



Plant Operator / General Hand Position Description Full time

1. Industrial Instrument and Level

Municipal Employees (Western Australia) Award 2021
Base Level 4

2. Position Summary

- 2.1. The Plant Operator / General Hand is responsible for maintaining all public roads within Council's road reserve.
- 2.2. Division / Department: Works Department

3. Position Objectives

- 3.1. Within Division: Responsible for plant operation and associated duties as allocated.
- 3.2. Within Department: Liaise with the Manager of Works in relation to work programs, safety, operational matters and day to day requirements.
- 3.3. Within Organisation: Carry out allocated work as directed by Manager of Works.

4. Requirements of the Position / Selection Criteria:

4.1. Skills

- Ability to carry out all aspects of maintenance, for construction work.
- Ability to operate various types of machinery, particularly operation of a roller and carry out all work duties associated with road construction maintenance.
- Sound communication skills, both written and verbal. (Including but not limited to timesheets, vehicle pre-starts and other reporting)
- Basic numeracy skills including adding and subtracting and the ability to use these skills with weight, volume, and distance measurements.
- Ability to assist setting up survey levels if required.

4.2. Qualifications and Training

- Current Certificate of Competency for Roller operation, and good knowledge of daily maintenance requirements.
- Other relevant plant competency certificates.
- Hold a current National "MR" class license. Desirable "HR" class driver's licence.
- Hold a National (or Federal) Police Certificate (no more than 6 months old).

4.3. Knowledge and Experience

- General knowledge of Occupational Safety and Health regulations.
- Previous Local Government experience.
- Good knowledge of Shire area.

5. Key Duties & Responsibilities

5.1. Physical Requirements:

- Agility and fitness to use hand tools such as shovels, rakes, brooms, and kanga hammer to assist with culvert construction, bitumen seal works and pavement level checks.

5.2. General:

- Operate plant and machinery (can include loaders, rollers, graders and trucks) safely and with a high level of accuracy and efficiency.
- As part of a team undertake road construction, repair and maintenance such as concreting and/or bitumen work, pipe laying and drainage work by safely and efficiently using Council plant and equipment to achieve specified standards.
- Conduct routine and scheduled maintenance/ monitoring of plant and equipment and ensure all faults are reported to the Heavy Duty Mechanic, Leading Hand and/or the Manager of Works.
- Ensure all materials, tools, equipment, vehicles and mechanical plant are used safely and maintained appropriately.
- Take part in road construction preparation including tree trimming, brush cutting and weed control.
- Reinstatement of the worksite.
- Perform other duties such as general labouring, tree pruning, weeding, whipper snipping, and/or other duties as directed by team Leading Hands or Manager of Works.
- Ensure safe direction of traffic as required.
- Perform any other duties within the employee's skill level, competence and training as directed by team Leading Hands or Manager of Works.

5.3. Occupational Safety and Health

- Take reasonable care to ensure personal safety and health at work and that of other persons in the workplace.
- Observe all standard operating procedures as directed by the supervisor and the use of personal protective equipment when provided.
- Report ALL accidents, incidents and hazardous situations arising in the course of work.
- Undergo random Drug and Alcohol testing as per Shire policy.

6. Organisational Relationships

6.1. Position is responsible to:

- Manager of Works
- Leading Hand
- Grader Operator

6.2. Position supervises:

- Nil

6.3. Key Relationships:

Internal:

- Manager of Works
- Leading Hand
- Works Administration
- Works Crew Personnel
- Chief Executive Officer

7. Extent of Authority

Works under direct supervision.

8. Public Responsibilities

To promote a favourable public image of Council's personnel, operations and the Shire in general.

Signed:

	<i>Signature:</i>	<i>Date</i>
Employee	_____	_____
Supervisor	_____	_____
CEO	_____	_____

Position Description Review History

Created	Manager of Works	
Reviewed & Updated	23 April 2024	