



## POSITION DESCRIPTION

# PLANT OPERATOR/GENERAL HAND

<b>Location</b>	Works Depot
<b>Department</b>	Works and Services
<b>Salary</b>	Local Government Industry Award 2010, Level 3
<b>Reports to</b>	Works Team Leader
<b>Supervision of</b>	Nil
<b>Revision</b>	1
<b>Date</b>	15 <sup>th</sup> May 2019

### 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	EMW&S	Review	21/02/2019	
Graeme Fardon	CEO	Reviewed	15/05/2019	

## 1. EXTENT OF AUTHORITY

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

## 2. ORGANISATIONAL RELATIONSHIPS

### 2.1 Responsible to: -

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. PURPOSE OF POSITION

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

## 3. KEY DUTIES/RESPONSIBILITIES

- Construct, repair and maintain Council roads and infrastructure throughout the shire.
- Maintain Council owned vehicles and machines in good condition.
- Undertake private work jobs as directed by the Works Team Leader.
- 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.

#### 4. SELECTION CRITERIA

Qualification	Essential	Desirable
Year 12 attainment desirable		✓
Drivers Licence "HR" Class – Unrestricted (however a HC will be well considered)	✓	
Construction Safety Awareness Card (White Card)	✓	
Traffic Control Certificate/s		✓

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

#### 5 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.

#### 6. OTHER RELEVANT FACTORS OR REQUIREMENTS

At least 2 work related referees and contact details. A Pre-Employment Medical Examination and current National Police Clearance Certificate will be required by the successful applicant.

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

#### 7. 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.

## 8. TERMS OF EMPLOYMENT

Award/Level	Local Government Industry Award 2010	
Position Status	Full-time	Permanent
Hours of Work	9-day fortnight, 7am – 4pm	
Level	Level 3	
Current Wage	\$1042.10 Gross per week	
Council Loyalty Scheme	Applies to this Position	
Superannuation	9.5% Employer Superannuation Guarantee Contribution	
Probation Period	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	Position does not attract Council Housing as part of the Employment Package	
Motor Vehicle	N/A	
Job Location	Quairading, Western Australia, 6383.	