



Position Description

Municipal Employee (Heavy Plant Operator)

Award: West Wimmera Shire Council Enterprise Agreement 2018

Classification: Band 3 plus applicable allowances

Name of Occupant:

Employment Status: Full time, ongoing (40 hours a week)

Location:

Records Only:

Document ID Number:

File Number:



Accountability Statement

Reporting to the Team Leader the position is responsible for backfilling and providing additional support to the Works Teams.

Position Objective

A Municipal Employee (Heavy Plant Operator) may be requested to perform the following in accordance with their licences, qualifications and experience:

- Assist to develop and improve Council's parks, gardens, properties and facilities in accordance with Council contracts, programs and budgets.
- Perform work to keep parks and gardens in a serviceable and presentable state by the proper application of horticultural principles and practices.
- Maintain in a safe and attractive condition, street trees throughout the Townships, through an ongoing maintenance program.
- Inspect and maintain playground equipment located in Council parks and reserves and report any cases of unsafe equipment requiring attention by others.
- Maintain street furniture and Council assets including drains, footpaths and kerb and channels in a neat, tidy serviceable condition.
- To perform construction and maintenance activities on road systems, property and facilities as directed.
- To operate specialist equipment for road repair and maintenance activities.
- To install, repair, remove, replace and generally keep all road signs and road furniture in a safe condition to set standards.
- To assist in maintaining all sealed and unsealed roads in a safe and trafficable condition, including the placing/removal of warning signs.
- To be responsible for other jobs, such as tree clearing and lopping, occasional operation of loader, cleaning and repair of culverts, attending callouts, picking up rubbish, mowing, sweeping, making and erecting street furniture, and relief operator of other equipment as required (commensurate with licenses held).
- To be responsible for and to operate and maintain in a safe and serviceable condition, all Council equipment as used.
- Provide assistance at the Council operated Transfer Stations.
- To maximise the number of hours spent actually carrying out these duties in the most efficient and effective way.
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Key Responsibility Areas

General

- Operate and utilise Council plant and equipment in the execution of responsibilities and duties.
- Operate Council plant and equipment for which appropriate licences are held.
- Operate and maintain plant and equipment safely and in accordance with specifications, procedures and statutory requirements.
- Maintain plant and equipment through routine maintenance programs as detailed by Council's workshop staff including regular greasing, oil and plant water level checks and any specific checks required for the individual plant item operated.

- At the commencement of work each day carry out daily checks on plant and equipment to be used to ensure that it is ready for the day's work.
- Keep plant and equipment clean and secure.
- Liaise with Team leader and workshop staff to ensure that plant is regularly serviced and any inherent problems are reported.
- Perform work and communicate with others in the execution of duties and responsibilities.
- Perform work on Council properties and facilities and other contractual work in accordance with directions of the Team Leader.
- Assist with the management of waste at the Council Transfer Stations.
- Liaise with the Team Leader to confirm program and duties for the day and for the on-going works program.
- Communicate and co-operate with fellow employees so that work is carried out efficiently, safely and economically.
- Ensure that any contact with the public is conducted in a polite, helpful and friendly manner.
- Record on timesheets and plant returns on a daily basis accurate details of times worked and plant used on various jobs.

Occupational Health and Safety and Risk Management

All employees have a responsibility to:

- Immediately report to their Supervisor any unsafe conditions or activities, near misses, or injuries in the work place;
- Stop work on any task which they consider to be unsafe and immediately report the situation to their supervisor
- Assist new employees in the use of proper work procedures and practices;
- Work in a manner that will not endanger themselves or any other person;
- Use personal protective clothing or equipment as provided;
- Report any defective/damaged personal protective clothing, equipment or gear;
- Comply with instructions given by a Supervisor or OHS Coordinator pertaining to the use of personal protective clothing, equipment or gear or any matter in relation to Health & Safety;
- Not to interfere with anything that has been provided in the interest of Health & Safety in the business unit;
- Not engage in any occupations that require a certificate unless the relevant certificate or permit is held and they have been approved by WWSC to carry out such work;
- Not attempt any task unless they are capable and competent to carry out the task; and
- Actively participate in Council's rehabilitation and return to work programs if you are injured.

