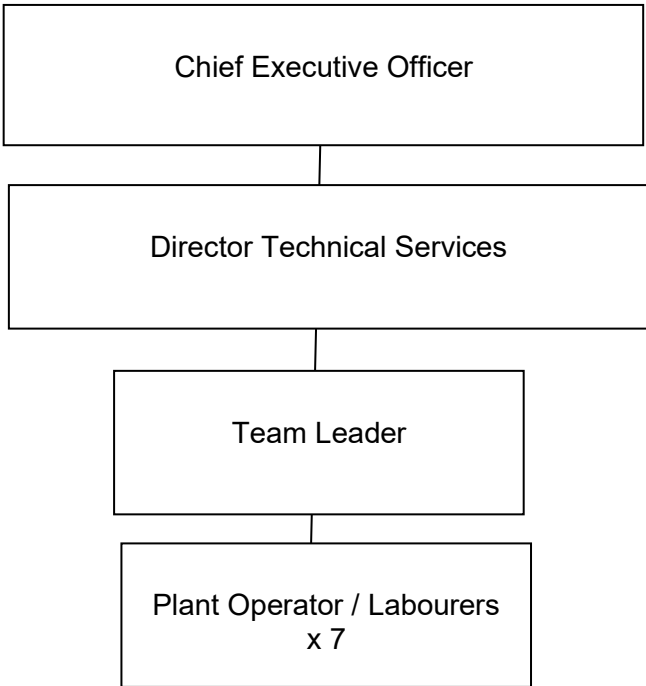


Position Description - Plant Operator / Labourer

Directorate: Technical Services

Level: 3 - 4

Reports to: Executive Manager Works



POSITION OBJECTIVES

To assist in the implementation of an overall Asset Management Plan for the Shire of Pingelly in accordance with Council’s strategic and corporate plans for the benefit of the community

To participate in the Operations work programs, in consultation with the Works Supervisor and Team Leader to ensure all works is carried out to the highest standards

To assist supervising and oversee all operational resources, employees and contractors within Operations area and ensure that all works are carried out to deliver strategic outcomes

To liaise with the Team Leader on matters relating to Operations along with providing operational support and advise to other Shire employees in the relation to operational maintenance within the Shire of Pingelly

POSITION ACCOUNTABILITIES

Resources & People Management

Assist the Team Leader in the Operations area on a daily basis to ensure the Organisational Values

Ensure all Shire employees are inducted to the Shire's works site and equipment while outlining the responsibilities that pertain to them individually

Assist in monitoring employees performance along with providing feedback to the Team Leader where appropriate

Participate in the Performance Review and Assessment process to ensure the development and training as agreed for career and personal development initiatives

Participate in the mentoring of operation area employees to develop and maintain a sense of loyalty with team ownership including awareness of working with in a diverse workforce

Financial Planning & Management

Assist in the control and monitoring of budget expenditure for the operations area under general direction of the works supervisor

Assist in providing information to the Works Supervisor for consideration in the preparation of annual budget submissions for operations area

Participate in the delivery of the works programs to complement and achieve outcomes set out in the Integrated Planning Frame Work

Ensure that materials, parts and services are used in a productive and cost efficient manner according to ongoing needs of the operations area

Technical Outcomes

Demonstrate quality skills, maintain open lines of communication and be confident in sharing skills and knowledge in the workplace

Participate in the delivery of quality time management by using innovation and required change in process, technology, efficiency and cultural in the work place

Be responsible under general direction of the Team Leader for the successful outcomes of the operations area

Planning & Strategy Management

Ensure accountability and whereabouts of all operation tools and maintenance equipment relating to the operations area

Assist in the implementation of asset maintenance plans, processes and programs to deliver best practice outcomes for the operations area

Provide constructive information to the Works Supervisor on progress of the activities, operations, projects, works and actions undertaken by the operations area

Corporate Governance & Quality Management

Ensure the operations area complies with relevant statutory legislation regarding policy, compliance reporting, documentation and record keeping

Treat all councillor, stakeholders and customers with professionalism and dignity by ensuring all points of contact are dealt in a friendly timely efficient manner

Participate in undertaking duties including timesheets, and work requests records relating to the operations area

