

## POSITION DESCRIPTION

# PLANT OPERATOR – ROAD MAINTENANCE / CIVIL CONSTRUCTION

### Position Details

|                        |  |
|------------------------|--|
| <b>Department:</b>     | Assets   |
| <b>Unit:</b>           | Works  |
| <b>Classification:</b> | Band 3 (Industry Allowance)  |
| <b>Date Reviewed:</b>  | June 2024  |
| <b>Award:</b>          | This position is subject to the Glenelg Shire Council's Enterprise Agreement |

### Values & Behaviours

Glenelg Shire Council is a values-based organisation that aims to attract, develop and retain people with ability, passion and potential within a culture of continuous learning and high performance.

Respect

Innovation

Integrity

Teamwork

Service  
Excellence

### Equal Employment Opportunity and Human Rights Principles

Glenelg Shire Council is an equal opportunity employer who embraces diversity through our organisation and community. We ensure fair, equitable and non-discriminatory consideration is given to all applicants, regardless of age, sex, disability, marital status, pregnancy, sexual orientation, race, religious beliefs or other irrelevant factor. Glenelg Shire Council is committed to the Human Rights principles and responsibilities of freedom, respect, equality and dignity.

### Child Safe Standards Commitment

Glenelg Shire Council is committed to the safety, participation and empowerment of all children. Reducing and removing the risk of child abuse will be at the centre of our decision-making concerning children in our organisation.

Council has zero tolerance for child abuse and all allegations and safety concerns will be treated seriously and acted upon. Council will actively listen to children, ensuring their voices are heard and considered in decisions that affect their lives. This approach is reflected in Council's Community Engagement Framework and Youth Charter.

### Position Objectives

- The role requires the provision of labour and operation of specialist plant and equipment to provide efficient construction and maintenance works, in a safe working manner.
- To participate and operate as a pro-active member of the Shire's road construction and maintenance teams and demonstrate Council's workplace behaviours and values.

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### Key Responsibilities & Performance Standards

The key responsibilities and performance standards may be modified from time to time to ensure that the desired outcomes are in accordance with the Annual Plans which seek to achieve Council's stated goals as identified in its Council Plan. Without limiting the above, the key responsibilities and the performance standards of the Officer will include:

- The safe and efficient operation and maintenance of plant and equipment in accordance with specifications, procedures and statutory requirements as required.
- Operation of Council's Road maintenance patching truck.
- Operation of a range of civil and construction plant and equipment.
- Perform general labouring activities concrete grinding, footpath repairs, signage installations, traffic control and other associated work in a safe and efficient manner for the construction and maintenance of Shire infrastructure.
- Record road defects and the completion of defects using an electronic tablet device.
- Identify and report opportunities for increasing efficiency and/or effectiveness ensure continuous improvement.
- Attend and participate in regular toolbox meetings with Works staff, encompassing workplace safety, work practices, schedules, and culture enhancement.
- Accept responsibility for quality and standard of own work and contribute positively to the continuous improvement and culture of the Works area.
- Maintain currency of technical skills and knowledge to ensure work is performed as per the requirements of the role.
- To comply with Councils risk management and occupational health and safety policies and procedures.
- Maintain accurate time sheets and other records as required or as directed by Team Leaders.
- Demonstrate a commitment to effective internal and external customer service.
- Assist in emergency response, such as storm damage, tree felling as required.
- The range of plant required for operation will depend on the skill capacity, experience, and qualifications of the operator.
- Plant and Equipment operation may include but not be limited to:
  - Grader
  - Medium/ Heavy rigid/combination truck
  - Flocon road repair/ maintenance
  - Jetmaster road maintenance truck
  - Backhoe excavation
  - Front end loader
  - Tractor/ slasher combination
  - Tractor/ reach mower combination
  - Front Deck Mower Operation
- Undertake other duties as specified by the Team Leader or Works Coordinator.
- Participate in relief and recovery activities as reasonably required within the municipality during and after an emergency event.

The Manager may direct the Officer to carry out such duties as are within the limits of the employee's skill, competence and training, provided such duties do not promote a narrowing of the employee's skill base.

