



## Position Description

### A. POSITION PROFILE

**Position:**

**Plant Operator - Cootamundra**

**Position Evaluation:**

*Award: Band 1 Level 3*

*Salary System Grade: 4*

**Conditions of Employment:**

*Australian Citizen or Right to Work in Australia  
Local Government (State) Award  
Permanent Full-time*

**Additional Benefits:**

*Nine Day Fortnight*

**Position Occupant:**

*Vacant*

**Department:**

*Deputy General Manager*

**Section:**

*Civil Works*

**Location:**

Cootamundra

Gundagai

**Direct Supervisor:**

*Works Supervisor*

**Number of Staff Supervised by this position:**

*Nil*

### B. STATEMENT OF FUNCTION

To operate various items of plant (including Skidsteer, Backhoe, Excavator, Front End Loader, Roller) to undertake Council works as directed by the Works Supervisor and contribute to the manual labour pool with the Civil Works Department.

### C. KEY RESPONSIBILITIES

1. Ensures plant is operated effectively and efficiently to achieve Council's goals and objectives.
2. Ensures plant is maintained on a daily basis following manufacturer's specifications and kept in a clean and tidy state.
3. Ensures plant is operated in a safe manner following safe work method statements and manufacturer's instructions.
4. Ensures plant is operated safely when working in the proximity of overhead or underground utility services.
5. Complete all electronic/paper forms/ books as required or directed.

## **D. DUTIES**

1. Operate the plant to trench, excavate, load, lift, back fill and push earth and other materials and objects to complete civil construction, maintenance works and other tasks as required or directed.
2. Control traffic at worksites and assist with the erection of traffic signage (subject to appropriate qualifications).
3. Assist with worksite preparation, measuring, marking and basic levelling.
4. Maintain worksite/workplace tidiness and cleanliness.
5. Undertake and comply with risk assessments and safe work method statements (SWMS) in relation to worksite activities.
6. Support other plant operators through directing movement of plant and loads, and communicating work site conditions and information.
7. Use and maintain tools and equipment effectively to complete tasks efficiently.
8. Attend to repairs, maintenance and cleaning of Council assets as directed.
9. Undertake laboring duties as directed.
10. Respond to emergency situations as requested.
11. Complete required workplace records.
12. Operate other mobile plant, trucks and equipment as directed subject to the level of training and licensing achieved.
13. Undertake training to maintain, update and advance personal skill levels and in compliance with relevant workplace legislation.
14. Respond to inquiries from members of the public and provide information within scope of responsibility.
15. Carry out any other duties that are within the limits of the employees' skill, competence and training.

## **E. ESSENTIAL CRITERIA**

1. Demonstrated experience through certification and/or training in the operation and maintenance of various plant (including Skidsteer, Backhoe, Excavator, Front End Loaders, Roller).
2. Demonstrated experience in road construction and maintenance labouring.
3. Current NSW Class Heavy Rigid (HR) Drivers Licence or above or equivalent.
4. WHS Construction Induction (NSW White Card) or equivalent.
5. Demonstrated literacy and numeracy skills to follow written communication and complete standard forms.
6. Demonstrated interpersonal and communication skills.
7. Proven ability to work effectively in a team environment.
8. Working knowledge of roles and responsibilities under the current WHS Act.

## **F. DESIRABLE CRITERIA**

1. Current NSW Class HC Drivers Licence or above or equivalent.
2. RMS Traffic Controller Certification (Blue Card or equivalent).
3. RMS Traffic Control Implement Traffic Control Plans Certification (Yellow Card or equivalent).
4. Confined Spaces certification.
5. Chainsaw Operations certification.
6. Completion of competency standard (UETTDREL14A) – Working safely near live electrical apparatus as a non-electrical worker or equivalent.