



BOULIA SHIRE COUNCIL

Position Description

TITLE:	MULTI-SKILLED PLANT OPERATOR / LABOURER / TRUCK DRIVER (MC)
AWARD:	Queensland Local Government Industry (Stream B) Award – State 2017
SALARY LEVEL:	Operations Level 6
DEPARTMENT:	Works and Operations
RESPONSIBLE TO:	Foreman – Roads, Construction and Maintenance

ORGANISATIONAL RELATIONSHIPS:

Internal:

- The Chief Executive Officer
- Director of Works and Operations
- Foreman, (Roads, Construction and Maintenance)
- Other Council staff
- Council Contractors

External:

- Consulting Engineers
- Work site and/or Project Managers
- Department of Transport and Main Roads
- Other Government departments and officials
- Suppliers of goods and services
- Council customers

POSITION OBJECTIVES:

- To ensure the safe and competent operation of plant to Boulia Shire Council, Department of Transport and Main Roads Standards, National Heavy Vehicle Regulations and Queensland Road Rules on the road network within the Shire; and on all construction and maintenance sites
- Undertake associated laboring tasks as directed to job specification standards
- This role undertakes a variety of tasks such as traffic control, operation of small plant (eg chainsaw, excavator) and medium plant (skid steer, roller, backhoe, job truck) in order to complete works in a professional and timely manner
- Conduct all daily business in a safe, ethical and professional manner in accordance with Boulia Shire Council's Corporate Policies and Procedures

KEY RESPONSIBILITIES:

- Operate and maintain any vehicle/plant in a safe and efficient manner in accordance with National Heavy Vehicle Regulations, Queensland Road Rules and Boulia Shire Council's workshop guidelines
- Conduct pre-start and end of day checks of machinery or truck/s; and report any faults or damage including identified defects or problems to supervisor
- Safely undertake various duties including labouring and manual handling tasks as directed by Supervisor, and in accordance with appropriate WH&S Guidelines
- Carry out traffic control, including installation of temporary signs and barricades as required
- Provide work progress reports to the Supervisor
- Communicate, solve and/or discuss work problems with other team members, and the Supervisor (if required) to ensure task is completed to satisfactory standard
- Ensure all operations are carried out in compliance with these Boulia Shire Council's policies (eg Drug and Alcohol, Equal Employment Opportunity, Code of Conduct)

WORKPLACE HEALTH and SAFETY (WH&S) OBLIGATIONS:

- Being aware of Council's Work Health and Safety Management System – SAFE PLAN - the WH&S Management Plan and MAPs performing all work and associated functions in a safe manner
- Complying with all documented WH&S policies, procedures, work instructions and verbal instructions issued by Council or its officers
- Correctly using and maintaining all personal protective clothing and equipment supplied by Council
- Identifying hazards, conducting risk assessments, and taking corrective action to eliminate hazards where possible in the workplace, and/or to report hazards and risks in accordance with WH&S procedures
- Establishing and maintaining a high standard of housekeeping and cleanliness within individual work areas and on Council's property generally
- Reporting and assisting with the investigation of all incidents in the workplace, including minor injuries, near misses and property damage
- Attending any toolbox, team talks or specific training supplied by Council
- Being familiar with the location of first aid treatment centres, fire protection facilities and evacuation procedures
- Working in a manner that will not endanger yourself, other employees or the public
- Report any concerns for WH&S to your Supervisor

POSITION REQUIREMENTS:

Skills/Competencies:

- Demonstrated ability to safely, competently and legally operate a Type 2 Road train (side tipper and/or water tanker), job truck, end-loader, roller, skid steer, and any other vehicle/s or machinery as directed on the job site
- For the operation of the Type2 road train - thorough understanding of the National Heavy Vehicle Regulations including appropriate load restraints, log book requirements, and Queensland Road Rules
- Ability to operate effectively in a team, contributing positively to team operations and outcomes
- Ability to work autonomously, problem-solve, and maintain a positive attitude particularly in challenging situations
- Demonstrated commitment to Council's Safe Plan including the positive implementation of the associated Workplace Health and Safety policies and procedures
- Competent literacy and numeracy levels to facilitate understanding of basic instructions and completion of workplace documents eg timesheets, work orders, incident reports, vehicle log books and vehicle/machinery pre-start sheets
- Ability to complete manual tasks including the operation of a range of hand tools associated with road maintenance and construction works
- Ability to competently operate two-way and UHF radios; and undertake associated maintenance requirements

Knowledge:

- Knowledge of road construction and road maintenance procedures relevant to all roads within the Boulia Shire (eg both Shire and Department of Transport and Main Roads standards)
- Knowledge of residing in a work camp located on a remote construction site for the term of a construction / maintenance project

Experience:

- Experience working in a Local Government environment would be advantageous
- Civil Construction experience and/or qualifications would be advantageous

Qualifications:

- Current Queensland 'MC' Class Drivers Licence
- Current Construction Industry Induction Card (White Card)
- Traffic Management Implementation Program - current certification
- Current First Aid Certificate including CPR
- Chainsaw Ticket

Training:

- Theoretical or field based training may be expected to ensure that the position holder maintains satisfactory knowledge and skills
- The position holder will be encouraged to attend workshops and seminars relevant to the position, including but not limited to, Workplace Health and Safety

PERFORMANCE STANDARDS:

- Duties will be carried out in accordance with accepted industry standards, compliance with various legislative requirements, standards and Council policies, procedures eg the Code of Conduct and Local Laws.
- Allocated tasks and reporting requirements will be consistently completed to a high standard within the agreed time frames.
- The position holder will actively participate in planning and recommending possible ways in which allocated tasks and responsibilities can be carried out more effectively and efficiently.
- The position holder will demonstrate a spirit of cooperation toward other employees, display a “can do” and flexible attitude to contribute towards and achievement of Council’s aims and objectives.
- Ability to work in an outdoor environment in all weather and job site conditions
- Punctuality and work attendance contributes to the completion of works plans within contractual timeframes

EXTENT OF AUTHORITY:

- The position holder acts within the general guidelines of the Director of Works and Operations, job site supervisor, eg Foreman – Roads Construction and Maintenance, and works with limited supervision and direction.

RESOURCES PROVIDED:

- Operational equipment and consumables for business use.
- When required, modern, demountable accommodation on a remote work site

SELECTION CRITERIA:

Refer: POSITION REQUIREMENTS - Knowledge, Experience and Qualifications.

Other:

Although due care has been taken to consider all aspects of this role, Council acknowledges that situations, circumstances or issues outside the scope of the Position Description may arise.

Employees may be required to complete other duties within their capabilities as directed by their supervisor.

In any instance where details are not adequately defined or addressed within the Position Description, the Employee will consult with the Foreman – Roads Maintenance and Construction and/or Director of Works and Operations to achieve an official determination.

Prepared by: Human Resources Officer

Date: 27/06/2019

Reviewed by: Director of Works and Operations

Date: 26/06/2019

Approved by: Chief Executive Officer

Date: 28/06/2019

Signature: _____