Accountability and Extent of Authority

- Works in a team or individually under routine supervision.

- Uses developed skills.
- General guidelines and some discretion.
- May assist others in supervision of other at the same or lower band.
- Responsible for quality of own work.

Judgment and Decision Making

- The nature of the work in this position is clearly defined with established procedures that are to be well understood or clearly documented.
- Some originality in approach expected, but usually based on previously encountered procedures or practices.

Specialist Skills and Knowledge

- Safe and competent operation of medium mechanical plant from over 4.5 tonne GCM to 13.9 tonnes GCM (if hold the applicable licences and qualifications).
- Safe and competent operation of power tools.
- Concrete work.
- Estimating and ordering materials.
- Capable of working to a plan.
- Ability to perform basic checks and services on plant and equipment used.

Management Skills

- Ability to manage own time.

Interpersonal Skills

- The ability to work in a team environment.
- Sound judgment in problem solving.
- Initiative and innovative thinking.
- Ability to read and understand Councils safe work management systems.
- Ability to understand and take verbal requests.
- Oral and written communication skills.

Qualifications and Experience

- Current Victorian Drivers Licence.
- Experience in the care and maintenance of parks and gardens (desirable).
- Horticultural / gardening qualifications or equivalent experience (desirable).
- Experience in operation of medium and light plant and equipment (desirable).
- Medium rigid Truck licence (desirable)
- Construction Induction White Card (Victorian Approved)
- Road maintenance experience (desirable)
- Competent operations of a Front End Loader (desirable)

Key Selection Criteria

- Experience in the care and maintenance of parks, gardens and facilities.
- Experience operating plant and equipment such as tractors, chainsaws and mowers competently and safely.
- Experience maintaining plant and equipment and performing basic daily servicing and maintenance tasks.
- Experience operating medium rigid trucks and heavy plant (desirable)

Organisational Relationships

Reports to: Team Leader

Supervises: NIL

Internal Liaisons: Infrastructure, Development and Works team

External Liaisons: Ratepayers and general public
Contractors

Employee Approved

PD Review Date	Name	Signature

Approved By

PD Review Date	Position	Name	Signature	Date
	Works Manager			
	Human Resource Manager			

Application Guidelines

These guidelines are provided to assist you in submitting your application for the advertised position with the West Wimmera Shire Council. Please ensure that you read the instructions carefully, prior to submitting your application.

The position description which will provide information on the advertised position. If you require any further information regarding this position, please contact Janet Watt on 0418 858 043.

Applications must be received by 5pm Friday 6 November, 2020.

Applications will be short listed for interview based on the responses to the key selection criteria. To be considered for the position, applicants MUST address the key selection criteria.

Applications may be submitted by:

Email: jobs@westwimmera.vic.gov.au

Post: Marked attention to Janet Watt, Human Resource Manager
West Wimmera Shire Council, PO Box 201 Edenhope VIC 3318

In person to: Kaniva Office, 25 Barker Street Kaniva 3419 or 49 Elizabeth Street Edenhope 3318.

To be considered for the position please ensure that your application includes:

- a) A copy of your current resume, including contact details for two (2) work related referees (referees will only be contacted after a personal interview has been conducted).
- b) Covering letter.

Please note if your application is successful we will require the following documents prior to commencement:

- a) Birth Certificate or Extract and any formal registration of name changes such as a Marriage Certificate, or deed poll documentation (if name is different on Birth Certificate/Extract)
- b) Photo Identification, i.e. Current Driver's Licence, Passport
- c) If your birthplace is outside Australia, documents proving you are legally able to work in Australia, i.e. Evidence of citizenship/permanent residency status or working visa.
- d) A certified copy of all licences and qualifications.

All applications are dealt with in the strictest confidence.

For further information on the West Wimmera Shire Council visit <http://www.westwimmera.vic.gov.au/Home>

Thank you for your interest in this position; we look forward to receiving your application.