	<b>Intermediate</b>
	Technology and Information	Foundational
	Procurement and Contracts	Foundational

## Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Group and Capability	Level	Behavioural Indicators
<b>Personal Attributes</b> Act with Integrity	Intermediate	<ul style="list-style-type: none"> <li>Maintains confidentiality of customer and organisational information</li> <li>Is open, honest and consistent in words and behaviour</li> <li>Takes steps to clarify ethical issues and seeks advice when unsure what to do</li> <li>Helps others to understand their obligations to follow the code of conduct, legislation and policies</li> <li>Recognises and reports inappropriate behaviour, misconduct and perceived conflicts of interest</li> </ul>
<b>Relationships</b> Work Collaboratively	Intermediate	<ul style="list-style-type: none"> <li>Encourages an inclusive, supportive and co-operative team environment</li> <li>Shares information and learning within and across teams</li> <li>Works well with other teams on shared problems and initiatives</li> <li>Looks out for the wellbeing of team members and other colleagues</li> <li>Encourages input from people with different experiences, perspectives and beliefs</li> <li>Shows sensitivity to others' workloads and challenges when asking for input and contributions</li> </ul>
<b>Results</b> Deliver Results	Intermediate	<ul style="list-style-type: none"> <li>Takes the initiative to progress own and team work tasks</li> <li>Contributes to the allocation of responsibilities and resources to achieve team/project goals</li> <li>Consistently delivers high quality work with minimal supervision</li> <li>Consistently delivers key work outputs on time and on budget</li> </ul>
<b>Resources</b> Assets and Tools	Intermediate	<ul style="list-style-type: none"> <li>Uses a variety of work tools and resources to enhance work products and expand own skill set</li> <li>Ensures others understand their obligations to use and maintain work tools and equipment appropriately</li> <li>Contributes to the allocation of work tools and resources to optimise team outcomes</li> </ul>

## *Essential and Desirable Criteria*

### Essential:

- Successful completion of Year 10 or equivalent.
- Hold relevant WorkCover or accreditation certificate relevant to item of plant and demonstrated experience in plant operation.  
Possession of a Class HR Drivers Licence
- Ability and skill to operate and know the capabilities of front end loader to required tolerances and have working knowledge of road plant maintenance/servicing.
- Ability and skill to operate and know the capabilities of self-propelled rollers to required tolerances and have working knowledge of road plant maintenance/servicing. Working knowledge of unsealed road maintenance procedures, sealed road and drain maintenance procedures, pavement construction procedures and earthworks operations.
- Ability to operate an item of plant in conjunction with other plant and traffic on job sites.
- Working knowledge of local roadmaking and pavement materials and their relevant compaction procedures.
- Ability to operate as a member of a works team.
- Experience and ability to undertake manual labouring tasks.
- Work Health and Safety Workcover General Induction Ticket (White Card).
- Demonstrated knowledge and understanding of the principles and practices of Equal Employment Opportunity and Work Health and Safety and an ability to apply them to the work practices.

### Desirable:

- Traffic Control Ticket (stop / slow)
- Ability to operate other items of plant
- Chainsaw Ticket (Level 1 – cross cutting)

## *Verification of Qualifications*

### Guidelines:

- All original tickets / certificates must be sighted by Council.
- Falsely claiming qualifications will lead to dismissal and/or prosecution for any relevant offence.
- Applicants are to sign a declaration that states qualifications are genuine and acknowledges that false claims can lead to dismissal.

## *Working with Children Check*

The position is subject to the requirements of the Child and Young Person Protection legislation and all applicants will be required to complete a Prohibited Employment Declaration at the time of their application.

## *Job Specific Skills and Performance Standards Required*

NB: This section of the position description will be used to assess staff in the job specific skills. Staff are expected to have achieved the performance standard required of all skills within each step before progression to the next step.

