

# PLANT OPERATOR

DOCUMENT TYPE:	Position Description
POSITION:	Plant Operator
POSITION SUPERVISOR:	Works Coordinator
POSITION DIRECTORATE:	Operations
POSITION DEPARTMENT:	Works
POSITION TERM:	Permanent Full Time
POSITION STATUS:	Full Time
POSITION AWARD CLASSIFICATION:	Plant Operator on Commencement
POSITION DESCRIPTION VERSION NUMBER:	2
POSITION DESCRIPTION DATE ADOPTED:	Manager Works
POSITION DESCRIPTION REVIEWED BY	February 2025
INCUMBENT:	Vacant
FILE LOCATION:	All position descriptions are held on a secure network by the Human Resources Department.
<p><b>Position descriptions are amended from time to time, therefore you should not rely on a printed copy being the current version. Please consult the Human Resources Department to ensure that the version you are using is up to date.</b></p> <p><b>This document is available in alternative formats (e.g. larger font) if requested.</b></p>	

## 1 POSITION OBJECTIVES

The objectives of this position are to assist in the maintenance and construction of Council's infrastructure through operation of various plant and equipment.

## 2 KEY RESPONSIBILITIES AND DUTIES

### 2.1 Road maintenance

The incumbent will:

- operate Council's plant including Backhoe, Excavator and Wheel Loaders, in accordance with maintenance and construction duties required of the works team
- drive Council's 10m<sup>3</sup> tip truck and triaxle tag float, floating items of plant in accordance with maintenance and construction duties required of the works team
- provide backfill for Council's cartage truck drivers when required
- undertake maintenance of Council's drainage, footpath, parks and gardens and road networks

- work as part of Council's Works Department team to ensure that all work carried out is to an excellent standard
- ensure that all work is carried out in a safe manner completing SWMS prior to starting works, to take into consideration the natural environment
- ensure daily pre-start check lists are completed for all plant and equipment that is being operated
- ensure all maintenance issues relating to the safe use of plant is addressed or reported appropriately
- when required provide training for other members of staff in the operation and safe use of the Council plant
- attend team and other meetings as required.

## 2.2 Other duties

The incumbent will complete other duties in accordance with the resource needs of the Works Department.

## 3 ACCOUNTABILITY AND EXTENT OF AUTHORITY

The incumbent will:

- when required supervise contractors and/or employees on road maintenance or construction tasks
- answer or refer to the appropriate officer queries from the general public whilst at work
- be responsible for ensuring works completed are in accordance with appropriate Council and safety standards.

## 4 JUDGEMENT AND DECISION MAKING

The incumbent will:

- read and interpret plans or written instruction in regard to the operation of Council's road maintenance and construction duties
- be able to follow maintenance and construction procedures
- be responsible for reporting to appropriate Team Leader or Works Coordinator, and identified problem that can't be immediately treated, this especially relates to any safety issue
- be responsible for the quality of the work performed, including safe working practices.

## 5 SPECIALIST SKILLS AND KNOWLEDGE

The incumbent will have:

- the ability to set out minor projects and follow plans
- the ability to safely operate and maintain plant and equipment used in daily works
- the ability to gather information as directed on the state of the road and drainage network
- the ability to work effectively in both a team environment and individually.

## 6 MANAGEMENT SKILLS

The incumbent will have:

- the ability to complete tasks within the prescribed timeframe
- the ability to direct other employees to achieve the appropriate work outcome
- the ability to induct staff on the use of Council plant as required.

## 7 INTERPERSONAL SKILLS

The incumbent will have

- the ability to effectively communicate with the Council staff and the general public
- the ability to assist contractors and the general public with basic queries and minor problems.

## 8 EXPERIENCE

The incumbent will have:

- Certificate of Competence or significant experience in the operation of the following items of plant:
  - excavator
  - backhoe
  - wheel loader
  - skid steer
  - grader
  - compaction equipment
  - tractor and slasher

## 9 QUALIFICATIONS

Qualification	Mandatory or Desirable
A current Victorian Drivers Licence with Heavy Combination endorsement or willingness to obtain one	<ul style="list-style-type: none"> <li>• Mandatory</li> </ul>
Certificate III in Civil Construction or similar qualification or significant experience working in road maintenance and construction	<ul style="list-style-type: none"> <li>• Desirable</li> </ul>
A Construction Induction Card	<ul style="list-style-type: none"> <li>• Desirable</li> </ul>

## 10 ORGANISATIONAL QUALIFYING PERIOD

An Organisational Qualifying period of six months applies to the position.

## 11 ANNUAL PERFORMANCE DEVELOPMENT REVIEW

A Performance Development Review will be conducted each year. Every staff member is required to actively participate in the Annual Performance Development Review process with his or her immediate supervisor.

