

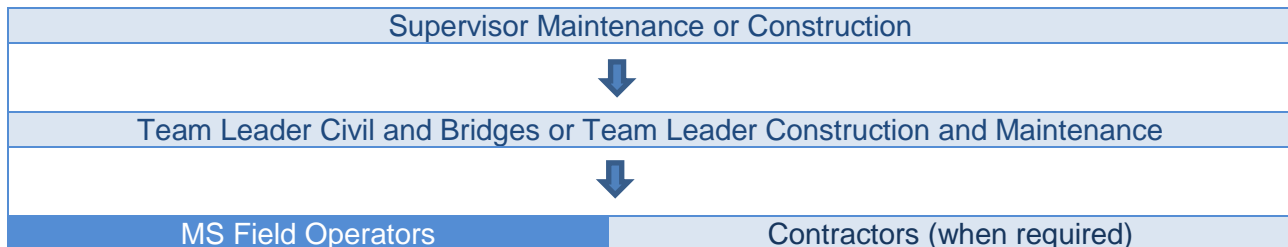
## Position Description

<b>Position Title</b>	<b>Multi-Skilled Field Operator</b>
Position Code	ENG018
Department	Engineering
Division	Works
Reports To	Supervisor Construction / Maintenance
Direct Reports:	Nil
Position Classification	Operational Band 1, Level 2 to Level 3
Position Status	Full-time
Allowances	Level 1 Adverse Working Conditions Allowance

### SPECIAL CONDITIONS

This position will require the incumbent to be part of an ad-hoc out of hours work in the delivery of Council's services to the community. On these occasions, employees will be paid in accordance to the Local Government (State) Award.

### REPORTING STRUCTURE



### PRIMARY PURPOSE OF THE POSITION

The aim of this position is to undertake a variety of operational works in line with the Community Strategic Plan and the Delivery Program.

<i>Areas of Delivery</i>	<i>Est. % of time spent</i>
<i>Undertake duties to support the delivery program and strategic plans of Council.</i>	80%
<i>Administration and maintenance tasks.</i>	10%
<i>Professional development.</i>	10%

## **POSITION RESPONSIBILITIES**

- Undertake duties as part of Council's Construction and Maintenance Team:
  - Concreting and formwork;
  - Pavement construction and repairs;
  - Kerb and gutter;
  - Slinging / lifting;
  - Excavations;
  - Assist with set out/surveying;
  - General labouring duties;
  
- Undertake backup duties as a Multi-Skilled Plant Operator:
  - Slasher;
  - Tip Trucks;
  - Rollers;
  - Truck driver;
  - Plant operator – Backhoe.
  
- Undertake backup duties across Council in the following areas as required:
  - Biosecurity Officer;
  - Patching Truck Operator;
  - Traffic Maintenance Officer;
  - Central West Livestock Exchange.
  
- Assist the Patching Truck Operator with the management and implementation of traffic control signs including conducting an internal audit (drive through) at times convenient to each worksite in line with the completed risk assessment, SWMS, RMS requirements or Council direction;
  
- Assist with administration duties on site where required:
  - Verify contractors have appropriate tickets and licences;
  - Ensure appropriate TCP's are in place prior to the commencement of work;
  - Ensure appropriate Speed Zone Authorities (SZA) are in place prior to the commencement of work;
  - Completion of plant sheets prior to the commencement of work;
  - Completion of risk assessments prior to the commencement of work;
  - Ensure compliance with SWMS;
  - Contribute and participate in tool box talks on worksites;
  
- Maintenance of plant and equipment as required including the completion of:
  - Pre-starts;
  - Plant-sheets;
  - Greasing of equipment.
  
- Maintenance of Depot yard and facilities.

## Organisation – Operations





- 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;
  - Ensure that all employees and contractors under their direction or control 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 or refer to relevant supervisor, manager, or Manager People and Strategy;
  - Cooperate with the supervisor in the measures taken to ensure Work, Health and Safety;
  - Undertake prompt and direct reporting of all WHS related matters through Council's online system or via phone call to supervisor within reporting timelines.
  
- Participate fully in prompt investigation of all serious or potentially serious accidents which result in, or could have resulted in either injury to persons or damage to property, or human resource implications so that remedial action may be effected promptly;
  
- 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 Council's goals;
  
- Comply with all Council's policies, procedures and Code of Conduct;
  
- Complete other duties as directed by the nominated supervisor;
  
- Undertake other relevant duties as directed which are consistent with the employee's skill, competence and training.

## KEY RELATIONSHIPS

Who	Why
Internal	
Manager Works	Support, guidance and direction
Supervisor Construction Maintenance	Supervisor – Support, guidance, direction and mentoring
Construction and Maintenance Team Leader	Supervisor on some construction and maintenance jobs – Support, guidance, direction and mentoring
Engineering Outdoor Staff	Colleagues – Support and guidance

Council Staff	Colleagues – Support and guidance
External	
Business Community, Community Members,	Customer Service
Authorities and Government Departments	RMS – construction and maintenance jobs SafeWork – Safety
Contractors	WorkControl, Plant providers

**POSITION CAPABILITIES**

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

## PERSON SPECIFICATION

### Essential

- At least 2 years workplace experience in a relevant industry;
- Able to complete WHS site specific risk assessments and undertake work activities in the manner specified in the relevant Work Method Statement both paper and electronically;
- Must be capable of using technology to complete forms, risk assessments, incident reports – mobile phone; tablet and online systems essential;
- Able to work with minimum supervision using judgement and initiative;
- Ability to provide high level customer service to the community;
- Developed communication skills with the ability to effectively communicate within your team and with management;
- Class C (Standard) Drivers Licence.

### Required 'essential' tickets or the ability to obtain

- Possess WorkCover Work Health and Safety General Construction Induction or equivalent;
- Current RMS Traffic Controller Skillset (or Traffic Control Stop/Slow Bat (blue) qualification);
- Current RMS Implement Traffic Control Plans qualification;
- Worker on Foot training.

### Desirable

- Certificate III Civil Construction;
- Working Safely near Powerlines;
- Current Chemcert / Chemuse Certificate;
- Chainsaw Operations Certificate;
- Current Class MR Driver's Licence (HR Desirable);
- Hiab Crane Ticket;
- Dogman Ticket;
- One or more of the following WorkCover certificates of competency:
  - Forklift Trucks (LF);
  - Front End Loader (LL);
  - Front End Loader/Backhoe (LB);
  - Front End Loader of the Skid Steer Type (LS);
  - Excavator (LE);
  - Slasher;
  - Tip Trucks / Trucks;
  - Rollers.
- Firearms Licence;
- First Aid Certification.

### Authority and Accountability

- Worker level responsibilities in regards to WHS Legislation;
- Financial delegation as per Council's delegation register.

## EQUIPMENT REQUIRED FOR THE POSITION

- Man-down pendant for remote work.

## 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