<b>Skills</b>	<b>Performance Standard Required</b>
<b>Entry Level</b>	
Complete standard forms and reports (such as leave forms, accident reports, timesheets)	<ul style="list-style-type: none"> <li>• Able to print and write information legibly and clearly.</li> <li>• Understands Council procedures relating to regularly used standard forms and reports.</li> <li>• Completes forms to agreed timeframes.</li> </ul>
Undertake and observe employment conditions and Council Human Resources Policy and procedures (such as rules regarding alcohol consumption during work, using plant items for work use only, wearing issued uniform)	<ul style="list-style-type: none"> <li>• Able to interpret regularly used employment conditions, policies and procedures</li> <li>• Adheres to Employment Conditions and Council Policies and Procedures.</li> <li>• Conducts all areas of work practices and procedures in a manner that conforms to Council principles and practice of Equal Employment Opportunity, Environmental protection and Ethical Conduct.</li> </ul>
Implement WHS, environmental, quality and risk in the workplace	<ul style="list-style-type: none"> <li>• Understands WHS as it applies to their immediate work area.</li> <li>• Understands environmental and quality systems as they apply to their immediate work area.</li> <li>• Understands risk management issues as they apply to their immediate work area</li> <li>• Able to practically apply basic WHS in their daily work</li> <li>• Uses protective clothing and equipment as appropriate for their work.</li> <li>• Complies with Council policies and procedures on a safe workplace (eg., no smoking, alcohol in the workplace)</li> <li>• Uses safety signage and safe working practices while working on or near roads or main thoroughfares.</li> <li>• Ability to safely work around power lines.</li> </ul>
Undertake basic labouring duties	<ul style="list-style-type: none"> <li>• Work is undertaken according to council specifications</li> <li>• Equipment is used according to Council's WHS procedures</li> <li>• Work is carried out with regard to stated timeframes.</li> <li>• Work is undertaken according to design specification and instructions concerning quality.</li> </ul>
Operate a motor vehicle	<ul style="list-style-type: none"> <li>• Possesses a relevant motor vehicle licence</li> <li>• Able to demonstrate a safe track record in driving.</li> </ul>

Skills	Performance Standard Required
Operate a front end loader and / or backhoe	<ul style="list-style-type: none"> <li>• Loading, moving and unloading is completed without causing damage to any workplace property or vehicle sections, systems or components.</li> <li>• Front end loader and / or backhoe is operated correctly and safely in performing loading/moving and unloading duties according to licensing and legislation requirements.</li> <li>• All front end loader and / or backhoe operations are carried out according to industry regulations and guidelines, WHS legislation and council procedures and policies.</li> </ul>
Roller Operation	<ul style="list-style-type: none"> <li>• Roller is operated correctly and safely in performing loading/moving and unloading duties according to licensing and legislation requirements.</li> <li>• All roller operations are carried out according to industry regulations and guidelines, WHS legislation and council procedures and policies.</li> <li>•</li> </ul>
Carry out basic maintenance of plant and equipment.	<ul style="list-style-type: none"> <li>• The performance of plant and equipment is monitored and deficiencies are reported.</li> <li>• Routine preventative maintenance is carried out in accordance with requirements.</li> <li>• Basic repairs and adjustments to plant and equipment are made in accordance with manufacturer's specifications.</li> <li>• Records of repairs and maintenance are maintained as required.</li> <li>• Recurring problems are reported to the Overseer.</li> </ul>
<b>Step 1</b>	
Answer and process general enquiries/requests on engineering works	<ul style="list-style-type: none"> <li>• Answers enquiries from the public in a friendly and polite manner.</li> <li>• Accurate information is recorded or relayed to provide the service requested.</li> <li>• All processes involved are carried out within the agreed Council timeframes.</li> </ul>
Operate general road construction and maintenance plant and equipment (eg small plant items).	<ul style="list-style-type: none"> <li>• Understands the use of and is able to use small plant and equipment regularly used in work.</li> <li>• Understands the basic maintenance of all plant and equipment regularly used.</li> <li>• Uses plant and equipment according to manufacturer's specification and/or Council policies and procedures.</li> <li>• Stores all equipment, tools and machinery safely, properly and securely in compliance with manufacturer's and/or Council guidelines.</li> <li>• Reports any faults or problems to the Overseer.</li> </ul>
Control and Direct Traffic	<ul style="list-style-type: none"> <li>• Ensures traffic is directed in a courteous and professional manner in accordance with Traffic Control training and Council policies.</li> <li>• Ensures work area conditions are constantly monitored to ensure safe and secure operations.</li> <li>• Traffic control devices (signs, barriers) are erected prior to machinery moving onto site.</li> </ul>



