# **Position Description**

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| **Position Title** | Plant Operator – Construction |
| **Directorate** | Sustainable Development and Infrastructure Services |
| **Level** | Split 3 /4 |
| **Reports to** | Leading Hand Construction |
| **Responsible for (direct reporting lines)** | Nil |
| **Primary Location** | Shire of Augusta Margaret River Works Depot |
| **Delegation** | As per Authorisations & Delegations Register |
| **Position No. & date** | CON03 August 2024 |

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| **Position Overview** |

Primary functions

* To safely and efficiently operate and maintain a variety of heavy plant and equipment to complete projects, and/or maintenance tasks
* To provide comprehensive civil works and/or 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 Maintenance/Construction team programs as required

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| **Position Responsibilities** |

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| **Key Functions and duties** | | **% Time** |
| **Customer Service** | * Respond to customer queries relating to civil operations in the field, in a non-complex manner * Communicate clearly and respectfully with your team, contractors and other staff, by 2-way radios and other means * Action work requests submitted by internal and external clients | **5%** |
| **Administration** | * Fill out daily timesheets by 7:00am next morning * Ensure all plant & equipment is maintained in working order and serviced when required as per routine documented plant service requirements prestart/shutdown inspections * Submit leave forms, training and induction records and other required documentation in a timely manner | **5%** |
| **Road Construction and Maintenance** | * Undertake construction and maintenance of road works, drainage and other civil works to specified standards * Attend after hours call outs as required * Undertake other duties as requested by Works Supervisor and Leading Hands (e.g. pruning, mulching, pegging, spotting, roller op, stick flicking, and drainage cleaning) * Maintenance and safe operation of chainsaws * Install and repair street, directional and information signage including guideposts * Undertake general cleaning of rural and urban drains and culverts * Assist in the annual construction and resealing programmes and undertake reinstatements to work sites * 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 * Undertake the preparation of cemetery sites for internment * Labouring tasks ranging from minor fabrication, installation and preventative works to all Shire infrastructure as required * Occasional leading a team/supervising others | **20%** |
| **Construction Specific** | * Operation of road construction steel drum and multi tyred rollers and miscellaneous minor plant * Operation of 12t trucks, loaders, and prime mover fleet * Operation of side tipper, float trailer and pig trailers * Provide input to ongoing and improving management on plant and materials * Provide instructions to staff and contractors on placement of road construction materials * Assist with survey set out and level transfer (pegging) * Work to levels and interpret construction plans. | **55%** |
| **WHS** | * Contributes towards the success of WHS initiatives within the workplace * Undertake work safety analysis as required (5x5s, SWMS, SOP etc) * Identify and report hazards, near misses and incidents * Follow instructions and directions for safe work as set out in Council’s procedures and 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 Work Health and Safety 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. | | |

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| **Position Requirements** |

**Essential**

* Current HR class drivers licence
* Knowledge of WSH 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
* Current Traffic Controller & Basic Worksite Traffic Management ticket
* Experience in skid steer loader, front end loader, roller, and compactor operation
* Demonstrated experience in the operation of heavy plant and equipment to work to design levels for civil construction

**Desirable**

* HC License
* Demonstrated ability in the use of truck trailers, pig trailers and floating heavy equipment
* Senior First Aid
* Dogmans Ticket
* Advanced grading operations

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| **Key Relationships** | |
| **Internal** | **External** |
| Coordinator Works  Leading Hands  Managers  Employees | General Public  Service Authorities  Contractors  Local Community Groups |
| **The Way We Do Things** | |

Respect Integrity Community Excellence

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| **Acknowledgement** | | |
| Reporting Officer Name | Signature | Date |
| Name | Signature | Date |