

Position Description

Position Title	Livestock Exchange Operator
Position Code	SALE008
Department	Central West Livestock Exchange
Division	Central West Livestock Exchange
Reports To	Supervisor Livestock Exchange
Direct Reports:	NIL
Position Classification	Operational Band 1, Level 3
Position Status	Full-Time
Allowances	Level 1, Adverse Working Conditions Allowance On-Call Allowance when required to participate in the roster

SPECIAL CONDITIONS

- Participate in a rotating on-call roster in accordance with the needs of the Central West Livestock Exchange;
- Participate in the occasional ad-hoc, out of hours work will be required to complete the job;
- A police clearance is required to be maintained with this position and held current every 3 years; and
- NSW weapons clearance (or ability to gain).

REPORTING STRUCTURE OF POSITION



PRIMARY PURPOSE OF THE POSITION

The aim of this position is to work as a multi-skilled team member at the Central West Livestock Exchange (CWLE) undertaking a range of duties associated with routine cleaning and maintenance of the facility as well as a focus on administration duties on cattle, sheep and pig sale days.

This position will also be responsible for administrating compliance rules and regulations proactively at the CWLE.

<i>Areas of Delivery</i>	<i>Est. % of time spent</i>
<i>General operations and maintenance of the CWLE.</i>	<i>70%</i>
<i>Assistance in the administration duties of the CWLE as required e.g. Booking of Sales</i>	<i>10%</i>
<i>Reporting, mobile equipment use & computer work.</i>	<i>10%</i>
<i>Professional development and training</i>	<i>10%</i>

POSITION RESPONSIBILITIES

Central West Livestock Exchange

- Work as a team member and undertake a range of cleaning and maintenance activities to ensure effective saleyards operations. This includes but is not limited to the following:
 - Sheep yards – hosing and blowing;
 - Pig yards – hosing;
 - Cattle yards – scarifying, power harrows, blowing, shovelling and replacing the soft floor;
 - Weekly maintenance of sumps;
 - Truck wash;
 - Trough systems; and
 - Maintenance of pumps – irrigation and effluent ponds.

- Undertake a range of maintenance and construction activities to ensure that the yards and grounds are maintained and cleaned. This includes but is not limited to the following:
 - Rubbish removal around the CWLE;
 - General maintenance and repairs of facilities where possible;
 - Fencing and repairs;
 - Lubrication of latches and hinges for the cattle and pig yards; and
 - Welding repairs where necessary and in accordance with the skills and experience of the operators.

- Maintain Council's plant and equipment including:
 - Washing;
 - Greasing (daily); and
 - Maintaining and replacing attachments on certain plant in conjunction with another operator.

- Operate plant including skid steer loader, tractor and mowers and carrying out daily maintenance and servicing of plant and equipment to ensure it supports the operations of the saleyards;

- Undertake administrative support and duties as required. This includes but is not limited to the following:
 - Weighbridge operations;
 - Operating the Draft on sale days;
 - Pre-start on all plant and equipment;
 - Completing risk assessments and complying with Council's Safe Work Method Statements (SWMS) in accordance with Council policy;
 - Booking of sales and the completion of sales numbers and records; and
 - Maintaining records of destruction and disposal of livestock.

- Cooperate with Supervisor, Livestock Exchange to carry out activities related to required operation of the effluent management system including:
 - Monitoring and understanding of data;
 - Effluent ponds – chemical dosing;
 - Maintaining all records in relation to the irrigation and effluent ponds; and
 - Sprinklers around yards and grounds.

- Undertake all duties associated with the Stock Feeding contract. These tasks include but are not limited to the following:
 - Loading and unloading feed;
 - Maintaining accurate records in relation to the stock under the responsibility of the CWLE; and
 - Ensuring that all livestock under the care of the CWLE is cared for in a humane environment.

- Liaise with saleyards users as required ensuring a high level of customer service and resolution of issues;

- Ensure that Council and other stakeholders are managing the humane treatment of all animals and where necessary, ensuring compliance with the humane destruction of livestock;

- Ensure that stakeholders are compliant and risk is minimised in all interactions in regards to Chain of Responsibility (CoR) requirements and legislation. It is the responsibility of Council and the employee to remain up to date on CoR training and information;

- Monitor compliance of all users of the facility and driving improvement in compliance and regulation;

- At all times, ensure the Central West Livestock Exchange complies with the following:
 - Animal Welfare Standards and Guidelines for Saleyards;
 - Emergency Animal Disease Welfare Plan;
 - Pollution Incident Response Management Plan;
 - Meat and Livestock Association (MLA) Fit to Load Guide; and
 - Chain of Responsibility guidelines and legislation.

Organisation

- Contribute to reviews and status of the Community Strategic Plan and Delivery Program;

- Prepare and report on Operational Plan activities related to the CWLE;





- Ensure compliance with the WHS Act 2011 and its regulations, including:
 - Report any injury, damage, unsafe condition or hazard to the immediate supervisor, or an appropriate person;
 - Wear protective clothing or equipment in the manner intended (if required);
 - Take reasonable care for the health and safety of all persons who are at their place of work; and
 - Cooperate with the supervisor in the measures taken to ensure Work Health and Safety.