Skills	Performance Standard Required
	<ul style="list-style-type: none"> <li>• Traffic control devices are maintained during all construction and maintenance operations.</li> <li>• Identifies and reports to Overseer any discrepancies with traffic control plan, signs or devices.</li> </ul>
Handles Chemicals and other hazardous materials safely	<ul style="list-style-type: none"> <li>• Understands and is able to identify chemicals regularly used in the workplace.</li> <li>• Uses and stores chemicals, flammable liquids and other hazardous materials in the appropriate manner to minimise risk.</li> </ul>
Record Keeping	<ul style="list-style-type: none"> <li>• Complete plant sheets and other forms as required.</li> <li>• Forms are completed and returned within agreed timeframes.</li> <li>• Records and reports daily activities.</li> </ul>
Implement WHS, risk, quality and environmental management in the workplace	<ul style="list-style-type: none"> <li>• Contributes to the review of WHS, risk, quality and environmental practices and procedures.</li> <li>• Ensures works are undertaken in accordance with environmental management procedures / guidelines.</li> <li>• Follows procedures and correct use of personal protective equipment.</li> <li>• Ability to respond to emergency environmental situations to ensure environmental safeguards are implemented and action reported to Overseer.</li> </ul>
<b>Step 2</b>	
Lay Pipes	<ul style="list-style-type: none"> <li>• Assisting with the checking of excavation depths and grades for conformity to job requirements.</li> <li>• Foundation base is compacted and prepared.</li> <li>• Bedding materials are laid and compacted to specified depths and grades in accordance with job specifications.</li> <li>• Lifting apparatus is selected, checked and attached to the pipe in preparation for lifting.</li> <li>• Pipe ends are prepared as specified.</li> <li>• Pipe ends are aligned and pushed home.</li> <li>• Pipe is checked for line and level.</li> <li>• Backfilling requirements and pipe is backfilled and compacted to the required finish level.</li> <li>• Inlets and outlets are finished in accordance with pipe/ culvert design specifications.</li> </ul>
Read and Interpret Maps, Plans and Drawings	<ul style="list-style-type: none"> <li>• Ensures that work is undertaken according to plans provided.</li> <li>• Is able to use sound judgment to interpret situations and find acceptable solutions to basic problems when instructions are not clear.</li> <li>• Is able suggest more appropriate ways of undertaking work.</li> </ul>
Problem Solving	<ul style="list-style-type: none"> <li>• Develops practical solutions to daily work issues.</li> <li>• Applies a range of problem solving strategies to a given problem.</li> </ul>

Skills	Performance Standard Required
Development of safe work method statements	<ul style="list-style-type: none"> <li>• Assist in preparation of SWMS to achieve position objectives.</li> <li>• Consideration is given to the users and the environment in which the SWMS will be used.</li> <li>• Feedback is sought on the content of the SWMS.</li> <li>• Contributes to the updating of SWMS to match current operations.</li> </ul>
Organise the operation of plant and equipment	<ul style="list-style-type: none"> <li>• Plant and equipment are monitored on a regular basis to ensure maximum output is achieved.</li> <li>• Plant and equipment are organised to meet scheduled requirements.</li> <li>• Accurate records of plant and equipment operation and use are recorded and maintained.</li> <li>• Equipment is maintained in accordance with manufacturer's specifications and enterprise /site procedures.</li> </ul>
<b>Step 3</b>	
Operate plant and equipment (complex)	<ul style="list-style-type: none"> <li>• Able to use plant and equipment regularly used in work to achieve complex plant operation outcomes.</li> <li>• Repairs and adjustments to plant and equipment are made in accordance with manufacturer's specifications.</li> <li>• Understands and instructs others in the maintenance of all plant and equipment regularly used.</li> <li>• Uses plant and equipment according to manufacturer's specification and/or Council policies and procedures.</li> <li>• Stores all equipment, tools and machinery safely, properly and securely in compliance with manufacturer's and/or Council guidelines.</li> <li>• Reports and accurately records any faults or problems to the Workshop and effectively communicates with Overseer on action undertaken.</li> </ul>
Operate a Truck	<ul style="list-style-type: none"> <li>• Possesses the appropriate licence to operate a heavy rigid vehicle.</li> <li>• Is able to operate and drive a truck in a safe manner with regard to relevant statutes and Council policies and procedures.</li> <li>• Pre start checks are carried out.</li> <li>• Loads trucks safely with knowledge and understanding of carrying capacity, weight distribution and securing a load.</li> <li>• Demonstrates a good track record in regard to driving a truck.</li> </ul>
Engineering Works Operations	<ul style="list-style-type: none"> <li>• Able to explain a wide range of engineering works operations (specific to road construction and maintenance operations)</li> <li>• Environmental controls are implemented to comply with Council and legislative procedures.</li> <li>• Work is undertaken to achieve quality outcome.</li> </ul>
Operate a Chainsaw	<ul style="list-style-type: none"> <li>• Possesses the appropriate licence and ticket to operate a chainsaw.</li> <li>• Work is completed without causing damage or injury to any person or property.</li> </ul>

