

1.0 Position Details	
Position Title	<b>Plant Operator Labourer</b>
Classification	Level 6
Employment Type	Permanent Full Time
Award	Local Government Industry Award 2020
Reporting to	Coordinator Maintenance Grading
Department	Operations
Location	Shire of Irwin Depot, 34 Bailey Street, Dongara, Western Australia
Supervision	Nil
Internal Relationships	CEO, workers and officers.
External Relationships	Elected members, community, residents, visitors and other stakeholders.

2.0 Position Objective
<p>Undertake road infrastructure activities involving operation and maintenance of plant and machinery and associated labour duties in a safe and efficient manner as directed by the supervisor.</p> <p>Complete works to the required standard effectively in accordance with set programs, budgets and compliant with legislation, Shire policies, procedures and applicable Australian Standards.</p>

3.0 Position Specific Tasks and Activities		
KEY AREA	DUTIES AND RESPONSIBILITIES	KEY PERFORMANCE INDICATORS
<b>Rural Operations</b>	<ul style="list-style-type: none"> <li>▪ Maintain the Shire's unsealed rural roads operating plant and specialised road maintenance equipment whilst exercising precision skills in the following equipment, specifically grading; within specifications and construction guidelines.               <ul style="list-style-type: none"> <li>- rollers, loaders, trucks, graders, bobcats, excavators and other machinery.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ Tasks are carried out in a safe and timely manner.</li> <li>▪ Plant and equipment are maintained to a high standard.</li> </ul>
	<ul style="list-style-type: none"> <li>▪ Cart materials i.e. gravel, sand, blue metal, culvert pipes etc., necessary to carry out road maintenance and construction throughout the Shire</li> </ul>	
	<ul style="list-style-type: none"> <li>▪ Assist the Coordinator Maintenance Grading in the planning and coordination of annual works programs and designated projects.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Understand, evaluate, plan and execute various work orders.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ General operation of plant and hand tools to carry out maintenance and/or labour duties, as required.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Deliver quality outcomes and correctly using hand tools to perform tasks.</li> </ul>
	<ul style="list-style-type: none"> <li>▪ Report daily ongoing asset maintenance requirements when undertaking duties.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Provide updates on identified works to be undertaken.</li> </ul>
	<ul style="list-style-type: none"> <li>▪ Secure all vehicles, plant and equipment in a safe and appropriate area when on site and in the Depot compound.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Plant and equipment are maintained in a safe and secure area daily.</li> </ul>
<b>Customer Service</b>	<ul style="list-style-type: none"> <li>▪ Undertake duties in a professional and timely manner and provide services to residents and community in accordance with the Shire's Customer Service Charter.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Positive representation of the Shire is demonstrated.</li> </ul>
<b>Work Health and Safety</b>	<ul style="list-style-type: none"> <li>▪ Contribute individually or in a team environment within other sections of the workforce to ensure works programs are completed efficiently and effectively.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Work Programs are carried out effectively and efficiently within the specified time frame and in a safe manner.</li> </ul>
	<ul style="list-style-type: none"> <li>▪ Work safely and efficiently within a small group under remote supervision</li> </ul>	<ul style="list-style-type: none"> <li>▪ Tasks are carried out in a safe manner.</li> <li>▪ All accidents, incidents and hazards, including near misses, are reported promptly in accordance with procedures.</li> </ul>
	<ul style="list-style-type: none"> <li>▪ Maintain a safe and tidy worksite.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Plant and equipment are maintained and kept clean and tidy.</li> <li>▪ Safety inspections are undertaken of work areas that are maintained to the expected level.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>▪ Undertake other duties as directed by the Coordinator Maintenance Grading and/or line management within known skills, knowledge and capabilities</li> </ul>	<ul style="list-style-type: none"> <li>▪ Duties are undertaken efficiently, effectively and safely as directed.</li> </ul>

