



## Bouliá Shire Council POSITION DESCRIPTION

<p><b>POSITION TITLE:</b> Multi-skilled Plant Operator/Labourer</p> <p><b>DIRECTORATE:</b> Works and Engineering</p> <p><b>DEPARTMENT:</b> Parks and Gardens</p> <p><b>POSITION NO:</b> Existing</p>	<p><b>LEVEL CLASSIFICATION:</b> Level 2-3</p> <p><b>AWARD and STREAM:</b> Queensland Local Government Industry Award (Stream B) State 2017</p> <p><b>REPORTS TO:</b> Foreman, Roads and Utility Services</p> <p><b>LAST REVIEW DATE:</b> 24/01/2023</p>
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### As an organisation, we value

**Professionalism:** We will display accountability, openness, transparency and integrity.

**Continuous improvement:** All aspects of the organisation's operations are encouraged through a progressive and creative approach.

**Excellence:** The manner in which we approach all aspects of the business, the highest possible outcome will be achieved.

**Procedural consistency:** There is a consistent approach to the way in which Council conducts its business across the region.

**Customer focus:** We identify and meet the needs of all customers in a responsive and equitable manner.

**Team work and coordination:** We work together to achieve a common goal

**Safety and well-being:** We are all committed to working safely and caring for each other's well-being.

### DEPARTMENT SUMMARY

The parks and gardens are the backbone of our public facing image. They assist and encourage civic pride by ensuring that town beautification works are carried out to high standard including but not limited to; conducting maintenance (mowing, whipper snipping, watering), tree pruning and felling, footpaths and gutter cleaning, weeding, weed eradication, cleaning of public amenities and street litter collection.

## POSITION SUMMARY

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To operate plant and equipment; and when required, undertake manual labouring tasks as directed ensuring compliance with regulatory standards whilst implementing the maintenance program for designated parks and gardens and the area beautification of various Council facilities.

When required, undertake tasks as directed by Supervisor/s to assist with the maintenance of the Shire's roads and pavements and the Department of Transport's Main Roads networks within Boulia Shire.

## CORPORATE RESPONSIBILITIES

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### CODE OF CONDUCT

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1. Compliance with Council's Code of Conduct, Management Directives and policies and procedures, ensuring that behaviour and conduct;
  - a) is in line with the expectations of Council as specified in the Code of Conduct, and
  - b) decisions are made based on the principles of sound ethics and judgement.
2. Act at all times in line with the Principles as outlined in Council's Code of Conduct. Specifically;
  - a) Integrity and Impartiality
  - b) Promoting the Public Good
  - c) Commitment to the system of government
  - d) Accountability and transparency

### CONFLICT OF INTEREST

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- a) Employees of Council have specific obligations relating to conflict of interest and where there may be a conflict of interest with Council activities or there may be a detrimental effect on the performance of the employee, other employment or contracts will not be undertaken without prior written approval from the Chief Executive Officer.
- b) Boulia Shire Council and the employee are in, or are entering into, an employment relationship whereby the employee may gain access to confidential information and other valuable and protectable information of the Boulia Shire Council.
- c) The Employee agrees to deal with Confidential Information in accordance with the Terms of the Boulia Shire Council's Employee Deed of Confidentiality.

### CONFIDENTIALITY AGREEMENT

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- a) Staff should make themselves aware of the basic provisions of the various Acts, regulations, local laws, policies, delegations and protocols that relate to Council, as applicable to their position.
- b) Staff will refrain from engaging in behaviour that is improper, disgraceful or unbecoming, or shows unfitness to continue as an employee.
- c) Staff must give their undivided attention to their work during working hours, not engage in activities which make them unavailable when needed, and not engage in activities which are in any way in conflict with Council interests.
- d) Staff must recognise that their employment relationship is one of confidence and trust, and not disclose confidential and private information gained in the course of their work.

## PUBLIC SECTOR ETHICS

Council is required to prepare a Code of Conduct for their organisation under the provision of the Public Sector Ethics Act 1994.

The code is based on five ethical principles:

- Respect for the law and the system of government
- Integrity
- Respect for others
- Economy and efficiency
- Diligence

Staff members are asked to become familiar with the basic principles outlined in the Boulia Shire Council's Code of Conduct, and what type of behaviour will be tolerated within the work environment.

In the Council being a public sector organisation, employees are expected to work in accordance with the Public Sector Ethics ie the principles and standards of conduct expected of staff members during their day to day employment.

## GENERAL INFORMATION:

### POSITION DETAILS

This full time position is located within the Boulia Shire Council's Works Depot, Herbert Street, Boulia.

It is subject to a **three (3) month probationary period**, and performance will be formally reviewed annually, with informal feedback as required.

General features of this position require the application of knowledge and skills, which are gained through training and experience in the field.

The nature of the work will require the position holder to demonstrate professionalism and ethical conduct at all times.

Although due care has been taken to consider all aspects of the Multi-skilled Plant Operator/Labourer role, Council acknowledges that situations, circumstances or issues may arise outside the scope of the Position Description.