<b>Skills</b>	<b>Performance Standard Required</b>
	<ul style="list-style-type: none"><li>• Chain saw is operated correctly and safely in performing duties according to operation and legislation requirements.</li><li>• All front chain saw operations are carried out according to industry regulations and guidelines, WHS legislation and council procedures and policies.</li></ul>

Skills	Performance Standard Required
Risk Management and Problem Solving	<ul style="list-style-type: none"> <li>• Identifies and classifies possible sources of risk.</li> <li>• Identifies problems proactively and puts in place appropriate strategies to mitigate them.</li> <li>• Negotiates with multiple stakeholders where appropriate to solve issues.</li> <li>• Applies a range of problem solving skills to enable issues to be resolved without contravening any statutes, regulations or council policies.</li> </ul>
<b>Step 4</b>	
Plant Operation	<ul style="list-style-type: none"> <li>• Possesses the appropriate licence and ticket (where appropriate) and ability to operate more than one (minimum of two) pieces of plant (eg roller, backhoe, front end loader, small excavator, maintenance grader)</li> <li>• Plant operation is completed without causing damage to any workplace property or vehicle sections, systems or components.</li> <li>• Plant is operated correctly and safely in performing loading/moving and unloading duties according to licensing and legislation requirements.</li> <li>• All operations are carried out according to industry regulations and guidelines, WHS legislation and council procedures and policies.</li> </ul>
Develop and Apply Knowledge	<ul style="list-style-type: none"> <li>• Keeps up to date with changes to road construction and maintenance plant operation functions.</li> <li>• Distributes information to other staff regarding developments in the work area.</li> <li>• Has a wide and practical understanding of road construction and maintenance functions.</li> <li>• Uses knowledge to keep other staff up to date with road construction and maintenance plant operation related matters.</li> </ul>
Assist in coordination of Worksite activities	<ul style="list-style-type: none"> <li>• Is able to assist in the coordination of activities to ensure that work is done on time and to the specified standards.</li> <li>• Assists in ensuring that the appropriate equipment and materials are available to undertake the work.</li> <li>• Is able to instruct others in the operation of equipment and tools to ensure that work is carried out safely and is in compliance with manufacturer's and council guidelines and procedures.</li> </ul>
Levelling	<ul style="list-style-type: none"> <li>• Understand basic level principles for road construction and maintenance works.</li> <li>• Provides assistance in undertaking levelling.</li> <li>• Identifies and communicates to Overseer any discrepancies found whilst levelling.</li> </ul>
Training and Instruction in use of plant	<ul style="list-style-type: none"> <li>• Is able to instruct and train others in the operation of plant item to ensure that the work is carried out safely and is in compliance with manufacturer's and Council guidelines and procedures.</li> <li>• Records training outcomes and forwards written training outcomes to Overseer.</li> </ul>

<b>Skills</b>	<b>Performance Standard Required</b>
Purchasing of Plant and Equipment	<ul style="list-style-type: none"><li>• Contributes to the development of specifications required for purchase of new plant items.</li><li>• Ability to provide input and assessment of ergonomic functions and capabilities of plant.</li></ul>

*Acceptance of Position Description*

I, \_\_\_\_\_, have read and understood this position description and agree to the conditions and responsibilities contained in it. I intend to commence duties as Plant Operator General on \_\_\_\_\_ (date)

Signed: \_\_\_\_\_

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