

Position Description

Position Title	Plant Operator
Position Code	ENG060
Department	Engineering / Corporate
Division	Works / Fleet / Town Presentation
Reports To	Supervisor Works / Fleet / Town Presentation
Direct Reports:	Nil
Position Classification	Operational Band 1, Level 2-3
Position Status	Full Time / Part Time
Allowances	Adverse working conditions (Level 1-2)

SPECIAL CONDITIONS

Occasional ad-hoc hours may be required to fulfil the required duties of the position. Overtime will be paid in accordance with the Local Government (State) Award on these occasions.

Incumbents of these positions will have their supervisor and their nominated item of plant in which they specialise named at offer.

REPORTING STRUCTURE OF POSITION

Supervisor Works / Fleet / Town Presentation		
↓		
Team Leader(s) / Crew Leader(s)		
↓		
Traffic Signage Officer	Plant Operator(s)	Multi Skilled Field Operator

PRIMARY PURPOSE OF THE POSITION

The aim of this position is to undertake specialised plant operation duties to undertake construction and maintenance activities as well as capital projects in accordance with allocated Council works. These positions will undertake a range of administration and maintenance activities to ensure their allocated plant is maintained according to Council guidelines and precedent.

<i>Areas of Delivery</i>	<i>Est. % of time spent</i>
<i>Undertake specialised plant operator activities to support the construction and maintenance activities as well as capital projects of Council</i>	<i>90%</i>
<i>Administration and maintenance activities including professional development and training</i>	<i>10%</i>

POSITION RESPONSIBILITIES

GENERAL PLANT OPERATION DUTIES

- Operate Council plant in an efficient and safe manner as required according to verified competency, Council policy, relevant laws, standards and licencing requirements having regard to the safety of the public, road users and other employees;
- Undertake all plant operations and work consistent with plans and directions provided including shooting, set out and working to levels;
- Undertake road construction/maintenance activities, ensuring these are undertaken consistently, safely and ensuring quality work outcomes. These projects and tasks may include:
 - Re-sheeting of roads;
 - Road shoulder construction and maintenance;
 - Road stabilization;
 - Heavy patching;
 - Stormwater drainage and sewer infrastructure on new construction worksites including pits and sumps;
 - Culvert construction;
 - Culvert repair and maintenance;
 - Street Sweeping
 - Private works as directed.
- 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;
- Undertake the completion of administration duties when required on site including:
 - Verify contractors have appropriate tickets and licences;
 - Ensure appropriate TCP's/TGS's are in place prior to the commencement of work as well as ensuring they are appropriately maintained during and after all construction and maintenance operations;
 - Ensure appropriate Road Occupancy Licences (ROL's) 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 development and compliance with SWMS;
 - Lead tool box talks on worksites;
 - Undertake dial-before-you-dig on relevant worksites when required.

- Responsible for the operation and daily maintenance and servicing for Council plant, equipment and infrastructure ensuring plant and equipment is maintained in accordance with manufacturers' specifications and Council's requirements. This includes but not limited to the completion of:
 - Pre-starts;
 - Plant-sheets;
 - Greasing of equipment;
 - Check oil levels;
 - Cleaning and housekeeping;
 - Clean and maintain fleet vehicle;
 - Fuel trailer – Check and maintain levels;
- Assist with the maintenance of depot yard and facilities;
- Assume MS Field Operator or Urban Services Operator duties when not operating plant;
- Provide high level customer service answering enquiries from the public and report issues for further action where appropriate;
- Work independently ensuring that water and gravel loading work is undertaken in accordance with lone worker policy having regard to Council policies and associated WHS;
- Carry out emergency maintenance works, labouring duties and basic administrative and reporting procedures including reporting and registering accomplished work on mobile electronic devices;
- Undertake relief opportunities in various plant when opportunities arise to develop skill and undertake competency certification;
- Cooperate with team leader / supervisor / manager to ensure activities related to safety, quality and environmental protection requirements are carried out on a day to day basis.

SPECIALISED PLANT OPERATIONS

Patching Truck

- Lead and control the patching activities as well as operate Council's patching truck in an efficient and safe manner on road construction and maintenance worksites as required according to verified competency, Council policy, relevant laws, standards and licencing requirements having regard to the safety of the public, road users and other employees;
- Operate the automated bitumen patching truck and undertake a range of duties associated with the repair and patching of sealed roads using aggregate and emulsion to ensure road surface and edges are stable and safe for traffic;
- Ensure adjacent and surrounding property and Council assets are protected prior to commencing patching operations;

Water Truck

- Operate Council's water truck in an efficient and safe manner on road construction and maintenance worksite as required according to verified competency, Council policy, relevant laws, standards and licencing requirements having regard to the safety of the public, road users and other employees;
- Undertake regular testing of the moisture content in earth works and pavements ensuring the appropriate level of moisture is maintained to ensure a professional job.

