

2. POSITION DESCRIPTION

Position Title: Plant Operator / Maintenance Hand **Reports to:** Executive Manager Works and Services

Department: Works and Services **Responsible for:** NIL

Classification: Municipal Employees (Western Australia) Award 2021 **Level:** 4

Tenure: Permanent Full Time

ROLE SUMMARY

To offer essential skills and support in the maintenance and construction of civil infrastructure such as roads, drainage systems, footpaths, and other civil projects within the Shire of Nannup.

RESPONSIBILITIES

- To construct, repair and maintain roads, drainage, footpaths, and other associated civil tasks.
- Undertake sealed road patching and repair.
- Undertake vegetation control/clearing of road verges.
- Operation of truck and trailer combinations, road rollers, wheel loaders, backhoe and other plant and equipment associated with civil construction.
- Operation of petrol and electric power hand tools and equipment associated with road and drainage maintenance.
- Required to implement traffic management under the direction of the Works Supervisor.
- Required to carry out routine maintenance on plant and equipment.
- Work proactively within the organisation to promote, support and adhere to Work Health and Safety (WHS) and risk management culture and associated policies and procedures.
- Participate in after-hours callouts to assist the team in achieving the shires service requirements.

Other

- Act in a professional and ethical manner and the best interests of the Shire.
- Embodies the Shire's values and abides by all applicable legislation, policies, procedures, and the Code of Conduct.
- Required to carry out work in a safe and responsible manner in line with Work, Health and Safety legislation, policies and procedures.

EXPERIENCE, CAPABILITIES AND QUALIFICATIONS REQUIRED TO FULFILL THE ROLE

Essential role requirements

- A minimum of 2 years experience in a similar position, ideally within Local Government.
- Demonstrated skill in the operation of Road Rollers, Wheel Loaders and Backhoes.
- Demonstrated skill in the operation of petrol and electric power hand tools and equipment associated with road and drainage maintenance.
- Knowledge of rural road construction and maintenance procedures and practice.
- Basic Worksite Traffic Management Certificate.
- Traffic Controller Certificate.
- Construction Safety Awareness Certificate.

Desirable role requirements

- Knowledge of Council's organisational structure and function.
- Current HC Western Australian Driver's License.
- A minimum of 2 years experience driving and operating an HC Class licence (Truck and Trailer Combination).
- Chainsaw operators' certificate.
- Demonstrated knowledge and understanding of the removal of fallen trees.
- Knowledge of the local area.
- Senior First Aid Certificate.

DELEGATION OF AUTHORITY

- Work under general supervision.
- Prioritise own work to ensure all tasks are performed within a satisfactory timeframe in line with the Shire of Nannup's policies and procedures.
- Contribute to interpretations where no clear established procedures.
- Freedom to act limited by standards and procedures.
- Assistance readily available when problems arise.

ORGANISATIONAL RELATIONSHIP

Reporting to: Executive Manager Works and Services/Supervisor
Supervision of: May be required to supervise staff from time to time.

Internal and External Liaison:

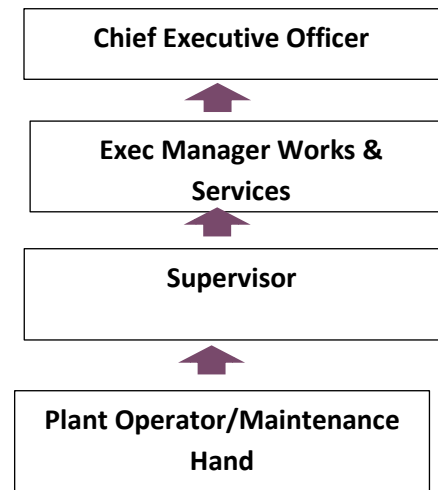
Internal:

- Chief Executive Officer
- Manager Works and Services
- Other employees

External:

- Utility Providers
- General Public
- Contractors

ORGANISATIONAL CHART



EXTENT OF AUTHORITY

Works within confines of standards and procedures, under regular supervision from the Executive Manager of Works and Services.

CORE COMPETENCIES

All Shire employees are required to achieve and maintain an acceptable level of competence in the following areas. Assessment will be ongoing with a formal review to occur annually and the first assessment being at 3 months of employment.

In carrying out their duties employees must at all times:

- Demonstrate an appropriate knowledge of the Shire's purpose, structure, values and services with particular emphasis on one's own area of employment.
- Display a customer focused attitude when dealing with both internal and external customers.
- Prioritise and respond to tasks within agreed timeframes.
- Capture and maintain records.
- Communicate in a clear and concise manner when dealing with customers and fellow employees.
- Deliver a high-quality service and seek ways to improve work processes.
- Cooperate with other employees, actively seeking to share the workload and assist in enhancing team morale.
- Demonstrate a commitment to the Shire as the employer and maintain a high level of integrity, fairness, honesty and confidentiality.
- Show respect to other employees including those with disabilities, and actively discourage all forms of discrimination, harassment and bullying.
- Demonstrate an understanding of the Shire's Work Health and Safety (WHS) policies and procedures and conform to all WHS requirements of the job.
- Comply with the Shire's Risk Management Policy Procedures, and actively participate in the risk management, organisational performance review and evaluation programs as well as applying risk management principles to all tasks, functions and services.
- Actively take part in all relevant programmed training activities and seek to improve performance by gaining new skills and knowledge.

RISK MANAGEMENT AND WORK HEALTH AND SAFETY RESPONSIBILITIES

Employees are responsible and accountable for:

- Compliance with workplace policies and procedures for operational and safety risk identification, risk assessment and risk controls
- Active participation in activities associated with the management of workplace health and safety
- Not wilfully interfering with or misusing items or facilities provided in the interests of safety and health of Shire employees
- In accordance with Shire procedures for accident and incident reporting, report potential and actual hazards and accidents/incidents to their supervisor and/or safety and health representatives
- Cooperating with the employer in the carrying out of their obligations
- Complying with the Shire Injury Management Program

The Shire of Nannup philosophy is to develop a multi skilled Works and Services Department capable of having all staff members working together as a team.

CONTINUOUS LEARNING

All Shire employees are expected to accept continuous learning as part of their position. This learning may involve a range of methods, from in-house workshops to training and development by external providers. Learning and development is considered necessary to assist with effectively carrying out the duties of the position.

CONDUCT

At all times employees should act in a manner that enhances community confidence in the Shire. The community is entitled to quality service and a positive helpful attitude.

While on duty, employees are to give the whole of their time and attention to the business of the Shire. Employees need to keep up to date with advances in their area of responsibility and carry out their duties conscientiously, honestly, fairly and impartially.

Employees are required to treat all people with courtesy and sensitivity concerning their rights. All employees are required to comply with the Code of Conduct at all times.