



## POSITION DESCRIPTION

**PLANT OPERATOR-GENERAL HAND**

<b>Location</b>	Works Depot
<b>Department</b>	Works and Services
<b>Salary</b>	<i>Local Government Industry Award 2020</i>
<b>Reports to</b>	Works Team Leader
<b>Supervision of</b>	Nil
<b>Revision</b>	12
<b>Date</b>	18 <sup>th</sup> October 2024

***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 works under the Works Deputy Team Leader.

### 2.2 Supervision of:

No direct reports

### 2.3 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 Co-ordinator 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 Team to undertake the construction, repair and maintenance of Council's roads and infrastructure throughout the Shire.
- 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 Council roads and infrastructure throughout the Shire.
- Operate Council vehicles and machinery in a productive and safe manner.
- Maintain Council owned vehicles and machines in good condition.
- 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.
- 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.
- 5% other duties as required and directed by the Works Team Leader.
- Must be multi-faceted and prepared to work in construction, maintenance and gardens, as required.

## 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
Demonstrated understanding of Workplace Health and Safety.	✓	
Experience on Heavy Equipment/Vehicles		✓
Previous experience using 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.	✓	

## 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	Local Government Industry Award 2020	
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	\$ 31.9880 per Hour	
Annual Base Wage	\$ 63,208.29 per Annum	
Allowances	Adverse Working Conditions Level 1	
Council Loyalty Scheme	Applies to this Position following awarding of Permanency 1 <sup>st</sup> year of Service \$10 per week 2 <sup>nd</sup> year of Service \$20 per week 3 <sup>rd</sup> year of Service \$30 per week 4 <sup>th</sup> year of Service \$40 per week 5 <sup>th</sup> year of Service and thereafter \$50 per week	
Superannuation	11.5% 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 may be made available upon request at a subsidised rental. Subject to availability.	
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.  A high visibility long sleeved shirt, long pants with work boots are compulsory. The Shire will provide uniform following the period of probation.	
Job Location	Quairading, Western Australia, 6383.	