<b>4.0 General Position Requirements</b>	
<b>Ethical Behaviour</b>	Demonstrates a positive commitment and compliance with all legislation covering all forms of workplace discrimination, harassment, victimisation and bullying, compliant with the Shire's Code of Conduct and all policies.
<b>Work Health and Safety</b>	Ensuring duty of care which is compliant with WHS legislation and the Shire of Irwin policies and procedures. Follow all safety processes appropriately, including reporting injuries, accidents and near misses.
<b>Risk management</b>	Duties are performed according to the Shire of Irwin procedures and principles for risk management which includes WHS, appropriate to the position's duties as prescribed in our organisational procedures and according to legislative and regulatory requirements.
<b>Human Resource and Leadership</b>	Participates in performance management processes; participates in leadership and development activities including induction, recruitment, and succession planning.
<b>Records Management</b>	Ensures all documents are recorded in accordance with the Shire's Recordkeeping Plan, policies and procedures. Ensures confidentiality is maintained at all times.
<b>Strategic Vision</b>	Articulates a clear picture of the future direction of the team and describes how current decisions will impact the ability to achieve this. Creates realistic schedules and assesses opportunities and problems to assist in achieving the Shire's strategic objectives as required.
<b>Values we are committed to</b>	Creates and maintains a positive working environment while upholding the Shire's values of: <div data-bbox="651 1218 1219 1415" data-label="Image"> <p><b>innovation</b> <b>accountability</b> <b>integrity</b> <b>respect</b></p> </div>

<b>5.0 Behavioural Competencies</b>	
<b>VALUE DESCRIPTION</b>	<b>EXEPECTED BEHAVIOURS</b>
<b>Innovation</b>	<p><b>We are forward thinking and creative in our approach and strive to continuously improve the way we work.</b></p> <ul style="list-style-type: none"> <li>▪ I look for better ways of doing things.</li> <li>▪ I am open to feedback and change</li> <li>▪ I encourage and embrace new ideas</li> <li>▪ I foster creativity and think outside of the box</li> <li>▪ I am solution focused.</li> </ul>
<b>Accountability</b>	<p><b>We will honour our commitments and responsibilities to achieve positive results in a transparent environment.</b></p> <ul style="list-style-type: none"> <li>▪ I lead by example</li> <li>▪ I learn from my mistakes</li> <li>▪ I am responsible for my actions</li> <li>▪ I am committed to achieving my goals</li> <li>▪ I acknowledge positive behaviour and successes</li> </ul>
<b>Integrity</b>	<p><b>We always act in the public interest and are open, honest, fair and ethical in our interactions with others.</b></p> <ul style="list-style-type: none"> <li>▪ I am fair and consistent</li> <li>▪ I am honest, trustworthy and reliable</li> <li>▪ I effectively and actively communicate</li> <li>▪ I conduct myself in a professional manner</li> <li>▪ I am loyal and committed to the organisation</li> </ul>
<b>Respect</b>	<p><b>We support and appreciate each other in an inclusive culture to ensure a sense of pride and enjoyment</b></p> <ul style="list-style-type: none"> <li>▪ I am considerate of the needs of others</li> <li>▪ I genuinely listen when others communicate</li> <li>▪ I respect the roles and opinions of others</li> <li>▪ I treat others how I wish to be treated</li> <li>▪ I support, help and encourage my colleagues</li> </ul>

## 6.0 Knowledge, Skills and Qualifications

### SELECTION CRITERIA – ESSENTIAL REQUIREMENTS

#### **Qualifications and experience**

- Demonstrated experience in road construction and maintenance techniques with specific experience performing road maintenance; and
- Experience in the safe use of plant and equipment associated with road construction and maintenance.

#### **Knowledge and skills**

##### **Essential**

- Five years demonstrated ability in construction and maintenance activities;
- Demonstrated competency in operating road construction and maintenance plant and equipment;
- Practical competency in operating other plant and equipment associated with road construction and maintenance;
- High level of personal integrity, confidentiality and initiative.
- Developed customer service and time management skills;
- Basic level of numeracy and literacy skills;
- Attention to detail and an awareness of working in high profile areas;
- Basic knowledge of traffic management standards and procedures;
- Developed understanding of occupational safety and health for maintaining a safe working environment including plant and vehicle pre-starts, risk analysis and job safety assessments (JSAs);
- Basic knowledge of associated road maintenance activities including (but not limited to) slashing, weed management, storm water management, sign installation and maintenance, patching, sweeping and vegetation trimming;
- Current WA Manual “HC” Driver’s Licence;
- Basic First Aid Certification;
- White Construction Safety Card.

##### **Desirable**

- Experience in final trim grading
- Current Traffic Management Certificate - Basic Worksite Traffic Management & Traffic Controller.
- Previous experience in a similar role within Local Government.

## 7.0 Position Description Agreement

This Position Description is intended to describe the general nature and level of work performed by the employee assigned. It is not designed to be interpreted as a comprehensive list of duties and responsibilities of the position. The Shire of Irwin reserves the right to amend responsibilities as required to meet business and operational requirements.

I, the undersigned have noted and agreed to the values, statement of duties, responsibilities and other requirements as detailed in this document. This position description may be subject to change as required; any change of duties shall be discussed with the undersigned.

Date:
Name:
Signature:
Review Date:

