



Wudinna District Council

## Job and Person Specification

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<b>Position</b>	Municipal Employee - Plant Operator (Maintenance/Construction Worker)
<b>Stream:</b>	Works
<b>Award Classification:</b>	Local Government Employees Award - Grade 7 + AWU Collective Agreement No.2 2012
<b>Salary Range:</b>	\$58,537.44 to \$59,818.36
<b>Employment Type:</b>	Contract
<b>Reports To:</b>	Manager Works & Infrastructure Services
<b>Employee Name:</b>	
<b>Start Date:</b>	
<b>Position End Date:</b>	30 June 2022

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### POSITION OBJECTIVES

- Perform duties as a front end loader operator for road construction and maintenance.
- Perform other duties as directed in accordance with the award classification (Local Government Employees Award – Municipal Employee Grade 7).

### JOB REQUIREMENTS

- Be physically fit.
- Communication skills in liaising and communicating with other councils, staff and the general public.
- Have initiative, ability and dedication to work with minimal supervision.
- Demonstrate a high level of time management, motivation, enthusiasm and commitment to professionalism and quality principles.
- Demonstrate interpersonal skills and work ethics including the ability to work as an effective member of a multidisciplinary team.
- Ability to analyse problems and formulate appropriate solutions and report all major problems directly to supervisor.
- Purchase minor materials/consumables as work requires, with all major items being discussed with relevant supervisor.
- Be prepared to work within the requirements of Council's Enterprise Bargaining Agreement.
- It is a requirement of the position to undertake external and on-the-job training, as required, to include (but not limited to) initial and refresher for the attainment of skills applicable to the Award classification and the role, Work Health Safety and Council's Policies and Procedures.
- Carry out a range of operation and administrative functions in an efficient and responsible manner.
- Adhere to Council's Code of Conduct for Employees.

### KEY RESPONSIBILITIES & TASKS

- Predominate responsibilities with the outside workforce involved in road construction and maintenance.
- The position incumbent may undertake a broad range of civil works functions and duties described in the criteria under the classification of this position or lower, providing such duties are performed within the limits of the employee's skills, competence and training.
- Carry out a range of operation and administrative functions in an efficient and responsible manner.
- Be prepared to carry out other tasks and duties as requested by supervising staff e.g. general maintenance/construction activities associated with the day to day operation of Council.

## **KNOWLEDGE**

- Sound knowledge of safe plant operation and maintenance.
- A good knowledge of and preparedness to abide by Council's Work Health Safety policies and procedures.
- A sound knowledge of and preparedness to abide by Council's policies and procedures relevant to Works.
- A broad knowledge and understanding of Council's operations pertaining to; road maintenance and construction principals, roadwork signage, parks and gardens management, playgrounds and facilities.
- Good knowledge and experience in operating tractors and heavy vehicles.
- Experience in operating road construction plant preferred.

## **EXPERTISE AND QUALIFICATIONS**

- Must maintain a current drivers licence (minimum HC class).
- Hold a notice of satisfactory assessment (NSA) Class LL (Front End Loader) or be able to provide evidence of competency operating a front end loader.
- Hold a current Work Zone Traffic Management certification or be willing to obtain one.
- Hold a current Provide First Aid certification or be willing to obtain one.
- Possess reasonable literacy and numeracy skills for understanding and complying with WHS policies and procedures and reporting requirements.

## **EMPLOYEE RESPONSIBILITIES**

### **Records Management**

- Use Council's established records management system for the management of all records, including electronic records.
- Maintain and update Councils records management system.
- Ensure capture of official records into Council's record keeping system upon creation or receipt.
- Not destroy Council records without authority.
- Handle records with care and respect, and ensure the safe custody of records in their possession.
- Not remove official records from Council premises without the express permission from the Chief Executive Officer, unless it is in the course of your normal duties.

### **Work Health Safety**

Take reasonable care to protect personal health and safety and to avoid adversely affecting the health and safety of any other person while at work by:

- a) Being familiar with and complying at all times with Council's WHS policies and procedures.
- b) Obeying all reasonable instructions from the supervisor/manager in regard to working conditions or methods.
- c) Not performing any procedure or task unless appropriate training and instruction has been received.
- d) Use safety devices and protective equipment, where required, correctly and in accordance with health and safety procedures.
- e) Ensuring that all allocated equipment is maintained and in sound operational condition.
- f) Keeping work areas in a safe condition and assisting to ensure good housekeeping practices are maintained.
- g) Reporting any identified hazards, and any accidents, injury, incidents and 'near misses' which arise in the course of work and promptly completing any required documentation.
- h) Participation in consultation resulting in adoption of changes in the workplace related to introduction of new plant, process or practice.
- i) In accordance with Council policy and Section 28 of the Work Health Safety Act 2012, not reporting for work under the influence from the consumption of alcohol, or a drug, nor in such a state as to endanger personal safety or that of others.
- j) Support and use appropriate consultative structures.
- k) Ensure that all contractors operate in accordance with relevant Council Policy.
- l) Elect Work Health Safety Representatives.

**ENDORSED**

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

EMPLOYEE

SUPERVISOR

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**MUNICIPAL EMPLOYEE – PLANT OPERATOR**

\_\_\_\_\_  
Kelsey Trezise  
**MANAGER WORKS & INFRASTRUCTURE SERVICES**

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Alan F McGuire  
**CHIEF EXECUTIVE OFFICER**

Date: \_\_\_\_\_