

POSITION DESCRIPTION

Position Title:	Works Plant Operator
Position Number:	7202
Group:	Infrastructure and Planning
Business Unit:	Infrastructure Services
Service Unit:	Civil Operations
Reports To:	Team Leader Works
Grade:	7
Hours of Work:	38 hours per week
Last Date of Review:	New Position
Last Date of Evaluation:	October 2020

Role Function Summary

This position is responsible for operating a range of plant and equipment associated with the maintenance and construction of roads, transport and drainage assets connected to the functioning of Singleton Council's infrastructure network. The position is responsible for working autonomously and with other works teams to deliver maintenance and construction of Council infrastructure.

Key Responsibilities (Major and Essential Job Functions)

- Undertake plant operation and/or labouring tasks associated with maintenance and construction of roads, transport and drainage infrastructure including but not limited to, earthworks, pipe laying, bitumen, concrete structure preparation, drainage and vegetation work.
- Undertake works autonomously or with other work groups as required, with responsibility for floating/transporting equipment to all work sites and operating onsite.
- Demonstrate competency in the operation of dynamic load shifting plant and equipment including, but not limited to, Backhoe, Excavator and Positrack
- Ensure daily maintenance and pre-start checks of assigned plant are completed.
- Ensure controls are in place to manage vehicular and pedestrian traffic on and around the work site.
- Actively contribute to the mentoring, on-the-job training and sharing of knowledge and skills with work colleagues, across multiple works teams.
- Ensure knowledge of new plant, equipment and technology is kept current.
- Provide timely updates regarding work, tools and equipment, risks and improvements to the relevant supervisor.
- Actively problem solve work issues.
- Conduct safety toolbox talks, risk assessments, check for safeties and all other relevant Work health & Safety documentation.

This position description does not form an exhaustive list of your duties. You may be required to undertake other projects, tasks and activities as required from the business from time to time which are within the skills, competence and training of the incumbent. Singleton Council reserves the right to amend or update this position description in accordance with operational needs.

Organisational Responsibilities:

Council's decisions, actions and behaviours are governed by its vision, mission and values. All employees of Council have an accountability to ensure their work and behaviour is aligned to these.

Community Vision	Singleton. Vibrant, progressive, connected, sustainable & resilient.
Organisation Vision	ESP - Engaged people; Safe and Sustainable workplace; and a Performance based culture.
Our Purpose	To "create community".
Values and Behaviours	Council has five values which guide behaviours and decision making. It is through these values high quality services are delivered to employees and the community. Employees play an important role in leading the way and upholding Council's values, including the Code of Conduct. Council's values are: • Integrity: We act with commitment, trust and accountability. • Respect: We are open, honest, inclusive and supportive. • Excellence: We strive to achieve the highest standards. • Innovation: We are creative, progressive and strategic. • Enjoyment: We promote a harmonious, productive and positive workplace.
Safe Workplace	It is a requirement of employment with Singleton Council that all staff undertake their work in accordance with WHS policies and procedures. Employees will display and promote safety in the workplace at all times.
Policies and Procedures	The responsibilities of this position are completed in line with all Council policies and procedures related to this position. Awareness of the principles of equity and diversity, work health and safety, environment, risk management, records management and quality assurance as they relate to this position.

Organisational Relationships

Internal Relationships:	Other Works Plant Operators, Infrastructure Services Project Officers and Coordinators and Depot and Fleet Management Officer
External Relationships:	Customers, Community, Ratepayers, Infrastructure Users, Contractors
Direct Reports:	Nil
Indirect Reports:	Nil

Specifications and Technical Skills:

Essential Criteria:

- Demonstrated current working knowledge of road construction and maintenance tasks and techniques, coupled with experience with road construction plant and equipment.
- Proven competency in undertaking operating tasks involving dynamic load plant equipment
- Proven competency in loading, securing and floating equipment
- Proven competency in undertaking specified labouring duties for civil construction projects and maintenance tasks.
- Demonstrated ability to work cooperatively as part of a team.
- A commitment to providing excellent customer service to both internal and external customers of Council

Desirable Criteria:

- Certificate III in Civil Construction (Road Construction & Maintenance).
- Dogging license
- Demonstrated experience operating in urban or tight access environments
- Holder of a current Safe Work Near Power Lines Certificate or commitment to obtain.

