



JOB DESCRIPTION

POSITION TITLE:	Plant Operator/General Hand
POSITION NUMBER	TBA
DEPARTMENT:	Works and Services
LEVEL/GRADE:	Level 3 OA 15%
REPORTS TO:	Manager Works and Services
RESPONSIBLE FOR:	Nil

OUR VISION:	To be a safe, friendly, welcoming community with a dynamic and expanding local economy.
OUR VALUES:	Honesty, Responsibility, Respect, Excellence, Fairness, Teamwork.

PURPOSE OF POSITION:
Operate plant and/or carry out labouring duties as directed by Manager/Supervisor at a high standard and in a safe manner to assist in the completion of the Shire's annual works program. Carry out daily inspections and undertake minor maintenance of assigned plant, and immediately report any defects found.

DUTIES OF POSITION:
Road Maintenance
<ul style="list-style-type: none">• Tree pruning and road seal maintenance.• Maintain guideposts, signs, footpaths, etc.• Maintain and replace culverts when required.• Event type emergencies duties (e.g. Flood, Fire, etc.).
Road Construction
<ul style="list-style-type: none">• Ensure that:<ul style="list-style-type: none">○ Warning signs are placed to MRWA specifications.○ Clearing is carried out to specified requirements.○ Guideposts and signs are placed in correct positions.
Culvert Construction
<ul style="list-style-type: none">• Ensure that:<ul style="list-style-type: none">○ Bases are to design levels.○ Head and wing walls are built to a satisfactory/high standard.
General
<ul style="list-style-type: none">• Participate, contribute, and demonstrate personal commitment to safe practice and environmental awareness that is compliant with Duty of Care requirements under the Work Health and Safety Act 2020 and relevant regulations and guidance notes.• Carry out rubbish removal and refuse site maintenance.

- Ensure all works under direction are carried out to a high standard, and that lost time is kept to a minimum.
- Work as part of a team in the completion of duties as required.
- Monitor plant usage, maintain daily logs, treat all equipment respectfully and report any misuse.
- Ensure daily prestarts are completed before plant use.
- Ensure all sites are left neat and tidy after completion of works.
- Carry out traffic management duties.
- Carry out flagman duties when required on site or in emergencies.
- Liaise with Manager Works and Services / Supervisor and other staff in a courteous and productive manner.
- Undertake any other duties within skill and competence levels, as directed by Management.

QUALIFICATIONS / ACCREDITATION REQUIRED:

Essential:

- “C” class Motor vehicle Licence.
- White Card.

Desirable:

- “HR” Class Motor vehicle Licence.
- “MC” Class Motor vehicle Licence.

EXPERIENCE REQUIRED:

Essential:

- Previous work in any civil construction activities preferred.

Desirable:

- Basic traffic control management.
- Surveying.

KNOWLEDGE, SKILLS & ABILITIES REQUIRED:

Essential:

- Sound knowledge of plant operations and ability to operate plant in a safe and productive manner.
- Good communication skills to interact with public, colleagues and Supervisor.
- Good level of physical fitness.
- Basic time management and organisational skills.

Desirable:

- Knowledge of concrete and paving techniques.
- Knowledge of water binding processes.
- Knowledge of road construction techniques.
- General knowledge of all aspects of road/culvert construction.

REVISION DATE:

11/12/2024

APPROVED BY:

V. FORDHAM LAMONT - CHIEF EXECUTIVE OFFICER