



## POSITION DESCRIPTION – GENERAL HAND / PLANT OPERATOR

Position Title:	General Hand / Plant Operator
Classification:	Level 4
Tenure:	Full time, permanent
Award:	Local Government Industry Award 2020
Department/section:	Works

### 1. POSITION OBJECTIVES

To carry out a variety of tasks, including the construction and maintenance of the Shire's infrastructure and assets in a safe and efficient manner, under the supervision of the Leading Hand / Grader Operator (Final Trim) and to a standard so as to contribute to the Shire achieving its corporate goals.

### 2. POSITION COMPETENCIES

#### 2.1 Essential

- Sound knowledge of and developed skills in the operation of heavy plant and equipment.
- Sound knowledge of safe work practice, including the ability to assess possible hazards, make recommendations as to the solutions and initiate agreed actions.
- Ability to operate a range of Council vehicles in a safe manner including but not limited to; utilities, light trucks, tractors and mowers.
- Good verbal and written communication skills.
- Basic public relations and interpersonal skills.
- Basic skills in the use of equipment including, but not limited to: chainsaws, jack hammers, posthole diggers, cement mixers, etc.
- Ability to work unsupervised, and also as part of a team.
- Hold and maintain a current Driver's Licence for large vehicles (minimum HR licence);
- Hold a suitable certificate of competency or two years' practical experience in operation of major plant.
- Experience in working in a multipurpose maintenance role, operating a variety of light and heavy machinery.
- White card (WA construction).

#### 2.2 Desirable

- Working knowledge of local government Civil Works operations.
- Good time management skills.
- Basic knowledge of Council's organisational structure and function.
- Basic knowledge of the Shire District.
- Basic or Senior Life Support First Aid Certificate.
- Hold and maintain a HC Driver's Licence.

### 3. KEY RESPONSIBILITY AREAS

#### 3.1 Road Construction and Maintenance

- To assist with the construction and maintenance of Council's assets and infrastructure, including to help construct, repair and maintain the Shire's streets, roads, bridges and verges, including appropriate signage and traffic control measures.
- Perform any other maintenance or labouring duties as necessary to achieve team objectives (for example, to provide works and services generally to the community, including refuse and litter removal, town maintenance works, gardening, turf maintenance, cemetery maintenance and grave digging, tree lopping, and carry out other duties as directed by the Leading Hand / Grader Operator (Final Trim));
- To operate in a suitably skilled manner, a variety of light and heavy machinery as directed, including but not limited to; backhoe, loader, grader, skid-steer, heavy and light trucks, tractors and passenger vehicles etc as required. Including to perform daily pre-start checks, maintain, keep clean and be accountable for work vehicles, equipment and tools used.
- To work under the direction of the Leading Hand / Grader Operator (Final Trim), but to also be self-motivated and able to work unsupervised as required.
- Due to workload or during critical incidents (e.g. weather, fire, or man-made events) you may be required, with minimal notice, to work overtime and on weekends.
- To undertake any other duties as required, as reasonably directed by the Leading Hand, Works Manager or CEO, within known competencies.

#### 3.2 General

- Understand the implications of the Shire's Code of Conduct and comply with all requirements regarding standards of professional and personal behaviour including demonstrating the Shire's corporate values.
- Maintain the customer service standards we expect in accordance with the Shire's Customer Service Charter
- Create and retain accurate and complete records of business activities, in accordance with the Shire's Recordkeeping Plan.
- Support the principles of equity and diversity within the workplace to be respectful and inclusive.
- Adhere to Council policies, procedures, guidelines and standards.
- Be open and accountable in participating in all performance management processes.
- Participate in learning and development opportunities as agreed.
- Undertake any other duties, as reasonably assigned by the CEO or supervisor, within known competencies or with adequate instruction / training.

#### 3.3 Occupational Safety and Health

- Take reasonable care for your own health and safety and those who may be impacted by your activities, acts or omissions
- Comply with all reasonable instructions given in the interest of health and safety
- Use all protective equipment and clothing provided in accordance with the manner they have been instructed to be used
- Ensure that all accidents, incidents and hazards are reported and documented.
- Ensure that safe work practices are promoted and adhered to and ensure safe work standards are maintained by all employees as per the Shire's Occupational Health, Safety and Environment Policy and Occupational Safety and Health (OSH) legislation.
- Show initiative in establishing better practice methods for safe work practises

### 4. ORGANISATIONAL RELATIONSHIPS

Reports to: Leading Hand / Grader Operator (Final Trim)  
Supervision of: Nil.  
Internal Liaisons: Shire Employees  
External Liaisons: General Public / Ratepayers  
Contractors and suppliers

**5. EXTENT OF AUTHORITY**

Works under direct supervision and performance outcomes are regularly monitored by the Leading Hand / Grader Operator (Final Trim) and Works Manager within the Shire's established guidelines, procedures and policies of Council as well as statutory provision of the Local Government Act and other legislation.

No Delegations or Authorisations are applicable.

**6. ACCEPTANCE AND SIGNATURES**

I acknowledge and accept the requirements of the General Hand / Plant Operator Position Description as part of the Condition of Employment, as highlighted above.

Manager/Supervisor: \_\_\_\_\_

Employee: \_\_\_\_\_

Date: \_\_\_\_\_ / \_\_\_\_\_ / 20\_\_\_\_