Licences and Tickets:

- Construction Induction Certificate (White Card).
- Class HC driver's licence, with demonstrated current experience.

Physical Requirements / Work Environment:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the inherent requirements of the job. This position will involve work in the office environment as well as being able to navigate construction and work sites.

Physical Requirements and Work Environment

ACTIVITY	FREQUENCY				# OF HOURS A DAY							
	Repetitive	Frequent	Occasional	Infrequent	1	2	3	4	5	6	7	8
Sitting		✓								✓		
Walking			✓			✓						
Standing			✓			✓						
Bending				✓	✓							
Squatting				✓	✓							
Climbing			✓		✓							
Kneeling				✓	✓							
Twisting				✓		✓						
Lifting				✓		✓						
Driving		✓								✓		

If manual lifting is required ensure a risk assessment is completed each time lifting is required.

Hand Manipulation Required	Yes	☒	No	☐	Repetitive Hand Movements	Yes	☒	No	☐
	Right Hand					Left Hand			
Simple Grasping (hold bottle)	Yes	☒	No	☐	Simple Grasping (hold bottle)	Yes	☒	No	☐
Power Grasping (tight grip)	Yes	☒	No	☐	Power Grasping (tight grip)	Yes	☒	No	☐
Pushing Pulling (to from body)	Yes	☒	No	☐	Pushing Pulling (to from body)	Yes	☒	No	☐
Fine Manipulation (fine finger)	Yes	☒	No	☐	Fine Manipulation (fine finger)	Yes	☒	No	☐

Tick below if these are requirements of the position:

✓	Operating mobile plant	✓	Working with paints, solvents, oil, grease
✓	Light repetitive handling		Cold environment
	Dog/cat control	✓	Climbing, working at heights
	Cattle, sheep handling		Confined spaces work
	Native Animal, reptile handling	✓	Customer contact
✓	Garbage collection		Screen based work (intermittent)
	Office, toilet cleaning		Screen based work (constant)
✓	UV exposed		Clerical deadlines
✓	Herbicide/Pesticide use		Supervisory – clerical, planning, deadlines
	Cooking		Building trades work
✓	Walking on Slopes / Hills / Gradients		Motor trades work
✓	Walking on uneven surfaces		Child care
✓	Working with bitumen		Hospitality
✓	Working with concrete	✓	Exposure to dust or fumes

Skills Progression and Assessment Record:

Position Title: **Works Plant Operator**

Employee:

Skill Progression Requirements ☒ Step Achieved	Salary Step	N/A	1	2	3	4
Certificate III in Road in Civil Construction (Road Construction & Maintenance)	1					
Class HR Drivers Licence	1					
WHS Construction Induction (White Card)	1					
Demonstrated ability to cooperatively work as part of a team.	1					
Demonstrated commitment to WHS	1					
Demonstrated ability to undertake works on road drainage construction (culverts, headwalls and drainage structures)	2					
Demonstrated professional, consistent and flexible approach to allocated tasks with a strong solutions orientated attitude.	2					
Demonstrated ability to identify environmental issues	2					
Demonstrated ability to identify quality issues	2					
Demonstrated ability to identify safety issues	2					
Demonstrated ability to safely operate and adequately maintain plant/equipment safely and effectively.	3					
Demonstrated knowledge of the use of electronic devices to record maintenance activities in the field	3					
Demonstrate ability to undertake tasks without supervision	3					
Obtain Dogging Licence	3					
Obtain HC licence	3					
Demonstrates initiatives by suggesting changes to work procedures that enhance work environment	4					
Demonstrated performance by accurately recording work completed in Maintenance Systems	4					
Demonstrated ability to act in higher position for more than 6 weeks (cumulative)	4					
Demonstrated ability to cross skill in other construction areas	4					
Evidence of self-development through completion of additional relevant qualifications	4					

Skills Review Year (eg 2018): _____ Position: _____

Annual Skills Assessment:

The following is to be completed at the time of the annual skills assessment.

Comments on Employee's attitude and application to work:

Employee's Comments:

Name

Signature

Date

Manager / Supervisor's Comments:

Name

Signature

Date

Director's Comments:

Name

Signature

Date

Summary of Skills Assessment	1	2	3	4
Total number of skills at each salary step =				
Number of skills not applicable at each salary step =				
Number of skills achieved at each salary step =				
Number of skills not achieved at each salary step =				
☒ Proposed Salary Step Placement				