

Position Description

A. POSITION PROFILE

Position:

Plant Operator – Backhoe

Position Evaluation:

Award: Band 1 Level 3

Salary System Grade: 6

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:

Operations

Section/Group:

Civil Works

Location:

Cootamundra ☒

Gundagai ☐

Direct Supervisor:

Works Supervisor/Team Leader

Number of Staff Supervised by this position:

Nil

B. STATEMENT OF FUNCTION

Operate a backhoe to undertake Council works as directed by the Works Supervisor, and contributes to the manual labour pool within the Operations 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.

D. DUTIES

1. Operate Backhoe to excavate, load, lift, back fill and push earth and other materials and objects to complete civil construction, maintenance works and other excavating tasks.
2. Control traffic at worksites and assist with the erection of traffic signage (subject to appropriate qualification).
3. Assist with worksite preparation, measuring, marking and basic levelling.
4. Maintain worksite/workplace tidiness and cleanliness.
5. Push and load green waste, refuse and recyclable material.
6. Undertake and comply with risk assessments and work method statements (WMS) in relation to worksite activities.
7. Support other plant operators through directing movement of plant and loads and communicating work site conditions and information.
8. Use and maintain tools and equipment effectively to complete tasks efficiently.
9. Attend to repairs, maintenance and cleaning of Council assets as directed.
10. Undertake labouring duties as directed.
11. Respond to emergency situations as requested.
12. Complete required workplace records.
13. Operate other mobile plant, trucks and equipment as directed subject to the level of training and licencing achieved.
14. Undertake training to maintain, update and advance personal skill levels and in compliance with relevant workplace legislation.
15. Respond to inquiries from members of the public and provide information within scope of responsibility
16. 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 backhoes.
2. Demonstrated experience in road construction and maintenance labouring.
3. Current NSW Class C 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 WHS Act 2011.

F. DESIRABLE CRITERIA

1. Current NSW Class MR 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.