Truck

- Work in partnership with Council's Backhoe Operator;
- Ensure gravel delivery, placement and spreading rates of materials transported for both urban and construction / maintenance work occurs consistent with plans or as directed by the nominated team leader of the worksite;
- Ensure gravel delivery of varied road construction materials including naturally occurring and manufactured (crushed) gravels to Council worksites as directed in a safe and timely manner;
- Assist the backhoe operator undertake cemetery work as required including undertaking safe grave digging, internment of ashes and plaques, and grave set out

Hiab Truck

- Work in partnership with the Construction and Maintenance Teams to ensure that all required plant and equipment is available on site for the commencement of the project. This may include:
 - Barriers;
 - Water Tanks.

Heavy Haulage

- Operate Council's heavy tipper in an efficient and safe manner on road construction and maintenance site according to verified competency, Council policy, relevant laws, standards and licencing requirements having regard to the safety of the public, road users and other employees;
- Carry out tipping operations with varied road construction materials including naturally occurring and manufactured (crushed) gravels to spreading rates as directed by the team leader on site;
- Ensure gravel delivery, placement and spreading rates of materials transported for construction / maintenance projects occurs consistent with plans or as directed by the nominated team leader of the worksite.

Heavy Combination *(A team leader allowance will be applied as higher duties when this work is being undertaken. Approval will be granted by the relevant Supervisor)*

- Work in partnership with the Construction and Maintenance Teams to ensure that all required plant and equipment is available on site for the commencement of the project. This may include:
 - Plant;
 - Concrete barriers.
- Undertake towing duties utilising the 'plant trailer' to moving large plant and heavy equipment i.e. concrete barriers to worksites as directed.

Traffic Facilities

- Operate Council's traffic facilities truck in an efficient and safe manner as required according to verified competency, Council policy, relevant laws, standards and licencing requirements having regard to the safety of the public, road users and other employees;
- For work undertaken on RMS roads, ensure that all work undertaken is recorded accurately in the Reflect program including the close out of all defects;
- Clear vegetation and trees where necessary to ensure clear lines of sight on all shire roads in regards to sign visibility;
- Undertake 'dial before you dig' prior to the commencement of work;
- Signs:
 - report on sign maintenance and replacement schedule;
 - Order signs when required;
 - Maintain the sign installation register.

Excavator

- Operate Council's excavator in an efficient and safe manner on road construction and civil construction and stormwater projects according to verified competency, Council policy, relevant laws, standards and licencing requirements having regard to the safety of the public, road users and other employees;
- Excavate trenches and pits and undertake earthworks to support construction and maintenance activities and specified civil projects;
- Operate Council's excavator ensuring correct grade and levels to ensure work is undertaken in compliance with designs and plans;
- Excavate and shape drainage channels and trenches to support the stormwater drainage activities of Council.

5t Excavator

- Operate Council's 5t excavator in an efficient and safe manner on road construction and civil construction and stormwater projects according to verified competency, Council policy, relevant laws, standards and licencing requirements having regard to the safety of the public, road users and other employees;
- Excavate trenches and pits and undertake earthworks to support construction and maintenance activities and specified civil projects;
- Operate Council's excavator ensuring correct grade and levels to ensure work is undertaken in compliance with designs and plans;

Backhoe

- Operate Council's backhoe in an efficient and safe manner on civil construction and stormwater projects according to verified competency, Council policy, relevant laws, standards and licencing requirements having regard to the safety of the public, road users and other employees;
- Undertake dig out projects for kerb and gutter, footpaths, culverts, drains and stormwater projects and tree removal as required;
- Operate Council's backhoe ensuring correct grade and levels to ensure work is undertaken in compliance with designs and plans;
- Excavate trenches and pits and undertake earthworks to support construction and maintenance activities and specified civil projects;
- Participate in storm damage clean-up when required;
- Undertake cemetery works and administration duties including:
 - Responsibility for the completion and compliance of the register/log;
 - Ensure compliance of monument construction approvals;
 - Undertaking safe grave including grave set out;
 - Internment of ashes into niche wall or graves;
 - Setting of plaques.

Hydrovac

- Operate Council's hydrovac in an efficient and safe manner on road construction and civil construction and stormwater projects according to verified competency, Council policy, relevant laws, standards and licencing requirements having regard to the safety of the public, road users and other employees including:
 - Trenching including; digging narrow trenches to install cables, pipelines and other underground services is completed safely and in line with Council's WHS policy
 - Hole excavation – digging holes of various depths and diameters
 - Removal of debris including; sewer, stormwater, manholes, grease traps and others is complaint with Council's WHS policy
 - Exposing and locating underground services and ensure the relevant service

providers are contacted if necessary

- Ensure adjacent and surrounding property and Council assets are not at risk prior to Hydrovac operations

Multi-skilled plant

- Operate various Council plant according to verified competency and licence requirements. These include:
 - Roller;
 - Loader;
 - Tractor;
 - Slasher;
 - Excavator;
 - Backhoe;
 - Skidsteer;
 - Forklift.
- Operate Council's plant in an efficient and safe manner on road construction, civil construction and stormwater projects as well as general maintenance projects according to verified competency, Council policy, relevant laws, standards and licencing requirements having regard to the safety of the public, road users and other employees;

