



POSITION DESCRIPTION

PLANT OPERATOR-GENERAL HAND

Location	Works Depot
Department	Works and Services
Salary	<i>Local Government Industry Award 2020</i>
Reports to	Works Team Leader
Supervision of	Nil
Revision	11
Date	3 rd August 2023

The Shire of Quairading is committed to providing culturally responsive services and strongly encourages employment applications from Aboriginal and Torres Strait Islander people.

1. ORGANISATIONAL RELATIONSHIPS

2.1 Responsible to:

Supervisor of Construction and Maintenance or Supervisor of Parks and Gardens
Operationally this position falls under the Executive Manager of Works and Services.

Supervision of:

No direct reports

2.2 Internal and External Liaison: -

Internal

- Shire President
- Councillors
- Chief Executive Officer
- Executive Management Team
- Employees

External

- Residents, ratepayers and the general public
- Culturally diverse people
- Government, non-government and private organisations
- Contractors
- Product and service suppliers

2. EXTENT OF AUTHORITY

Operates under the direction of the Works Supervisor/s in accordance with:

- Established organisational systems, guidelines, policies and procedures, including those formally endorsed by Council;
- Local Government Act 1995, Workplace Health & Safety Act 2020 (previously Occupational Safety and Health Act 1984), National Employment Standards, Equal Opportunity Act 1984 and other relevant legislation;
- Specific workplace law related to bullying behaviour in the workplace, equal opportunity and occupational health & safety;
- Strategic (Community) Plan;
- Reconciliation Action Plan;
- Disability Access Inclusion Plan;
- Code of Conduct and Customer Charter; and
- Delegated authority as prescribed in the Delegations Register.

3. PURPOSE OF POSITION

- To form part of the Works & Services staff that undertakes the construction, repair and maintenance of Council's housing, properties, sportsgrounds and gardens infrastructure throughout the Shire. This team also encompasses the Waste Site, Cemetery and Caravan Park.
- To support the initiatives within the Strategic Community Plan, as follows:

- 5.1 Shire communication is consistent, engaging and responsive
- 5.2 Forward planning and implementation of plans to determine Strategic Plan and service levels
- 5.3 Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community
- 5.4 Implement systems and processes that meet legislative and audit obligations

4. KEY DUTIES/RESPONSIBILITIES

- Practice safe working conditions while performing all tasks.
- Construct, repair and maintain various areas of Council infrastructure throughout the Shire.
- Operate Council vehicles and machinery in a productive and safe manner.
- Maintain Council owned vehicles, tools and machines in good condition.
- Provide a courteous avenue of communication for the general public in the course of undertaking daily duties.
- The positive promotion of Council's image.
- Undertake vehicle and tool safety inspections on a daily basis.
- Comply with established organisational systems, guidelines, policies and procedures, including those formally endorsed by Council.
- Comply with Local Government Act 1995, Workplace Health & Safety Act 2020 (previously Occupational Safety and Health Act 1984), National Employment Standards, Equal Opportunity Act 1984 and other relevant legislation.
- Other duties as required and directed by the Works management team.
- Must be willing and prepared to work in other areas of the Works and Services unit as required.

5. SELECTION CRITERIA

Qualification	Essential	Desirable
Previous experience in Horticulture or working experience in an equivalent outdoor role.		✓
Drivers Licence "Unrestricted C" Class	✓	
Drivers Licence "HR" Class		✓
Construction Safety Awareness Card (White Card) or willing to obtain		✓
Traffic Control Certificate/s		✓
Chemcert Accreditation or similar		✓

Key Skills, Knowledge and Experience	Essential	Desirable
Demonstrated understanding of Workplace Health and Safety.	✓	
Demonstrated understanding of maintenance / operational requirements of plant and equipment, as relevant to this role		✓
Demonstrated ability to work safely and effectively while unsupervised.	✓	
Demonstrated ability to work as part of a team member and to show initiative.	✓	

6 WORKING CONDITIONS/OHS CONSIDERATIONS

Occupational Safety and Health:

Compliance with Workplace Health & Safety Act 2020, organisational workplace health and safety policies and procedures and the *Local Government Industry Award 2020*.

In accordance with organisational policy and procedures, report any hazards, incidents or near misses in the prescribed timeframe.

7. OTHER RELEVANT FACTORS OR REQUIREMENTS

A pre-employment examination and current National Police Certificate will be required by the successful applicant.

No formal offer of employment will be made until these employment conditions are met.

8. COMMENTS

On commencement of employment, all employees are required read and understand:

- The Code of Conduct; and
- Organisational policies.

A signed document confirming this understanding will be retained for organisational record.

9. TERMS OF EMPLOYMENT

Award	<i>Local Government Industry Award 2020</i>	
Position Status	Full-time	Permanent
Hours of Work	9-day fortnight, 7am – 4pm, 7am – 3:30 pm every second Friday	
Overtime	Requires Prior Authorisation	
Award Level	Level 3	
Current Wage	\$ 30.83 per Hour	
Annual Base Wage	\$ 60,923.72 per Annum	
Allowances	Adverse Working Conditions Level 1	
Council Loyalty Scheme	Applies to this Position following awarding of Permanency 1 st year of Service \$10 per week 2 nd year of Service \$20 per week 3 rd year of Service \$30 per week 4 th year of Service \$40 per week 5 th year of Service and thereafter \$50 per week	
Superannuation	11.0% Employer Superannuation Guarantee Contribution	
Probation Period	Six (6) months from commencement date. The CEO reserves the right to extend the Probation Period by a further three (3) months.	
Performance Review	Annually by the Executive Manager Works & Services	
Annual Leave	Employee will be entitled to four (4) weeks Annual Leave with 17.5% Loading on Entitled Annual Leave.	
Housing	Council Housing does not apply to this position.	
Motor Vehicle	N/A	
Work Attire	Staff are requested to wear appropriate work attire at all times during working hours to promote a professional work environment and meet Occupational Health & Safety requirements. The Shire will provide uniform following the period of probation.	
Job Location	Quairading, Western Australia, 6383.	