

POSITION DESCRIPTION

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| Position: | Plant Operator General Hand - Works |
| Department: | Technical Services |
| Location: | Shire Depot |
| Reports To: | Works Supervisor and Infrastructure Manager |
| Stream/Level: | Level 4 – 5 Shire of collie Enterprise Agreement |
| Hours of Work: | Continuing Employment - Full time |

PRIMARY PURPOSE

- Maintain a high standard of roads and infrastructure throughout the town sites and Shire
- As part of the Works team, implement road construction or maintenance and infrastructure maintenance activities in the Shire.

KNOWLEDGE, SKILLS, QUALIFICATIONS

Duties & Responsibilities

Road Maintenance and Construction:

- Operate trucks or other plant as part of maintenance and construction activities as required and as instructed.
- Operate Excavator or Grader, as part of maintenance and construction activities as required and as instructed.
- Grade / excavate to specified line and level and check levels.
- Assist in road and maintenance construction duties such as road preparation, pipe laying preparation, spreading of gravel, removal of soil and installation of culverts.
- Tip gravel to specified lengths.
- Communicate with other relevant operators on parking to load.
- Maintain tidiness of work area to ensure operational efficiencies (site is levelled according to set levels.)
- Operate plant safely ensuring you are aware of underground and overhead services.
- Provide relief for any other team member operating other plant or driving trucks, as per skills, competence and licences held.
- Assist in inspection, repair or replacement of any roadside infrastructure, eg replace or repair Signpost or Guideposts
- Operate any machinery or tools with care and in the correct manner as instructed.

Labouring / General Duties:

- Perform any labouring or Maintenance duties in the Works Team, Workshop, Garden and Waste section as and when required, in order to achieve team objectives.
- May be required to attend call outs and organise labour and equipment for work after hours.
- Perform routine plant maintenance duties as required.
- Maintain and accurately complete records of work and timesheets.

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| | <p><u>Behaviour and conduct:</u></p> <ul style="list-style-type: none"> • Perform duties efficiently, responsibly and ethically and in accordance with the Shire’s Code of Conduct. • Contribute positively to the team and support the team’s efforts • Actively participate in the Risk Management program, Organisational Performance Review and Evaluation Program. <p><u>Occupational Health and Safety and Risk Management</u></p> <ul style="list-style-type: none"> • Comply with the Shire’s Risk Management and OHS procedures • Actively participate in the Continuous Improvement Program. • Take responsibility for your own health, safety and fitness at work • Perform work in a safe and healthy manner and abide by all Shire and legislative safe work procedures, instructions and Injury and Safety Management Practices. • Store and maintain safety items or equipment in the proper manner, as instructed. • Ensure your actions do not endanger others in the workplace. • Correct or report unsafe situations and use safety equipment and devices as specified. • Participate in all safety activities to ensure the safety and health of staff is maintained. |
| <p>Level of Authority</p> | <ul style="list-style-type: none"> • Accurately follow instructions and perform work as directed. • Work effectively within the team to achieve objectives. • Liaise with supervisor, team, CEO/Deputy CEO and general public. |
| <p>Required Skills and Attributes to perform this role</p> | <p><u>Essential Criteria</u></p> <p>General</p> <ul style="list-style-type: none"> • Ability to physically perform duties as outlined above (and willing to complete a Medical Examination to confirm) <p>Experience and Knowledge</p> <ul style="list-style-type: none"> • Holding and maintaining a current, unrestricted WA “HC” licence (or higher). • Demonstrated experience in the operation of road plant (trucks, Loaders, backhoe, roller, streetsweeper etc) and equipment used for road/drainage construction and maintenance. • Demonstrated understanding of road/drainage construction and maintenance techniques and procedures, including gravel road maintenance and water binding. • Traffic Management Certificates – Basic Worksite Traffic Management, Traffic Controller and Blue/White Construction Safety Card • Understanding of Occupational Safety and Health principles and how to work within Equal Opportunity requirements |

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| | <p>Skills, Abilities and Qualities</p> <ul style="list-style-type: none"> • Ability to perform routine maintenance of road plant and equipment. • Ability to effectively communicate and work well as part of a team. • Basic time management and organisational skills and numeracy and writing skills. • A desire to fully complete tasks to a high standard and show initiative in the workplace and be a “self-starter”. |
| Desirable Criteria | <ul style="list-style-type: none"> • Previous experience working at a local government in the Works Section. • Certificate III in Civil Construction Plant Operations • First Aid and Resuscitation qualification (or willing to obtain) |
| Training | <ul style="list-style-type: none"> • Willingness and aptitude to undertake further training and professional development to keep abreast of latest technology and practices. |
| Decision Making and Problem Solving | <ul style="list-style-type: none"> • Problems at this level require employees to use some originality in approach with solutions usually attributable with solutions usually to application of previously encountered solutions or experience. |
| OHSW | <ul style="list-style-type: none"> • Contribute to and provide leadership in the delivery of the Council’s Safety & Risk Management Plan. • Operate in compliance with OH&S legislation, regulations, practices and standards. • Utilise safe working practices applicable to own work area and practices. Contribute to the identification of hazards and risks and participate in their minimisation and/or appropriate corrective strategies. |

| REMUNERATION PACKAGE | |
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| Position | Plant Operator/General Hand - Works |
| Employment Category | Continuing Employment – Full Time <i>Clause 7.3.1 Shire of Enterprise Agreement 2017</i> |
| Hourly Rate | \$28.23 per hour min (Level 4) up to \$29.42 per hour max (Level 5) |
| Superannuation <i>Employer Superannuation Contribution: depending on employee contribution up to an additional 8% (total contribution 18%)</i> | 10% SGC Superannuation (Compulsory) Additional Superannuation (Optional) Additional Superannuation is optional and can commence at any time. Matching contributions by Council up to 8% subject to salary sacrificing contributions by the Employee (as per the Shire of Collie Collective Agreement 2017 Clause 9.7). |
| Allowances | <p>Service Pay – Commencement at the end of the first year of service @ \$18.00 per fortnight with yearly increment up to 10 years’ service as per Clause 14.1 Shire of Collie Enterprise Agreement 2017).</p> <p>Industry Allowance - \$52.27 per fortnight as per Clause 13.1 Shire of Collie Enterprise Agreement 2017.</p> |

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| | Housing Allowance - \$20.00 per fortnight for employees who reside within the Shire of Collie as per Clause 13.12 Shire of Collie Enterprise Agreement 2017. |
| Uniform | As per Clause 10.4 – the employer will provide five (5) long sleeve shirts and three (3) pants per person, plus jacket and safety boots. |
| Staff Discount Scheme | As per Clause 12.1 Shire of Collie Enterprise Agreement 2017 Employees will receive a 100% discount, and their spouse and dependants under the age of eighteen (18) with a 50% discount to all Recreation facilities including the Shire of Collie Swimming Pool and all Shire of Collie run programmes at Roche Park Recreation Centre. |
| Annual Leave | 4 weeks Annual Leave per annum plus leave loading of 17.5% as per clause 17 Shire of Collie Enterprise Agreement 2017. |
| Public Holidays | As per Clause 25.2 of Shire of Collie Enterprise Agreement 2017 employees are entitled to Two (2) additional days being the Tuesday following Easter and the day following New Year's Day are available per annum to each Employee. |
| Location | Shire Depot |
| Hours | 76 hours/9-day fortnight - 1 RDO per fortnight. |
| Start Date | To be confirmed |
| Reports To | Works Supervisor |