



## POSITION DESCRIPTION

### PLANT OPERATOR-GENERAL HAND

<b>Location</b>	Works Depot
<b>Department</b>	Works and Services
<b>Salary</b>	Local Government Industry Award 2020, Level 3
<b>Reports to</b>	Works Team Leader
<b>Supervision of</b>	Nil
<b>Revision</b>	3
<b>Date</b>	6 <sup>th</sup> January 2021

#### Approval of Position Description

<i>Document Owner</i>	<i>Position</i>	<i>Reason for Review</i>	<i>Review Date</i>	<i>Additional Comments</i>
Allan Rourke	EMWS	Review	21/02/2019	
Graeme Fardon	CEO	Reviewed	15/05/2019	
Graeme Fardon	CEO	Reviewed - Vacancy	22/07/2020	
Allan Rourke	EMWS	x2 Vacancies	12/10/2020	
Allan Rourke	EMWS	x2 Vacancies	6/01/2020	

## 1. ORGANISATIONAL RELATIONSHIPS

### 2.1 Responsible to: -

Executive Manager of Works and Services

Operationally this position works under the Works Team Leader and Parks & Gardens Head Gardener.

### 2.2 Supervision of: - Nil

### 2.3 Internal and External Liaison: -

#### Internal

- All Staff

#### External

- General Public
- Service Authorities.

## 2. EXTENT OF AUTHORITY

Works under the direction of the Executive Manager of Works and Services, Works Team Leader and Parks & Gardens Head Gardener.

## 3. PURPOSE OF POSITION

To form part of the Works & Services Team to undertake the construction, repair and maintenance of Council's roads and infrastructure throughout the Shire.

## 4. KEY DUTIES/RESPONSIBILITIES

- Construct, repair and maintain Council roads and infrastructure throughout the Shire.
- Maintain Council owned vehicles and machines in good condition.
- Practice safe working conditions while performing all tasks.
- Any other duties as required and directed by the Works Team Leader.
- Provide to Residents a courteous avenue of communication in the course of undertaking daily duties.
- The promotion of Council's image.
- Undertake vehicle safety inspections on a daily basis.

## 5. SELECTION CRITERIA

Qualification	Essential	Desirable
Drivers Licence "HR" Class	✓	
Drivers Licence "HC" Class		✓
Construction Safety Awareness Card (White Card) or willing to obtain		✓
Traffic Control Certificate/s		✓

Key Skills, Knowledge and Experience	Essential	Desirable
Minimum 2 Years' experience on Heavy equipment	✓	
Previous experience using other Plant/Equipment relevant to road construction/maintenance operations.	✓	
Demonstrated understanding of maintenance / operational requirements of plant and equipment.	✓	
Experience on Maintenance Grading will be well considered		✓
Experience in similar role including civil works, roads and drainage		✓
Demonstrated ability to work safely and effectively while unsupervised and as a team member and to show initiative.	✓	
Demonstrated understanding of Workplace Health and Safety.	✓	

## 6 WORKING CONDITIONS/OHS CONSIDERATIONS

**Occupational Safety and Health** – comply with the Shire's OSH Policy and other Shire OSH policies and procedures and legislation relevant to role and responsibilities. Observe safe work practices and operating procedures. In accordance with Shire and legislative requirements report any hazards, incidents or near misses in a timely manner.

## 7. OTHER RELEVANT FACTORS OR REQUIREMENTS

A Pre-Employment Medical Examination and current National Police Clearance Certificate will be required by the successful applicant. (Pre-Employment Medical Examination at Shire's Cost).

It is advised that no formal offer can be made until your satisfactory completion of this employment condition.

## 8. COMMENTS

All employees are required to sign a declaration that they have read Council's Code of Conduct for Elected Members and Employees prior to the commencement of work or any reviews. This signed document will be placed on each employees payroll file as evidence of the fact that they have read and understood the requirements of the position and Council.

## 9. TERMS OF EMPLOYMENT

Award/Level	Local Government Industry Award 2020	
Position Status	Full-time	Permanent
Hours of Work	9-day fortnight, 7am – 4pm	
Level	Level 3	
Overtime	Requires Prior Authorisation	
Current Wage	\$1079.53 Gross per week (\$28.4086 per Hour)	
Council Loyalty Scheme	Applies to this Position	
Superannuation	9.5% Employer Superannuation Guarantee Contribution	
Probation Period	Three (3) months from commencement date. The Chief Executive Officer reserves the right to extend the Probation Period by a further three (3) months.	
Performance Review	Annually	
Annual Leave	Employee will be entitled to four (4) weeks Annual Leave with 17 ½% Loading on Entitled Annual Leave.	
Housing	Council Housing may be made available upon request at a subsidised rental.	
Motor Vehicle	N/A	
Job Location	Quairading, Western Australia, 6383.	

\_\_\_\_\_  
Name of Employee

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date