

## Position Description

### A. POSITION PROFILE

**Position:**

*Plant Operator- Gundagai*

**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 2023  
Permanent Full-time*

**Additional Benefits:**

*Nine Day Fortnight*

**Position Occupant:**

*Vacant*

**Department:**

*Deputy General Manager Operations*

**Section:**

*Engineering Gundagai*

**Location:**

Cootamundra ☐

Gundagai ☒

**Direct Supervisor:**

*Technical Works Coordinator*

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

*Nil*

### B. STATEMENT OF FUNCTION

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

### C. KEY RESPONSIBILITIES

1. Ensures plant is operated effectively and efficiently to achieve Council's goals and objectives, including patching truck when required.
2. Ensures plant is maintained on a daily basis following manufacturer's specifications, including patching truck when required.
3. Ensures plant is operated and loaded in a safe manner following safe work method statements and manufacturer's instructions, including patching truck when required.
4. Ensures plant is correctly and securely loaded to weight and safety limits and driven according to road regulations and the chain of responsibility under the Heavy Vehicle National Law.
5. Complete all electronic/paper forms/ books as required or directed.

**POSITION NUMBER**

**DATE ADOPTED:**  
AUGUST 2023

**APPROVED BY:**  
T DANDO  
Acting Deputy  
General Manager

**LAST REVIEWED:**  
MAY 2025

## **D. DUTIES**

1. Drive and operate plant to load, lift, carry, excavate, unload materials , liquids, equipment 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 labouring duties as directed.
10. Respond to emergency situations as requested.
11. Complete required computerised and paper based workplace records.
12. Operate other mobile plant and trucks as directed and to the level of training and licensing achieved.
13. Undertake training to update, maintain 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 employee's skill, competence and training.

## **E. ESSENTIAL CRITERIA**

1. Current NSW Class Heavy Rigid (HR) Drivers Licence or above or equivalent.
2. Demonstrated experience in general truck driving and/or road construction and maintenance.
3. WHS Construction Induction (NSW White card)
4. Proven ability to use computerised equipment.
5. Basic Literacy and Numeracy skills to follow written communication and complete standard forms.
6. Demonstrated interpersonal and communication skills to work in a team setting.
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. Civil Construction qualification at Certificate III level or equivalent.
3. Chainsaw operations certification (Level 1)
4. SafeWork NSW Traffic Controller (TCR) Training Card
5. SafeWork NSW Implement Traffic Control Plans (IMP) Training Card.
6. Completion of competency standard (UETTDREL14A) – Working safely near live electrical apparatus as a non-electrical worker or equivalent.