



Position Description

Municipal Employee (Plant Operator)

Award: West Wimmera Shire Council Enterprise Agreement 2021

Classification: Band 3 plus applicable allowances

Name of Occupant:

Employment Status: Full Time, Ongoing

Location:



Accountability Statement

This position is accountable for the maintenance and construction of Council properties, facilities, and road systems.

The incumbent is to ensure that duties and responsibilities are carried out in a safe, proper and professional manner in accordance with all legislative requirements.

Position Objective

Undertake a range of tasks related to infrastructure maintenance activities (usually within the road reserve), civil construction works and associated activities.

Key Responsibility Areas

General

- This position is primarily responsible for safe and efficient operation of a range of heavy plant associated with maintenance and construction activities, which may include tipping trucks, trailers, grader, tractor and combination roller, excavator, backhoe, loader, skid steer, and other plant and equipment as required.
- Responsible for the efficient execution of a wide range of maintenance and construction tasks and effective utilisation of resources on the job.
- Plant loading/unloading and restraint.
- Chain of Responsibility Compliance.
- Responsible for maintaining quality standards of the work performed.
- Responsible for ensuring the routine servicing and maintenance of plant to ensure safe and efficient operation.

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 workplace and enter into Elumina.
- 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 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

injured.

Accountability and Extent of Authority

- Ability to perform work under general supervision.
- Ability to communicate with the public or other employees which involves explanations of specific procedures and practices.
- May be required to supervise and coordinate others in similar or related work.
- Accountable for the quality, quantity, and timeliness of one's own work in so far as available resources permit, and for the care of WWSC assets.
- Accountable for correctly completing and submitting work instructions, timesheets, checklists, Job Safety Analysis, and other documentation, in either written or electronic form.
- Accountable for the competent and safe operation and general maintenance of heavy plant.

Judgment and Decision Making

- Nature of the work is clearly defined with established procedures well understood or clearly documented.
- Exercise personal judgement in making day to day decisions regarding works under one's direct control within developed standards, guidelines, and accepted work practices.
- Tasks to be performed will involve selection from a range of techniques, systems, equipment, methods, or processes.

Specialist Skills and Knowledge

- Safe and competent operation of heavy mechanical plant.
- Basic administrative skills including the accurate preparation of relevant electronic and hard copy records, for example timesheets, vehicle pre-starts and job cards.
- Require proficiency in the operation of more complex equipment or knowledge of the use of plant which requires the exercise of judgement or adaptation.
- Understanding and application of quality control techniques.
- Provision of trade guidance and assistance as part of a work team.

Management Skills

- Ability to provide Team employees with on-the-job training and guidance when needed.
- Basic knowledge of personnel practices applicable to the work performed.

Interpersonal Skills

- Ability to demonstrate and display Council values and behaviours.
- Skills in oral and written communication with clients, other employees, and members of the public.
- Ability to be an effective team member and work collaboratively in a team environment.

Qualifications and Experience

- Trade certificate or equivalent and/or completion of TAFE accredited/industry-based training course relating to general road maintenance and/or civil construction work will be highly regarded.
- Skills and experience in either general road maintenance using heavy equipment, or asphalt maintenance work or concrete work, or civil construction work.
- A current Victorian driver's licence, Heavy Combination (HC) or Heavy Rigid (HR) endorsement will be highly regarded.
- Construction Induction Card (white card) is mandatory.
- A current worksite traffic management and traffic controller's certificate will be highly regarded.
- As part of West Wimmera Shire Council's recruitment and selection process, a satisfactory Police Check and Working with Childrens Check (Vic) is required for this position.

Key Selection Criteria

- Current Victorian driver's licence with Heavy Combination (HC) or Heavy Rigid (HR) endorsement would be highly regarded.
- Experience and knowledge of Chain of Responsibility is essential.
- Demonstrated ability to work as part of a Team.
- Skills and experience in either general road maintenance or civil construction work using heavy equipment.
- Demonstrated ability to effectively manage a safe and efficient worksite, including an understanding of the basic OH&S principles and practices.
- Ability to competently operate a range of plant associated with maintenance and construction activities which may include tipping trucks, trailers, tractor & combination roller, grader, excavator, backhoe, loader and skid steer.

Organisational Relationships

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|---------------------------|--|
| Reports to: | Works Coordinator or Leading Hand |
| Supervises: | Other staff, as required |
| Internal Liaisons: | Infrastructure, Development and Works team |
| External Liaisons: | Ratepayers and public Contractors |

Employee Approved

| PD Review Date | Name | Signature |
|----------------|------|-----------|
| | | |

Approved By

| PD Review Date | Position | Name |
|----------------|------------------------|---------------|
| 29/09/2025 | Operations Manager | Thea Griffin |
| 29/09/2025 | Human Resource Manager | Julie Braisby |