



Carrathool Shire Council

POSITION DESCRIPTION

Plant Operator Labourer

DIRECTORATE	INFRASTRUCTURE SERVICES
REPORTS TO	SOUTHERN OVERSEER
CLASSIFICATION	BAND 1 LEVEL 3
GRADE WITHIN SALARY STRUCTURE	5
STATUS OF EMPLOYMENT	PERMANENT FULL TIME
HOURS OF WORK	38
POSITION CODE	4223
DATE APPROVED	1 JANUARY 2020

Council overview

Carrathool Shire Council is a large rural Council, having an area of 19,000 square kilometres and five urban centres. The Council is traversed by the Murrumbidgee and Lachlan Rivers, the Mid Western Highway and the Kidman Way. Agribusiness is growing and has diversified greatly, and now includes enterprises such as cotton, walnuts, olives, rice, corn, cherries, and chicken farm developments with capital investment in the range of \$500 million. The area is thriving, and so are the opportunities.

Council vision

Carrathool Shire Council and the community will work together to protect and deliver quality of life in harmony with economic development and environmental sustainability.

Primary purpose of the position

Undertake a range of duties associated with the maintenance of Council's roads and bridges.

Key accountabilities

Within the area of responsibility, this role is required to:

- Operate a range of plant to prepare the surface of the road to provide an appropriate surface for bitumen sealing and safe use by traffic.
- Maintain, clean, and refuel the roller and other plant to ensure it is operating in a safe and efficient manner.
- Carry out pre-start checks on all plant and equipment used to ensure safe operation and diagnose mechanical problems to minimise downtime.
- Install and maintain signs and guideposts to ensure traffic safety, in accordance with RMS standards.
- Load trucks in a safe manner using a front-end loader to ensure appropriate weight distribution.
- Erect fences, barricades, and safety signs to protect the public whilst work is performed.
- Fill potholes to in the road ensure vehicle safety.
- Carry out other duties that are within the limits of the employee skills, competence and ability as required.

Organisational accountabilities and responsibilities

Customer Service	<ul style="list-style-type: none">• Ensure an efficient, courteous and professional service to internal and external customers at all times.• Always present a positive image of Council.
Governance	<ul style="list-style-type: none">• Carry out work in line with relevant legislative requirements, codes, practices, and standards.• Carry out their duties in a professional and ethical manner, in compliance with the requirements of Council policies and procedures.• Take responsibility for and manage own work and contribute to a productive work environment.• Comply with Council's Code of Conduct and requirements of EEO and anti-discrimination policies.• Ensure accurate and timely record keeping in accordance with Council's requirements
Work Health and Safety	<ul style="list-style-type: none">• Perform work in accordance with WHS Legislation and Council's Policies and procedures.• Report all Near Misses/ Accidents, Injury & illness as per Council policies to the immediate supervisor.• Contribute to work health and safety of self and others.• Attend and participate in all training as directed.
Risk Management	<ul style="list-style-type: none">• Assist council supervisors and managers in identifying and assessing hazards at the workplace.• Be aware of and follow Council's risk management procedures when undertaking tasks or projects.• Do not interfere or misuse any safety device or equipment which has been provided.
Environmental	<ul style="list-style-type: none">• Consider the protection of the environment when undertaking Council activities.

Key relationships

Internal	External
Manager Infrastructure Service	Nil
Southern Overseer	
Other Staff	

Compulsory requirements of the position

- The successful candidate will be required to undertake pre-employment screening and achieve a satisfactory outcome.
- Be available for on-call rostered overtime and/or call back emergencies outside normal working hours. This position will be required to be included in the on-call roster.

Essential requirements





1. General Induction for Construction certificate (Whitecard).
2. Working ability to operate and maintain plant such as tractors, towed rollers, self-propelled, rollers, backhoe, trucks, and attachments.
3. Experience in maintenance labouring and/or civil construction activities.
4. Ability to work unsupervised in a team environment.
5. Awareness of workplace safety.
6. Understanding of traffic control and public safety procedures.

Desirable requirements

1. Class HR Driver's Licence.
2. Qualifications in Traffic Control.
3. Front End Loader Competency.

Capabilities for the role

Carrathool Shire Council’s Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance, or, “how we do things around here”. It builds on our organisational values and creates a common sense of purpose for all staff at all levels of the workforce. Below is the full list of capabilities and the level required for this position. The capability names in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.