Street Sweeper

- Operate Council's street sweeping truck in an efficient and safe manner within the Forbes Shire including the CBD, arterial and residential areas as required according to verified competency, Council policy, relevant laws, standards and licencing requirements having regard to the safety of the public, road users and other employees;
- Operate the street sweeping plant to sweep gutters and around medians, cleaning up after emergency spills and accidents, removing excess gravel, aggregates and debris from bitumen roads and surfaces
- Ensure adjacent and surrounding property and Council assets are not at risk prior to commencing street sweeping operations;
- Empty the street sweeping plant at the waste depot and cleanse / wash down the plant after each period of use, ensuring it is fit for the next use;

Footpath Sweeper

- Operate Council's Footpath sweeper in an efficient and safe manner within the Forbes Shire including the CBD, arterial and residential areas as required according to verified competency, Council policy, relevant laws, standards and licencing requirements having regard to the safety of the public, road users and other employees;
- Operate the footpath sweeping plant to sweep footpaths, cleaning up after emergency spills and accidents, removing excess debris and other materials from footpaths
- Ensure adjacent and surrounding property and Council assets are not at risk prior to commencing footpath sweeping operations;
- Empty the footpath sweeping plant at the waste depot and cleanse / wash down the plant after each period of use, ensuring it is fit for the next use;

TEAM LEADER DUTIES *(will be applied when supervising a crew of 3 employees or more – including themselves)*

- Organisation of Council work sites including arranging:
 - Plant movement;
 - On-site plant housing;
 - Contractors (water, gravel and work control).
- Ensure compliance with RMS requirements for all RMS projects including:
 - Completion of daily works record;
 - Documentation of tool box talks;
 - Undertake site inductions;
 - Compliance with Traffic Control Plans.

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	
Director Engineering	As required in relation to work carried out
Manager Works; Town Presentation and Facilities	Support, Guidance and Direction
Supervisor – Construction / Maintenance / Urban Services / Facilities	Supervisor
Team Leader – Construction and Maintenance; Team Leader Town Presentation; Irrigation and Sporting Fields and Grader Operators	Construction and maintenance jobs – guide, support and mentor <i>*Does not apply to Street Sweeper and Footpath Operator</i>
Construction, Maintenance, Town Presentation Teams	Colleagues – working collaboratively with peers <i>*Does not apply to Street Sweeper and Footpath Operator</i>
Surveyors	Construction jobs <i>*Does not apply to Street Sweeper and Footpath Operator</i>
Human Resources / WHS Teams	HR - enquiries, investigations, payroll, training IT – Assistance with mobile technology where required WHS – advice, incidents and investigations
Council Employees	Colleagues
External	
Business and Community Members	Enquiries and complaints
Authorities - NSW State Transport Authority (RMS), Surveillance Officers	To provide direction and oversight on Council's construction and maintenance duties
Contractors - Gravel and Water Trucks, Work Control, AAA, Forbes Scrap Metal	Undertaking duties in relation to construction and maintenance duties

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	Adept
	Community and Customer Focus	Adept
	Works Collaboratively	Adept
	Influence and Negotiate	Adept
 Results	Plan and prioritise	Adept
	Think and solve problems	Adept
	Create and Innovate	Adept
	Deliver Results	Adept
 Resources	Finance	Foundational
	Assets and Tools	Adept
	Technology and Information	Adept
	Procurement and Contracts	Foundational

PERSON SPECIFICATION

Essential

- Demonstrated experience and capability in the safe operations of the nominated item of plant various items of plant;
- Ability to use technology to complete forms, risk assessments, incident reports and online systems;
- 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 with a diverse stakeholder group;
- Possess SafeWork General Construction Induction Card (White Card);
- Safework NSW – WHS Traffic Control Work:
 - Traffic Controller;
 - Implement.
- Drivers Licence equivalent to level required to operate specified item of plant;

Desirable

- Civil construction experience;
- Demonstrated experience and capability in the safe operations of various items of plant;
- Certificate III in Civil Construction;
- ARTC Rail Corridor Certification;
- GPS Experience;
- HR or HC Drivers Licence.

Experience

- Demonstrated experience and understanding of Chain of Responsibility (CoR) compliance on the Civil Construction and Local Government Environment;
- Experience and knowledge in gravel types and compaction;
- Demonstrated, comprehensive knowledge of road stabilizing techniques;
- One or more of the following WorkCover certificates of competency:
 - Dogging (DG);
 - Basic Rigging (RB);
 - Non-slewing Mobile Crane (greater than 3 tonnes) (CN);
 - Slewing Mobile Crane (up to 20 tonnes) (C2);
 - Forklift Trucks (LF).

Authority and Accountability

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

EQUIPMENT REQUIRED FOR THE POSITION

- Various Trucks including regularly calibrated scales for CoR compliance fitted with UHF, pinpoint and hard wired safety lights;
- Slide on Water Tank;
- Man down pendant access for remote / isolation work;
- Battery Operated grease gun;
- Small excavator – 3 tonne for cemetery duties;
- Traffic Facilities Truck including:
 - Chainsaw;
 - Hiab crane and auger;
 - Service locator tool (accessible from the Stores);
 - Cordless tools;
 - Welder.

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:
Plant Specialisation:	
Nominated Supervisor:	

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