# POSITION DESCRIPTION

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| **Position Title:** | Road Plant Operator |
| **Position Number:** | 3537 |
| **Group:** | Infrastructure and Planning |
| **Business Unit:** | Infrastructure Services |
| **Service Unit:** | Civil Operations |
| **Reports To:** | Team Leader Roads |
| **Grade:** | 5 |
| **Hours of Work:** | 38 hours per week |
| **Last Date of Review:** | December 2023 |
| **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 and drainage assets and other civil infrastructure connected to the functioning of Singleton Council's road network. The position is also responsible for undertaking labouring tasks also associated with the maintenance and construction of such infrastructure

## Key Responsibilities (Major and Essential Job Functions)

- Undertake plant operation and/or labouring tasks associated with maintenance and construction of roads, drainage and other civil infrastructure including but not limited to, earthworks, concrete, pipe laying, bitumen and vegetation work.
- 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.
- Ensure knowledge of new plant, equipment and technology is kept current.
- Provide timely updates regarding work, tools and equipment, risks and improvements to the supervisor.
- Contribute to problem solving of work issues.
- Participate in 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.

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| **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:<br>• **Accountable:** We know what we do, and do what we say<br>• **Connected:** We work together to create community<br>**Integrity:** We do the right thing<br>• **Care:** We are people who care<br>• **Adaptable:** We are ready to respond |
| **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.<br>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

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| **Internal Relationships**: | Other Road Plant Operators, Grader Operator, 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/tickets/VOC with road construction plant and 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).
- Class HC driver's licence.
- Holder of a current Safe Work Near Power Lines Certificate or commitment to obtain.

**Licences and Tickets:**

- Construction Induction Certificate (White Card).
- Class HR 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

| | FREQUENCY | | | | # OF HOURS A DAY | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **ACTIVITY** | **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:

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| ✓ | 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: **Road Plant Operator** Employee:

| **Skill Progression Requirements**<br>☑ 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 | | | | | |
| Demonstrated ability to undertake civil construction work efficiently and effectively | 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** | | | | |