Core Organisational Capabilities			
Capability Group	Capability Name	Level	Stream
 Personal attributes	Manage Self	Foundational	2
	Display Resilience and Adaptability	Foundational	1
	Act with Integrity and Courage	Foundational	4
	Demonstrate Accountability	Foundational	3
 Relationships	Communicate and Engage	Foundational	3
	Community and Customer Focus	Foundational	2
	Work Collaboratively	Foundational	1
	Influence and Negotiate	Foundational	4
 Results	Plan and Prioritise	Foundational	4
	Think and Solve Problems	Foundational	2
	Create and Innovate	Foundational	3
	Deliver Quality Results	Foundational	1
 Resources	Finance	Foundational	3
	Assets, Tools and Resources	Foundational	1
	Technology and Information	Foundational	2
	Procurement and Contracts	Foundational	4

Streams

Streams identified for the position are the remainder capabilities prioritised in order for future development and progression. These must be demonstrated to progress through further steps. For further details of these capabilities refer to Councils Capability framework.

Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at a satisfactory level for a candidate to be suitable for appointment.

Core Organisational Capabilities		
Group and Capability	Level	Behavioural Indicators
 <p>Personal Attributes Display Resilience and Adaptability</p>	<p>Foundational</p> 	<ul style="list-style-type: none"> Shows adaptability to changing work tasks and environments Shows an openness to new ways of doing things Stays calm in difficult situations Does not easily give up when problems arise Asks questions and offers opinions
 <p>Relationships Work Collaboratively</p>	<p>Foundational</p> 	<ul style="list-style-type: none"> Keeps team members and manager informed of what he/she is working on and/or doing Shares knowledge and information with team members and manager Offers to help colleagues and takes on additional tasks when workloads are high Is aware of the wellbeing of co-workers and provides support as appropriate Is open to input from people with different experiences, perspectives and beliefs
 <p>Results Deliver Quality Results</p>	<p>Foundational</p> 	<ul style="list-style-type: none"> Clarifies work required and timeframe available Checks own work for accuracy, quality and completeness Completes tasks under guidance, on time, and to the required standard
 <p>Resources Assets, Tools & Resources</p>	<p>Foundational</p> 	<ul style="list-style-type: none"> Effectively uses a variety of work tools and resources to enhance work products and expand own skills set Takes care of work tools, equipment, accommodation and community assets appropriately, and understand their obligations to use and maintain work tools and equipment appropriately Reports faults or problems with work tools and equipment within appropriate timeframes

Progression skills, qualifications and experience

Progression through the salary system is based upon the acquisition and use of skills and/or employee performance / behaviour. Below are the skills required for progression at each step at and above

<p>Step 1 (Entry Level) Essential Criteria</p>	<ul style="list-style-type: none"> • Operate a range of plant to prepare the surface of the road to provide an appropriate surface for bitumen sealing and safe use by traffic. • Maintain, clean, and refuel the roller and other plant to ensure it is operating in a safe and efficient manner. • Carry out pre-start checks on all plant and equipment used to ensure safe operation and diagnose mechanical problems to minimise downtime. • Install and maintain signs and guideposts to ensure traffic safety, in accordance with RMS standards. • Load trucks in a safe manner using a front-end loader to ensure appropriate weight distribution. • Erect fences, barricades, and safety signs to protect the public whilst work is performed. • Fill potholes to in the road ensure vehicle safety. • Carry out other duties that are within the limits of the employee skills, competence and ability as required.
<p>Step 2</p>	<ul style="list-style-type: none"> • Prerequisites from Steps 1 plus: • Council’s general induction completed • Attainment of Certificate to work safely near live electrical apparatus as a nonelectrical worker • Attainment of Qualifications in Traffic Control • Demonstrates Stream 1 capabilities
<p>Step 3</p>	<ul style="list-style-type: none"> • Prerequisites from Steps 1 & 2 plus: • Demonstrated knowledge of the area’s local road network. • Demonstrates Stream 1 & 2 Capabilities
<p>Step 4</p>	<ul style="list-style-type: none"> • Prerequisites form Steps 1, 2 and 3, plus: • Attainment of Chemical Accreditation – AQF Level III. • Demonstrates Stream 1,2 & 3 Capabilities
<p>Step 5</p>	<ul style="list-style-type: none"> • Prerequisites form Steps 1, 2,3, and 4 plus: • Attainment / commencement of Certificate III in Civil Construction or related discipline • Demonstrates Stream 1,2, 3 & 4 Capabilities

Additional information

This position description is indicative and not to be considered as a comprehensive, complete, and/or exhaustive list of responsibilities, duties, and accountabilities. Just as Council is adaptive and responsive, Council’s roles are similarly dynamic. This role may evolve and change over time, in line with the changing strategic and operational requirements and outcomes of the organisation, or as a result of ongoing professional learning, organisational development or continuous improvement, which are fundamental tenets of Council’s operations.

Declaration

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 Carrathool Shire Council from time to time as necessary.

Employee's Name _____

Employee's Signature _____ Date ____ / ____ / _____

HR Signature _____ Date ____ / ____ / _____