In any instance where details are not adequately defined or addressed within the Position Description, the Officer will consult with the Foreman, Roads and Utility Services to achieve an official determination.

### POSITION SPECIFIC ACCOUNTABILITIES / PERFORMANCE OBJECTIVES

1. Attend daily Tool Box sign on and discussions regarding the work schedule/s including task/s review/s for Work Health and Safety compliance
2. Plant Operations (including plant records) for mobile plant eg skid steer, backhoe, forklift
3. Undertake road maintenance operations including traffic control, and compliant signage erection and its safe dismantling
4. Customer Service including adherence with Council's Human Resources and Corporate policies
5. Environmental/Weather Conditions ensuring safety of self, and team members
6. Physical Demands ensuring compliance with Work Health and Safety procedures
7. Safe operation of a wide range of plant (medium and hand tools)

8. Safe and effective operation of the job trucks in accordance with the works plan requirements, and/or as directed by supervisor/s
9. Undertake associated manual handling and labouring tasks safely, and, as directed by a Supervisor/s or as required to comply with regulatory standards
10. Conduct daily business in an ethical and professional manner

## KEY PERFORMANCE INDICATORS

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### KEY COMPETENCIES

#### 1. Work Health and Safety Compliance

- i. Ensure all staff members have signed on for their daily Tool Box discussions
- ii. Daily work plan discussed with supervisors and staff and appropriate Safe Work Management System (SWMS) completed
- iii. SWMS prepared according to identified hazards
- iv. SOPS discussed with staff, if necessary, for tasks to be undertaken
- v. Ensure all work sites are properly and safely prepared, including appropriate signage

#### 2. Plant Operations (including plant records)

- i. 100 per cent completion of Pre-Start Checks and associated paperwork
- ii. No accidents caused by operator error
- iii. No vehicle defects unidentified
- iv. Recording plant usage is completed
- v. Ensuring all personal licences, tickets and/or certificates remain current to ensure compliance with all Council policies and regulatory organisations
- vi. Use plant, equipment and materials safely and efficiently to ensure continuity of work and best value for money

#### 3. Roads and Utility Services (Parks and Gardens) Operations

- i. Ensure all projects (town/area beautification), including maintenance of footpaths, median strips, parks and recreational reserves, public amenities, town aerodrome, cemetery, refuse tip and Town Common are presented to an award-winning standard on completion
- ii. Punctuality on a daily basis
- iii. Reliable attendance ie every day and/or supervisor has been advised of absence for the day
- iv. Timesheets completed correctly and submitted according to procedures
- v. Focusing on getting the job done correctly within the timeframe
- vi. When challenged with unplanned situations, focus on a workable solution by problem-solving within the Crew whilst remaining calm

#### 4. Customer Service

- i. Co-operation with crew members, supervisors and other stakeholders
- ii. Adherence to direction/s from supervisor/s
- iii. No complaints received from the public or colleagues
- iv. Provide feedback to supervisor in regard to any difficulties encountered whilst undertaking a project/task to assist with rectification/continuous improvement

#### 5. Environmental/Weather Conditions

Ability to work in all weather conditions such as heat, cold and dust; and, in accordance with Work Health and Safety guidelines with no incidents recorded

## 6. Physical Demands

Possess the physical ability to undertake the following:-

- long periods of time operating, and accessing and egressing from plant
- working in challenging environments ie in all weathers and environmental conditions
- undertake manual handling and labouring tasks as directed eg garden bed maintenance
- safely operating hand-held small plant such as mowers and whippers snippers
- compliance with Council drug and alcohol policies
- compliance with Fatigue Management policy

## EXPERIENCE / QUALIFICATIONS / LICENCES

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In choosing the right person for this role we will consider what you have done previously – the knowledge, skills and experience you've built, your potential for development, and personal qualities

- a) Proven experience in the high standard of operation and maintenance of various small plant
- b) Experience in road construction and maintenance including but not limited to; concreting, bitumen patching and construction kerb and channel
- c) 'C' Class Driver Licence (with no impending sanctions)
- d) 'HR' Driver Licence (with no impending sanctions)
- e) Construction Industry Induction Card (White card)
- f) Current Provide First Aid Certificate including CPR
- g) *L3 - Plant Operator certifications and/or licences eg backhoe, skidsteer, and safe transportation of plant between jobs and the Depot.*
- h) *L3 - Forklift High Risk Work Licence*

## SELECTION CRITERIA

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### ESSENTIAL:

- a) Demonstrated ability to perform Specific Accountabilities/Performance Objectives
- b) Demonstrated skills, knowledge, experience, qualifications, licences as outlined within the Position Description
- c) Physical and psychological ability to perform duties in accordance with Workplace Health and Safety Obligations

### DESIRABLE:

- a) Current Traffic Management Implementation Program certification
- b) Chainsaw/pole saw Operation Ticket
- c) Experienced in the maintenance of small plant such as lawn mower, whipper snipper, leaf blower

## PROFESSIONAL DEVELOPMENT

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- a) Undertake continuous refresher training to maintain/enhance and/or develop qualifications, skills and knowledge applicable to the role.
- b) The position holder may be encouraged to attend workshops and seminars relevant to the position.