## 12 ORGANISATIONAL RELATIONSHIPS

Relationship	Stakeholders
Reports to	<ul style="list-style-type: none"> <li>Works Coordinator</li> </ul>
Internal liaisons	<ul style="list-style-type: none"> <li>Team Leaders</li> <li>All Council staff</li> </ul>
External liaisons	<ul style="list-style-type: none"> <li>General Public</li> <li>Contractors</li> </ul>

## 13 KEY SELECTION CRITERIA

The criteria for selection will be:

1. an appropriate qualification or experience in the use of plant and equipment
2. experience working in a road maintenance or construction setting
3. proven ability to follow written or verbal instructions
4. ability to effectively communicate with members of staff, contractors and the general public
5. ability to work successfully within a team environment as well as on an individual basis
6. a current Construction Induction Card or willingness to obtain one
7. a current Victorian Drivers Licence with a Heavy Combination endorsement.

## 14 REVIEW

The supervisor and incumbent will review this Position Description for any necessary amendments during the annual Performance Development Review process.

## 15 GENERAL RESPONSIBILITIES AND DUTIES OF EVERY LODDON SHIRE COUNCIL EMPLOYEE

Every employee of the Loddon Shire Council is bound to adhere to legislation, regulations, and codes of conduct. Specific responsibilities are:

### 15.1 Council values

All Employees are required to uphold the Values of the Council as set out in the Council Plan and Staff and Contractors' Code of Conduct.

### 15.2 Equal opportunity and bullying and harassment

Loddon Shire Council offers a work environment free of discrimination, sexual or other harassment, victimisation, and vilification and bullying.

All Employees are required to:

- respect the rights of all other employees, customers and clients
- adhere to Council's equal opportunity and bullying and harassment policies and procedures
- not get involved in, support, assist or encourage any form of discrimination, harassment, sexual harassment, bullying, vilification or victimisation

In addition, employees with supervisory responsibilities must also:

- take appropriate actions to prevent discrimination, harassment, sexual harassment, bullying, vilification or victimisation from occurring in their work area; and
- take appropriate steps to remedy the situation if discrimination, harassment, sexual harassment, bullying, vilification or victimisation has occurred

### **15.3 Occupational Health & Safety**

An employee, while at work, shall:

- take the care of which the employee is capable for the employee's own health and safety and for the health and safety of any other person who may be affected by the employee's acts or omissions at the workplace
- adhere to and assist in the continuous improvement of Council's occupational health and safety systems

### **15.4 Risk Management**

An employee, while at work, shall:

- ensure any issues identified as a risk to the public, contractor or members of staff are reported in accordance with Council's incident reporting procedure
- adhere to and assist in the continuous improvement of Council's risk management system

### **15.5 Staff and Contractors Code of Conduct**

The Staff and Contractors Code of Conduct applies to all employees and contractors of the Loddon Shire Council. All staff must:

- adhere to the Staff and Contractors Code of Conduct at all times
- familiarise themselves with the Code to ensure compliance with its principles

### **15.6 Privacy**

The Loddon Shire is committed to complying with the Information Privacy Act and the Health Records Act. All employees are required to:

- adhere to the Information Privacy Act and the Health Records Act
- at all times ensure that the personal information collected and held by the Council is protected from misuse, loss, unauthorised access, modification or disclosure
- ensure that personal information is appropriately stored and managed
- collect information only directly relating to the services being provided to clients
- not disclose personal information to any person or organisation without written consent or unless prescribed by a lawful instruction

### **15.7 Records management**

Loddon Shire Council employees, as public officers under the Public Records Act 1973, have responsibilities for ensuring that records created and received are captured, managed, stored, and



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destroyed in accordance with Public Records Office of Victoria standards and policies and procedures adopted by the Council.

Managers have an additional responsibility to ensure that departmental Council staff understand and comply with the requirements of the Public Records Act 1973 and Council records management policies and procedures.

## 15.8 Confidentiality

All employees of the Loddon Shire Council have a duty:

- to serve the Council with loyalty and in good faith
- not to disclose or use any information obtained in the course of employment for any purpose other than carrying out duties of employment
- not to source Council information, or information relating to Council's ratepayers and clients, for any purpose other than carrying out duties of employment

## 15.9 Compliance

The Loddon Shire is committed to implementing a compliance framework to encourage organisational-wide compliance with legislation, policy and procedures.

This position is required to manage responsibilities under legislation, policy and procedures. Where relevant the incumbent must use Council's approved Advent Manager Compliance Software by:

- ensuring obligations and actions in Management Action Plans are attended to within the timeframes allocated
- signing-off obligations and actions in the system once they reach practical completion.

## 16 AGREEMENT

The manager and incumbent, by signing this section of the Position Description, agree that it reflects the current duties and responsibilities of the position.

Incumbent's name: (Please print).....

Incumbent's signature: ..... Date: .....

Manager's signature: .....

Manager's title: ..... Date: .....