Occupational Health & Safety

Ensure that employees are not exposed to hazards and that accidents or significant incidents are properly and promptly reported

Ensure that relevant employees are consulted with regards to changes to premises, plant and equipment which may or will impact on their safety, health and the environment

Ensure that plant and equipment provided is in good condition and suitable for the purpose for which it is to be used

Ensure that there is competent and sufficient supervision to facilitate the work to be carried out in a safe manner as to avoid injury or harm to others and themselves

Ensure that any contractor engaged for the operations area operates in accordance with Council's required safety and environmental standards

(Note: The above key duties and responsibilities are in accordance with the broad banding principles of the Code of Conduct and Contract of Employment. This is not an exhaustive list of duties and responsibilities of the position as you may be required to undertake additional duties from time to time as directed by the Chief Executive Officer).

POSITION RESPONSIBILITIES

Overall Responsibility Nil

Principal Operational Responsibility Nil

Backup Responsibility Nil

Participation Responsibility

ROAD MAINTENANCE / CONSTRUCTION

Road and Seal Design
Road Construction Quality
Job Setup and JSA
Job Preparation
Mobilisation / Logistics
Loading / Unloading Machinery
Machinery Maintenance (Roadbuilding)
Occupational Safety and Health
Truck Driving MC (if Licence held)
Truck Driving HC (if Licence held)
Truck Driving HR (if Licence held)
General Plant Operation (if certified)
Drainage and Culverts
Verge Clearance
General Faults
Cemetery Activities
Signage

PARKS, GARDENS AND GENERAL TOWNSITE DUTIES

Waste management
Tree Management
Blowing Down Paved Areas

(Note: The above key duties and responsibilities are in accordance with the broad banding principles of responsibility for this position. This is not an exhaustive list of duties and responsibilities of the position as you may be required to undertake additional duties from time to time as directed by the Chief Executive Officer).

ORGANISATIONAL RELATIONSHIPS

Reports directly to:

- Works Supervisor

Internal Stakeholders:

- Chief Executive Officer
- Senior Management
- Senior Officers
- Works Supervisor and employees
- Other relevant internal stakeholders

External Stakeholders:

- Council
- Relevant external stakeholders, government authorities and departments

Work Place Location:

- This position commences in the Works Depot and/or other on site locations as required or directed by the Works Supervisor

EXTENT OF AUTHORITY

This position will be required to exercise a degree of autonomy but works under limited direction of the Works Supervisor, and within established guidelines and policies of Council and relevant statutory Act requirements. This position has the authority for the Coordination of Operation employees and contractors as required.

This position may give direction (either directly or indirectly) to:

- Business Unit employees and other Shire employees when requested
- Contractors services as required

Delegation

- Nil

This position is required to undertake problem solving by:

Exercising initiative/judgement within documented techniques, precedents and guidelines
Assistance is available when required

This position may make recommendations on:

- Employee issues and operational concerns
- Suggested Capital and/or operational items for inclusion into budget submissions
- Operation in the Unit's structure and its effectiveness
- Recruitment and development of Unit staff
- Systems and procedures that impact on the provisions of quality service to internal/external customers

SELECTION CRITERIA OF QUALIFICATIONS, SKILLS & EXPERIENCE

Essential

- Demonstrated experience and skills in civil infrastructure related works such as plant operation, road construction and maintenance.
- Well-developed communication skills, and the ability to deal with the public in a professional manner
- Demonstrated commitment to organisational values and associated behaviours
- 'MR' class driver's licence
- High work ethic, with the commitment to maintaining set standards
- Be physically capable of carrying out labouring work
- Hold a current White Card

Desirable

- Qualifications in a relevant field
- Presentation of a National Police Clearance not more than three months old is required to support eligibility for this position
- Knowledge of cemetery operations and practices
- Hold a current Senior First Aid Certificate
- Hold a current Traffic Controllers/Management Certificate

This Position Description is indicative of the position at this point in time. This Position Description will be reviewed annually as part of the performance review cycle and it is envisaged that the will occur every twelve months.

POSITION DESCRIPTION ADMINISTRATION

Prepared By:	Chief Executive Officer
Manager:	Executive Manger Works
Supervisor:	Team Leader
Reviewed Date:	July 2023