## WORK HEALTH AND SAFETY OBLIGATIONS

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All employees have a legal obligation to comply with statutory and the Boulia Shire Council's WHS Management System WHS policies, procedures and work instructions. These are introduced to ensure the health and safety of employees, contractors, visitors, volunteers, the public and the environment.

### Duties of workers while at work, a worker must:

- a) Take reasonable care of his or her own health and safety;
- b) take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- c) comply, so far as the worker is reasonably able, with any reasonable instruction that is given by Boulia Shire Council to allow the person to comply with the Work Health and Safety Act; and
- d) co-operate with any reasonable policy or procedure of Boulia Shire Council relating to health or safety at the workplace that has been notified to workers.

## EQUIPMENT OPERATED

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- a) UHF Radio
- b) Computer
- c) Motor Vehicle
- d) Truck (HR)
- e) Plant (Small and Medium)

## PHYSICAL DEMAND CATEGORY

<b>SEDENTARY WORK</b>	<i>Refer: Code of Practice 2011</i>
<b>Light Duty</b>	Frequent lifting / carrying of objects weighing up to 5kgs. Medium
<b>Work</b>	Frequent lifting / carrying of objects weighing up to 10kgs.
<b>Heavy Work</b>	Frequent lifting / carrying of objects not exceeding 25kgs

SPECIFIC ACTIONS REQUIRED					
<i>This job may include:</i>					
Standing/Walking		Sitting		Driving	
<input type="checkbox"/>	None	<input type="checkbox"/>	None	<input type="checkbox"/>	None
<input type="checkbox"/>	Occasional	<input type="checkbox"/>	Occasional	<input type="checkbox"/>	Occasional
<input checked="" type="checkbox"/>	1 - 4 Hrs	<input checked="" type="checkbox"/>	1 - 4 Hrs	<input checked="" type="checkbox"/>	1 - 4 Hr
<input type="checkbox"/>	4 - 6 Hrs	<input type="checkbox"/>	4 - 6 Hrs	<input type="checkbox"/>	4 - 6 Hrs
<input checked="" type="checkbox"/>	6 - 8 Hrs	<input type="checkbox"/>	6 - 8 Hrs	<input type="checkbox"/>	6 - 8 Hrs

REPETITIVE MOTIONS	
<b>Simple Grasping</b>	<input checked="" type="checkbox"/>
<b>Fine Manipulation</b>	<input checked="" type="checkbox"/>
<b>Pushing / Pulling</b>	<input checked="" type="checkbox"/>
<b>Finger Dexterity</b>	<input checked="" type="checkbox"/>
<b>Foot Movement</b>	<input checked="" type="checkbox"/>

THIS JOB WILL REQUIRE:			
MANOEUVRE	FREQUENT	OCCASIONAL	NONE
<b>Bending</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Squatting</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Climbing</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Twisting</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Reaching</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

WORK ENVIRONMENT		
<i>Attribute</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Chemicals</b>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Cold</b>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Dampness</b>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Fumes / Gases</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>Heat / Humidity</b>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Heights</b>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Noises</b>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

AUDIO-VISUAL DEMANDS	
<b>Depth Perception</b>	<input checked="" type="checkbox"/>
<b>Colour Discrimination</b>	<input checked="" type="checkbox"/>
<b>Peripheral Vision</b>	<input checked="" type="checkbox"/>
<b>Hearing</b>	<input checked="" type="checkbox"/>

PLANT OPERATION
maximum seat rating of 120kgs

## GENERAL OBLIGATIONS

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1. This is a description of the job as it is at presently constituted. It is the practice of this organisation periodically to examine employees' job descriptions; and to update these to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with supervisors and may involve a representative of Human Resources. You will, therefore, be expected to participate fully in such discussions. It is the organisation's aim to reach agreement to reasonable changes where identified.
2. Whilst employment is in the position described in this document, it is understood that employment is with Bouliia Shire Council. In the event of organisational change or restructure, Council may require employees to undertake other roles for which they are qualified and capable of performing.
3. Employees may be required to undertake a variety of duties not related to their substantive role in times of disaster or significant organisational crisis.
4. All employees are responsible for making and keeping records in accordance with legislation, information standards and other relevant guidelines and procedures.
5. Failure to maintain any licence or certificates, which are a condition of your employment, may result in demotion or termination as Council is unable to guarantee your transfer to a position not requiring said licence/certificate.

## CERTIFICATION

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The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

**Prepared by:** Human Resources Officer

Date: 24/1/2023

**Signature:**



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**Approved by:** Chief Executive Officer

Date: 24/1/2023

**Signature:**



DEVELOPMENT/ REVIEW DATE	VERSION	PREPARED BY	APPROVING OFFICER	APPROVAL DATE
11.09.2018	1.0	HR	CEO	11.09.2018
17.09.2020	2.0	HR	CEO	
24.01.2023	3.0	HR	CEO	24.01.2023