



Our Values

Respect Honesty Commitment Courage

Position Title:	Plant Operator - Maintenance
Directorate:	Infrastructure Services
Reports to:	Operations Coordinator
Date effective:	December 2020
Agreement Level:	EBA 3/4
Position no:	MAI03
Version:	October 2022

Values only become meaningful when they are translated into behaviours that people engage in and others can observe. They are the cornerstone of 'walking the talk'.

1. Purpose

1.1 Primary functions

- To safely and efficiently operate a variety of heavy plant and equipment to complete projects, and/or maintenance tasks.
- To provide general maintenance service to the Local Government on a day-to-day basis as directed and assist with new works as required.
- To carry out programmed works in an effective and efficient manner, meeting deadlines, budgetary constraints and quality levels.
- To undertake general labouring duties as required.
- Support Parks and Gardens/Construction team programs as required.

1.2 Community strategic goals

Strategic Community Plan 2040



1.3 Key functions and duties

Key result area		Time
Customer Service and Administration	<ul style="list-style-type: none"> Respond to customer queries in the field in a courteous and non-complex manner. Receive and transfer messages via Council's two-way radio system and telephone. Action work requests submitted by internal and external customers. Fill out weekly timesheets by 7:00am. Undertake plant pre-start/shutdown inspections and submit machine reports to workshop within specified timeframes. 	5%
Maintenance	<ul style="list-style-type: none"> Attend after hours call outs as required. Undertake other duties as requested by Coordinator Operations and Leading Hands. Maintenance and safe operation of chainsaws. Install and repair street, directional and information signage. Install and maintain guideposts. Undertake general cleaning of rural and urban drains and culverts. Assist in storm damage clean up and annual tree pruning program. Erect and remove traffic management signage and undertake traffic control. Remove and dispose of dead animals from Council's reserves. Labouring tasks ranging from fabrication, installation and preventative works to all Shire infrastructure as required. Occasional leading a team / supervising others. Work autonomously in a safe manner and in accordance with traffic management requirements. 	80%

	<ul style="list-style-type: none"> Assist in the Shires' Tree Pruning Program around road signage, bridge approaches and rural roads. Operation of patching truck for patching of Council's sealed roads, pathways, car parks and airstrips. Operation of truck and spray rig for general spraying of Council's verges, shoulders, drains and culverts . Operation of tractor and slasher or mowers for slashing of Council's shoulders, drains and verges. Operation of Bobcat, Spray Truck and 12t Trucks, Loader, Grader, Telehandler and all other pieces of machinery, as required. 	
Road Construction	<ul style="list-style-type: none"> Operation of road construction steel drum and multi tyred rollers and miscellaneous minor plant. Operation of trucks, loaders, prime mover. Undertake refuelling of on-site plant and equipment. Provide input to management on plant and material requirements. Provide instructions to truck drivers on placement of road construction materials. Assist in the annual construction and resealing programmes and undertake reinstatements to work sites. Assist with survey set out and level transfer (pegging). Work to levels and interpret construction plans. 	5%
Parks and Reserves	<ul style="list-style-type: none"> Turf maintenance of developed and undeveloped areas. Undertake garden maintenance of developed areas. Install, maintain and replace reticulation, including controllers. Propagate and establish native and exotic plants in Shire nursery. Undertake tree pruning/street tree maintenance. Undertake application of hazardous substances such as pesticides, herbicides and fertilisers. Operate plant including trucks, telehandler, tractor/slasher and mini street sweeper..... Operator and maintain minor plant and equipment including ride on lawn mowers, whipper snipers, chainsaw's and other minor plant. Specialised sports field maintenance and plant operations. 	5%
OSH	<ul style="list-style-type: none"> Contributes towards the success of OSH initiatives within the workplace. Conducts on-the job risk assessments – take 5 x 5 and SAO's. Identify and report hazards. Follow safe work practices. Develop and review SWMS and Safe Operating Procedures. Mentor, provide on-the job training and direction to trainees/labour hire. Comply with Australian Standards for Traffic Management and Signage. Communicate and direct contractors to ensure safe work practices. 	5%

General

- Work in accordance with the Shire's defined Equal Opportunity and Anti-discrimination legislation, procedures & principles;
- Work in accordance with the Shire's defined Occupational Safety and Health legislation, procedures and principles;
- Adhere to the Shire's Code of Conduct, policies and management practices as amended from time to time;
- Contribute to the attainment and development of strategic plan outcomes, strategies and actions; and
- Ensure all duties as directed by the Chief Executive Officer are fully undertaken.

2. Extent of Authority

Under the limited direction of the Chief Executive Officer and as delegated from time-to-time, the incumbent has authority to act within predetermined guidelines, policies, procedures, predetermined budgetary limits and expenditure and in accordance with the statutory provisions of the Local Government Act 1995 and other relevant legislation.

Delegated authority in accordance with the following:

2.1 [Authorisations Register - Authorisations to sign documents](#)

Nil

3. Relationships

3.1 Responsible to
Manager Works
Operations Coordinator
Leading Hands

3.2 Responsible for
Nil

3.3 Internal Stakeholders
Coordinators
Leading Hands
Managers
Employees

3.4 External Stakeholders
General Public
Service Authorities
Contractors
Local Community Groups

4. Position Selection Criteria

4.1 Position essentials - General
Current HR class drivers licence.
Knowledge of OSH requirements in civil construction and maintenance.
Demonstrated ability to job plan including scheduling, prioritising, recording and reporting.
Demonstrated experience in the safe operation and user maintenance of road construction and maintenance heavy plant and equipment.
Demonstrated experience in physically demanding labouring skills.
Proven ability to manage quality of own work to required/specified standard.
Demonstrated experience with hand and power tools.
Current construction white card.
Proven ability to make technical and operational decisions relating it to own work and safety, and the safety of others.
Demonstrated experience working under limited supervision.

4.2 Position desirables

HC Licence.

Current traffic controller ticket & Basic Worksite Traffic Management.

Experience in skid steer loader/front end loader/roller/compactor operation.

Senior First Aid.

Dogman Ticket.

Chemical Awareness/ Certificate Hazardous Substance Application.

5. Parties

Present Occupant Name

Signature

Date:

Reporting Officer Name

Signature

Date: