



Wudinna District Council

Position Description

Plant Operator

Our Strategic Vision

We aspire to be a viable, motivated, rural community which offers an economically diverse, environmentally sustainable and rewarding lifestyle.

Our Mission

We will provide leadership, representation, and advocacy for our community. We will be accessible and work with the community to identify and provide for its needs efficiently and meet its aspirations. We will operate with integrity and be open and accountable to the community in all our activities.

Our Values

We are: Team Focused, Proactive, Respectful and Accountable



Summary

Position Title	Plant Operator (Maintenance/Construction)		
Stream	Works		
Award Classification	Local Government Employees Award – Grade 6.1 or 7.1+ 23% Outdoor Enterprise Bargaining Agreement No. 1-2024		
Allowances	Nil		
Salary	\$77,580.63 - \$78,947.36		
Employment Type	Contract – Full Time (38 hours per week)		
Reports to	General Manager Works & Infrastructure / Works & Infrastructure Coordinator		
Employee Name			
Start Date		Position End Date	

Selection Criteria

Experience, Knowledge and Qualifications

- A working knowledge of construction and maintenance requirements for unsealed and sealed roads and related infrastructure including safe work and worksite practices - **essential**
- Comprehensive knowledge of roadwork plant machinery mechanics, adept at coordinating machinery with other equipment and traffic on job sites, and skilled in safe plant operation - **essential**
- Possess reasonable literacy and numeracy skills to comprehend and adhere to Safety Data Sheets, WHS policies, procedures, and reporting requirements, among other tasks - **essential**
- Capable of independently problem-solving, assessing resource needs, analysing issues, and promptly reporting significant problems to the supervisor - **essential**
- An unencumbered Australian Driver's license (minimum HC class must be held and maintained) - **essential**
- Currently holding (or willing to obtain within 6 months) a White Card, Chainsaw Operation Certificate, Certificate in Workzone Traffic Management and Current First Aid certification - **essential**
- Currently holding (or willing to obtain within 12 months) a Forklift Operation License - **essential**
- Competent in the operation of load-shifting equipment with relevant plant notice of satisfactory assessment (NSA) - **desirable**
- Certificate in Civil Construction or Plant Operation – **desirable**
- A sound knowledge of legislation, regulations, by-laws, and policies relevant to the position – **desirable**
- A general understanding of the services Council provides to the community - **desirable**

Personal Capabilities

- A motivated and enthusiastic self-starter who can plan, organise and prioritise work and manage time effectively - **essential**
- Highly developed interpersonal skills, characterised by a strong customer service ethos, professional approach and the ability to work as an effective member of a multidisciplinary team - **essential**
- The ability, motivation and work ethic to work autonomously and with minimal supervision - **essential**
- Ability to meet the physical demands of a position requiring manual labour – **essential**
- Ongoing commitment to learning, innovation, continuous improvement and quality principles - **essential**
- Clear and concise communication, focused on prioritising the achievement of work objectives - **essential**

Special Requirements

- Some out-of-normal hours work may be required, as part of emergency works or scheduled maintenance.
- A Hepatitis B vaccination is compulsory for this role.

- Successful applicants will be required to undergo a medical assessment and provide a Police Clearance (no older than 6 months) prior to finalisation of selection.
- Regular hearing assessments will be required for this role and upon departure from the role.

Community Contribution

The Plant Operator contributes to the community by maintaining and enhancing the local infrastructure, ensuring safe and efficient transportation, and supporting cemetery services. Their work directly impacts the quality of life for residents by ensuring well-maintained roads, footpaths, and drainage systems while upholding safety and compliance standards.

Position Summary and Work Environment

Wudinna District Council is staffed by around 20 talented individuals. We are a tight-knit team who are passionate about what we do and focused on delivering our best for the community and each other.

The Plant Officer Role sits within the Works Department as part of the outdoor team and plays an integral part in ensuring Council's road network is constructed and maintained to a condition that is both serviceable and safe to the public. This includes assisting in the construction and maintenance of roads, footpaths, drainage, and various infrastructure projects to meet quality standards set by the Supervisor - Civil Construction and Maintenance. Additionally, the role supports cemetery-related tasks and collaborates with other Council staff to ensure the efficient delivery of Civil Infrastructure Asset Management Programs.

This role operates in a physically demanding work environment, primarily outdoors, where individuals must operate heavy machinery, perform maintenance tasks, and engage in construction and infrastructure projects. It requires a high level of physical capacity and stamina to carry out these duties effectively while maintaining compliance with safety regulations and quality standards.

Key Responsibilities

The key responsibilities of the role include, but are not limited to the following.

Area	Responsibilities
Civil infrastructure asset management	• Assist in the construction and maintenance of roads, footpaths, drainage and other works to the standard required by the Supervisor – Civil Construction and Maintenance. • Perform tasks associated with the maintenance and construction of footpaths, kerbing, drainage, signage, structure and other areas. • Carry out duties as directed to assist with the effective and efficient delivery of Council's Civil Infrastructure Asset Management Programs.
Plant operation and maintenance	• Operation of equipment, plant and machinery, including but not limited to prime mover, side tipper, water tanker, roller, front end loader, grader and backhoe. • Operate plant in an efficient and safe manner as required in compliance with relevant laws, standards and Council policies, having regard for the safety of the public, road users and other employees. • Carry out regular maintenance and minor repairs (where practicable) to plant/equipment as necessary within the scope of your skills and experience. • Maintain Council vehicles and plant in a clean and tidy condition. • Report any defects to Mechanic so maintenance or repairs can be arranged. • Keeping of relevant records and recording details of works performed and materials used.
Cemeteries	• Assist in preparing and restituting burial sites and cremation plots in Council's cemeteries, including excavation, backfilling, and re-opening of graves, as required.
General	• Support other Council staff, in particular the General Manager Works and Infrastructure and Works & Infrastructure Coordinator, with additional tasks as

	requested and/or assigned to assist with the day-to-day operations of the Council Works Department. • Purchase minor materials/consumables as work requires, with all major items being discussed with the relevant Manager or Coordinator.
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Key Measures of Success

