

## POSITION DESCRIPTION

### A. POSITION PROFILE

**Position:**

**Senior Plant Operator – Gundagai**

**Position Evaluation:**

*Award: Band 1 Level 4*

*Salary System Grade: 7*

**Position Occupant:**

Vacant

**Department:**

Operations

**Section/Group:**

Civil Works

**Location:**

Cootamundra ☐

Gundagai ☒

**Conditions of Employment:**

*Australian Citizen or Right to Work in Australia*

*Local Government (State) Award*

*Permanent Full-time*

**Direct Supervisor:**

Works Supervisor

**Additional Benefits:**

*Nine Day Fortnight*

*12% Superannuation*

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

Nil

### B. STATEMENT OF FUNCTION

To operate the various items of heavy vehicles and plant (including, Backhoe, Excavator, Front End Loader, Stabiliser, Heavy Combination trucks, Heavy and Medium Rigid trucks etc.) 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 truck 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 truck 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**

109 – Senior Plant Operator

**DATE ADOPTED:**

18 Feb 2020

**APPROVED BY:**

IGM

**LAST REVIEWED:**

November 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 methods 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 skills, 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 including operation of at least one of the following plant: Excavator, Road Stabiliser, Grader, Semi-trailer low-loader.
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. Proven Ability to communicate and work effectively in a team environment.
7. Working knowledge of roles and responsibilities under the current WHS Act.

## **F. DESIRABLE CRITERIA**

1. Current NSW Class Heavy Combination (HC) Drivers Licence or above or equivalent.
2. SafeWork NSW Traffic Controller (TCR) Training Card.
3. SafeWork NSW Implement Traffic Control Plans (IMP) Training Card.
4. Chainsaw operations certification (Trim and Cut Felled Trees).
5. Chainsaw operations certification (Tree Felling Basic or Intermediate).
6. Certified Forklift Operator.
7. Completion of competency standard (UETTDREL14A) – Working safely near live electrical apparatus as a non-electrical worker or equivalent.