

Position Description

Plant Operator



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| Job Title: | Plant Operator |
| Award: | Queensland Local Government Industry Award (Stream B) – State 2017 |
| Division: | Division 2 – Section 5 (Operational Services) |
| Classification: | Level 6 – 7 (dependent on qualifications, skills and experience) |
| Employment Type: | Casual |
| Department: | Roads, Infrastructure and Essential Services |
| Reports To: | Roads Crew Team Leader |
| Approved: | Kevin Bell, Chief Executive Officer |
| Version Date: | 6 June 2023 |

Position Objective

The Plant Operator is required to effectively operate a range of plant to meet required standards on maintenance and construction projects, and to undertake duties as required and appropriate.

Position-Specific Key Responsibilities

1. Operate plant and equipment in an effective manner at various locations throughout the Kowanyama Aboriginal Shire Council (KASC) road network including but not limited to:
 - road construction
 - road maintenance
 - assisting other Works areas as requested
 - performing private works
 2. Perform general labouring activities for Road Construction or other areas of Works as directed.
 3. Operate small tools and equipment safely in accordance with operating procedures and Workshop instructions (e.g., daily pre-start check, greasing and other routine servicing and safety maintenance checks).
 4. Implement Council's operating procedures and site-specific work plans.
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5. Work in a safe, efficient manner with regard for self, other staff and the public using appropriate signage and awareness of hazards.
 6. Undertake traffic control and implement traffic control plans as required.
 7. Liaise with workplace representatives and employees to continuously improve work practices and work effectively as a team.
 8. Record daily work times and appropriate job numbers on a time sheet and other records as necessary for accounting and record keeping purposes.
 9. Maintain accurate and complete records of plant and vehicle movement.
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Selection Criteria

1. Demonstrated competency in operating plant (particularly one or more of the following: Graders, Front-end Loaders, Backhoes and Rollers) and vehicles in a safe and effective manner.
2. Demonstrated experience in performing general labouring duties.
3. Demonstrated ability to conduct safety and routine mechanical checks in accordance with regular service and the Workshop guidelines.
4. Demonstrated knowledge of safe plant operation techniques.
5. Sound literacy, numeracy and oral communication skills.
6. Ability to work in a co-operative manner with others in a team environment and be part of that team to resolve problems.
7. Sound level of time management and organisational skills.
8. Demonstrated ability to deal with the public courteously and efficiently.
9. Ability to work away from towns and to camp on-site when required.
10. Demonstrated behaviour which supports a diverse, equitable and safe workplace.
11. Personal attributes that engender commitment, passion, energy, drive, initiative, resilience and respect.
12. Knowledge and understanding of Aboriginal and Torres Strait Islander cultures and demonstrated ability to communicate effectively and sensitively with Indigenous people. Experience working and living in remote areas and/or aboriginal communities would be highly regarded.

Mandatory Requirements

1. National White Card or Queensland Blue Card (Construction Induction Certificate)
 2. Certificates of satisfactory completion of courses in plant operation (grader, front-end loader etc)
 3. Current C Class Drivers Licence
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Key Performance Indicators

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| General | <ul style="list-style-type: none">Follow all reasonable work directions.Maintain a consistently high quality of workmanship. |
| Equipment | <ul style="list-style-type: none">Maintain all equipment in good working order.Report any required repairs and/or damage to the supervisor immediately. |
| Attendance | <ul style="list-style-type: none">Arrive at work on time.All absences to be notified to your supervisor prior to commencement of workday. |
| Customer Service: | <ul style="list-style-type: none">Maintain a high level of customer services towards all clients.No substantiated complaints.No breaches of confidentiality. |
| Workplace Health and Safety: | <ul style="list-style-type: none">Follow Council OH&S policies, rules and guidelines.Use of appropriate PPE at all times.Contribute positively to improvement initiatives.Demonstrate a strong focus on workplace safety in accordance with Industry standards. |
| Adherence to Council's policies and procedures: | <ul style="list-style-type: none">Adhere to behaviours, responsibilities, and actions identified within Council's Code of Conduct.No breaches of Council's policies and proceduresMaintaining a current driver licence |

Corporate Responsibilities

Policy and Procedural Responsibilities

Be aware of, and act in accordance with all council policies and procedures.

Code of Conduct

Adhere to behaviours, responsibilities, and actions identified within Council's Code of Conduct. Staff not adhering to the Code of Conduct will be subject to disciplinary action.

Work Health and Safety

Comply with all work health and safety legislation, codes of practice and procedures. Use appropriate protective clothing and equipment.

Ensure risks are identified and controlled for tasks, projects and activities that pose a health and safety risk within your area of responsibility.

General

- All employees should start no later than the assigned time and preferably arrive at least five (5) minutes prior for the purpose of setting up their work area and once shift is completed leave site directly after hand over.
- All employees should notify their immediate supervisor within 30 minutes of their start time in the event of an unplanned absence and only work the rostered hours assigned by management.
- Tasks allocated to this position shall be performed to a high standard, in accordance with procedural guidelines and timeframes, and with efficient and effective utilisation of resources.
- Duties shall be carried out in accordance with accepted industry standards, compliance with various legislative requirements, standards and Council policies, procedures and local laws.

- The employee shall show a spirit of cooperation towards their supervisor/s, other employees and the achievement of Council's aims and objectives.
 - It is a requirement that all Council employees maintain a current manual "C" class driver's licence at all times where driving forms part of regular work activities.
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Organisational Relationships

Reports To: Roads Crew Team Leader

Internal Liaison: Chief Executive Officer, Executive Managers, and all Kowanyama Aboriginal Shire Council employees

External Liaison: Federal and state government agencies, statutory authorities, contractors, members of the community, visitors to the Kowanyama Community.

Mandatory Requirements

- Possession of a "C Class Driver Licence
 - Police Clearance
 - National White Card or Queensland Blue Card (Construction Induction Certificate)
 - Certificates of satisfactory completion of courses in plant operation (grader, front-end loader etc)
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Position Description Authorisation

This position description is subject to change from time to time as Kowanyama Aboriginal Shire Council may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion and agreement with the position incumbent.