The key measures of success for this role are:

- Evidence of the efficient operation and maintenance of equipment while adhering to safety standards and relevant laws, ensuring the safety of the public, road users, and fellow employees.
- Evidence that all construction and maintenance tasks were completed meet quality standards and comply with Council policies and relevant regulations.
- Feedback and evidence that positive and respectful working relationships are developed and maintained, and a strong customer service ethos is demonstrated in all dealings.
- Annual Performance Development Review process implemented with measurable goals and an effective personal development plan aligned to role requirements.
- Evidence of consistently demonstrating and upholding the organisation's Values.

Corporate Requirements

Employees of Wudinna District Council are required to adhere to the following general conditions of employment:

Work Health and Safety

The Worker has a responsibility under the Work Health and Safety Act 2012 SA, Division 4, Section 28 - Duties of Workers, to ensure their own health and safety and take reasonable care that his or her act or omissions do not adversely affect the health and safety of other persons.

This includes but is not limited to:

- Referring to further information contained in Councils' WH&S and Return to Work (RTW) Policy.
- Complying, so far as the worker is reasonably able, with any reasonable instruction that is given by the PCBU to allow the person to comply with the WHS Act in relation to safety as work.
- Co-operate with any reasonable Policy or Procedure of the PCBU relating to health or safety at the workplace that has been notified to workers.
- Actively implementing and working within Council's WHS & RTW Policy, supporting Policies, Procedures, Risk assessments, Safe Work Instructions (SWI's) and Safe Operating Procedures (SOP's).
- Not performing any procedure or task unless appropriate training and instruction has been received.
- Participate in the Return-to-Work process if injured at work as set out in the Return to Work Act 2014.
- Actively contributing to consultative and participative arrangements for the management of WHS.
- Participation in consultation resulting in the adoption of changes in the workplace related to introduction to new plant, process or practice.
- Using personal protective equipment provided for health and safety purposes and reporting malfunctioning or faulty equipment.
- Ensuring that allocated equipment is maintained and in sound operational condition.
- Keeping work areas in a safe condition and assisting to ensure good housekeeping practices are maintained.
- Not interfering with or misusing items or facilities provided in the interest of health and safety.
- Reporting any identified hazards or potential hazards, any accidents, injury, incidents and 'near misses' which arise in the course of work and promptly completing any required documentation.
- Participate in the election of Work Health & Safety Representatives within your workgroup.

Risk Management

As part of Council's Risk Management responsibilities, actively reduce Council's exposure to losses related to security, public liability and professional indemnity by reporting any disputes or matters of hazards within Council's Local Government boundary affecting the health and safety of the general public and work colleagues.

As an employee of Wudinna District Council, you have an obligation to assist in dealing with an emergency situation should one arise affecting the operation of Council and / or the wellbeing of the community.

Fit for Work

It is expected that all Wudinna District Council employees are fit for the inherent job requirements and physical demands of their appointed position and will remain so during the course of their employment, in line with reasonable work, health and safety expectations and relevant policies and procedures.

As an employee of Wudinna District Council, you have an obligation to report any health or safety issues so that early intervention can be engaged, leading to appropriate medical treatment, where required, and identification and provision of reasonable accommodations, where possible.

General

- The employee must always gain the approval of the Chief Executive Officer prior to engaging in paid work other than their Council position that conflicts or may conflict with their position within Council, as required by the Contract of Employment.
- The employee is required to complete a confidential Conflict of Interest Disclosure Statement as soon as they become aware that they may have an actual or potential conflict of interest, i.e., when the employee has private interests which could improperly influence the performance of the duties and responsibilities associated with their position.
- Follow defined information management practices, policies and procedures for all records created and received.
- Be responsible for and actively involved in identifying and managing risk in day-to-day activities and projects.
- Ensure professional conduct is in accordance with Council's Behavioural Standard for Council Employees and Fair Treatment Policy & Procedure.
- Follow defined work health and safety legislation, policies and procedures related to the work being undertaken in order to ensure own safety and that of others in the workplace.
- Follow all defined organisational systems, policies and procedures related to the work being undertaken.
- Demonstrate and uphold the organisation's Values (Team Focused, Proactive, Respectful and Accountable).
- Report any health or safety issues that may impact your ability to complete the inherent job requirements and physical demands of your role, so that early intervention can be engaged, leading to appropriate medical treatment, where required, and identification and provision of reasonable accommodations, where possible.
- Participate in the Performance Development Review process as determined by management.
- This position description is not to be interpreted as totally prescriptive in nature. It is indicative of the type and range of duties and responsibilities that can be expected, you may be required to undertake other duties and responsibilities deemed necessary for operational reasons.

Acknowledgement

I have read and understood the requirements, responsibilities, and accountabilities of the role as outlined in this Position Description. I understand that this position description may be further reviewed at a future date in consultation with each of the undersigned parties.

Plant Operator

Cody Stringer
Acting General Manager Works and
Infrastructure

Calvin Hoyer
Acting Chief Executive Officer

Date: _____