The position will require the achievement of performance standards and indicators determined on an annual basis and subject to ongoing review.

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### Confidentiality

The Officer must not, whether during or after the Officer's employment with Council, make any improper disclosure or use of:

- Any information or trade secrets of the Council;
- The position of the Council or of any Councillor or Council Officer on any confidential matter; or
- Any other information whatsoever, the disclosure of which may be detrimental to the interests of the Council or of any other person who has provided it to the Council on a confidential basis, unless the Officer is required to disclose the information by law. The Officer must use the Officer's best endeavours to prevent the improper publication or disclosure or use of any such information by anyone else.

### Organisational Relationships

**Reports to:** Works Coordinator, Team Leader, Senior Plant Operator

**Supervises:** Nil – unless delegated

### Accountability & Extent of Authority

- Works under general supervision.
- Responsible for ensuring a safe work site.
- Taking appropriate action in an emergency.
- Ensuring all activities are carried out according to agreed teamwork practices, policy and procedures, and current construction practice.
- Ensuring that all work carried out is in accordance with established Occupational Health and Safety (OH&S) measures, management guidelines and work group specifications.
- Accountable for the quality, quantity and timeliness of own work in so far as available resources permit and for the care of assets entrusted.

### Judgement & Decision Making

- Work is routine and clearly defined. The tasks to be performed will involve selection from a range of techniques, systems, equipment, methods or processes.
- Onsite decision making required as per safe operating procedures, documented procedures and processes.
- Assess defects and determine appropriate maintenance method from a limited range of techniques and equipment.

### Management Skills

- To be willing to mentor or provide on the job guidance to others in similar or related work to improve unit output and assist co-workers in achieving competencies.
- Basic skills to plan and organise own work in order to achieve objectives within available time and resources.

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### Skills & Knowledge Required

- Safe and competent Operation and maintenance of a range of items of plant and specialist equipment.
- Ability to identify faults with plant.
- General knowledge of road construction and maintenance techniques.
- Capacity to learn new techniques and work practices.
- Planning and organising work as delegated by Team Leaders.

### Interpersonal Skills

- Effective communication skills with the ability to Communicate politely with Council staff and the community.
- Ability to work without direct supervision.
- Ability to work within a team environment and provide support and input into team activities.

### Qualifications & Experience

- Current Victorian Drivers Licence is essential.
- Other licences/tickets and competencies to operate relevant plant and machinery.
- Demonstrated experience operating plant and equipment.
- Current heavy articulated truck licence is desirable. Traffic Management Ticket desirable.

### Employee Risk Management Responsibilities (including OH&S)

The following items are the duties of each employee:

- To take reasonable care for their own safety and the safety of others affected by their acts or omissions;
- To co-operate with their employer in relation to any action taken to comply with the OH&S Act;
- Not wilfully or recklessly interfere with or misuse anything provided in the interest of health and safety;
- Not wilfully place at risk the health and safety of any person at the workplace;
- Report all safety hazards and risk exposures, including losses to their supervisor;
- Maintain physical security of all property, equipment and buildings within your jurisdiction and control;
- All staff are required to actively reduce Council's exposure to losses related to security, public liability and professional indemnity, fraud and corruption and reporting areas of concern.

### Key Selection Criteria

- Current Victorian Drivers Licence is essential.
- Relevant Plant and Equipment tickets and licences.
- General knowledge and understanding of road construction and maintenance techniques.
- Demonstrated experience in safe and efficient operation of construction plant and specialist equipment.
- Demonstrated ability to work within a team environment and ability to work independently with minimal supervision.
- Willingness, physical capacity to carry out key duties of the position including manual labour.
- Clear verbal and written communication skills with the capacity to learn new techniques and work practices.

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### Key Selection Criteria Continued

- Ongoing satisfactory Police Check.
- Valid Working with Children Check card (Employee).

### Signatures

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Employee's Name

.....  
Employee's Signature

.....  
Date

.....  
Manager's Signature

.....  
Date