- Ensure that all employees and contractors and their employees under the direction or control of the position receive adequate instruction for the safe and efficient performance of their duties;
- Correct unsafe and/or unhealthy practices or conditions in areas under the control of the position to the full extent of the position's authority. Where necessary correction is outside of the position's authority, refer the matter to the relevant Director or Manager People and Strategy;
- Work cooperatively in a team environment and provide support and/or technical advice as required across other areas of Council;
- Assess and improve work practices and procedures on a continuous basis to achieve or exceed Council's strategic goals;
- Comply with all Council's policies and procedures and Code of Conduct;
- Complete other duties as directed by the Manager Livestock Exchange and Supervisor Livestock Exchange;
- Undertake other relevant duties as directed which are consistent with the employee's skill, competence and training;

KEY RELATIONSHIPS

Who	Why
Internal	
Manager Livestock Exchange	Support and guidance in the delivery of services at the CWLE
Supervisor Livestock Exchange	Direct Supervisor – Direction, support, mentoring and guidance in the delivery of services at the CWLE
Livestock Exchange Operators (CWLE Staff)	Colleagues – Support and guidance in the delivery of services at the CWLE
People and Strategy Team	Colleagues – Support in the areas of HR, WHS and IT
Engineering Staff	Colleagues – Works and Water Teams provide backup and support in CWLE Operations when required
Council Staff	Colleagues – Support and guidance in the delivery of services at the CWLE
External	
Business Community	Agents/buyers – Operations of the CWLE Contractors – Maintenance and development of the CWLE Transport Operators – Operations of CWLE
Community Members	Farmers – Operations of the CWLE
Stakeholder Groups	Animal Angels – Humane destruction of animals

POSITION CAPABILITIES

LGNSW Capability Framework		
Capability Group	Capability Name	Level Required
 Personal Attributes	Manages Self	Adept
	Displays Resilience and Adaptability	Adept
	Act with Integrity	Adept
	Demonstrate Accountability	Adept
 Relationships	Communicate and Engage	Intermediate
	Community and Customer Focus	Adept
	Works Collaboratively	Adept
	Influence and Negotiate	Intermediate
 Results	Plan and prioritise	Intermediate
	Think and solve problems	Intermediate
	Create and Innovate	Intermediate
	Deliver Results	Intermediate
 Resources	Finance	Foundational
	Assets and Tools	Foundational
	Technology and Information	Foundational
	Procurement and Contracts	Foundational

PERSON SPECIFICATION

Essential

- Certificate III in Agriculture or other relevant certification (Desirable);
- Minimum of 12 months relevant practical experience in maintenance and labouring;
- SafeWork General Construction Induction Card or the ability to obtain (White card);
- Certificate of competency (or willingness to obtain) for the following:
 - Skid Steer;
 - Skid Steer Loader or willingness to obtain; and
 - Frontend Loader or willingness to obtain.
- Demonstrated high level conflict resolution and negotiation skills;
- Able to work with minimum supervision using judgement and initiative;
- Able to complete standard forms and provide written information in hard copy and online;
- Able to complete WHS Site Specific Risk Assessments and undertake work activities in the manner specified in the relevant Work Method Statement;
- Able to provide effective customer service to the CWLE Stakeholders;
- Developed communication skills with the ability to effectively communicate within your team and with management;
- Firearms licence (or the capacity to obtain during recruitment process); and
- Class C (Standard) Drivers Licence.

Experience

- Demonstrated 'stock sense' and the ability to work safely with livestock;
- Demonstrated experience and understanding of Chain of Responsibility compliance in the Saleyards industry;
- Certification and demonstrated experience in the Humane Destruction of Livestock (Desirable);
- Demonstrated experience working with various IT systems including Microsoft Office and the ability to use mobile devices such as iPads for data and reporting;
- Certification in Welding and/or demonstrated experience in welding using electric arc equipment (Desirable); and
- Irrigation or water pump knowledge.

Authority and Accountability

- Worker level responsibilities in regards to WHS legislation.

EQUIPMENT REQUIRED FOR THE POSITION

- Vehicle allocated on site with hard wired lights (No private access or take home vehicle use other than on-call purposes);
- Man down pendant; and
- Access to a mobile tablet.

ACKNOWLEDGEMENT

This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements. Continuing development, change and improvement of processes, practices, knowledge, skills and behaviors are expected at Forbes Shire Council.

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by Forbes Shire Council from time to time as necessary.

Employee's Signature:

Date:

HR USE ONLY

Does this position require a Working with Children Check?	Yes / No
Does this position require the incumbent to undergo a criminal reference check	Yes / No
Does this position have a Financial Delegation	Yes / No Level:
Does this position require the incumbent to possess a specific license or qualification	Yes / No