



Bouliá Shire Council POSITION DESCRIPTION

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| <p>POSITION TITLE: Multi-skilled Plant Operator/Labourer</p> <p>DIRECTORATE: Works and Engineering</p> <p>DEPARTMENT: RMPC</p> <p>POSITION NO:</p> | <p>LEVEL CLASSIFICATION: Level 5</p> <p>AWARD and STREAM: Queensland Local Government Industry Award (Stream B) State 2017</p> <p>REPORTS TO: Foreman, Roads and Utility Services</p> <p>LAST REVIEW DATE: 03.02.2020</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

- Operate of a wide range of plant (medium and hand tools)
- Safe and effective operation of the RMPC Job Truck in accordance with the works plan requirements, and/or as directed by supervisor/s
- Undertake associated manual handling and labouring tasks as directed by a Supervisor or as required to comply with regulatory standards
- Conduct daily business in an ethical and professional manner

POSITION SUMMARY

To operate plant and equipment; and when required, manual labouring tasks as directed ensuring compliance with regulatory standards whilst undertaking the maintenance of Shire and Department of Transport road networks and pavements.

CORPORATE RESPONSIBILITIES

CODE OF CONDUCT

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

- 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) Bouliia 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 Bouliia Shire Council.
- c) The Employee agrees to deal with Confidential Information in accordance with the Terms of the Bouliia Shire Council's Employee Deed of Confidentiality.

CONFIDENTIALITY AGREEMENT

- 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 Chief Executive Officer to achieve an official determination.

POSITION SPECIFIC ACCOUNTABILITIES / PERFORMANCE OBJECTIVES

1. Plant Operations (including plant records) for mobile, medium plant such as skid steer, backhoe, end-loader
2. Road Construction and Maintenance Operations including concrete work, bitumen patching, traffic control, and signage erection and dismantling
3. Customer Service including adherence with Council's Human Resources and Corporate policies
4. Environmental/Weather Conditions
5. Physical Demands

KEY PERFORMANCE INDICATORS

KEY COMPETENCIES

1. 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 as required
- v. Ensuring all personal licences and certificates remain current to ensure compliance with all Council policies and regulatory organisations

2. Road Construction and Maintenance Operations

- i. Punctuality on a daily basis
- ii. Reliable attendance ie every day and/or supervisor has been advised of absence for the day
- iii. Timesheets completed correctly and submitted according to procedures
- iv. Focusing on getting the job done correctly within the timeframe
- v. When challenged with unplanned situations, focus on a workable solution by problem-solving within the Crew whilst remaining calm

3. 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

4. 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

5. 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 including operating during all weathers
- undertake manual handling and labouring tasks as directed
- travelling in and/or driving vehicles for long periods eg three hours to and from work sites
- compliance with Council drug and alcohol policies
- compliance with Fatigue Management policy

EXPERIENCE / QUALIFICATIONS / LICENCES

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 mobile, medium plant.
- b) Experience in road construction and maintenance including but not limited to; concreting, bitumen patching and construction kerb and channel.
- c) HR Drivers Licence (with no impending sanctions)
- d) Construction Industry Induction Card (White card)
- e) Current First Aid Certificate including CPR
- f) Plant Operator certifications and/or licences eg Backhoe, skidsteer, endloader, roller and safe transportation of plant between jobs and the Depot.
- g) Forklift High Risk Work Licence is desirable

SELECTION CRITERIA

- 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) Statement of Attainment or Ticket for various construction plant.
- b) Demonstrated knowledge of the National Heavy Vehicle Regulator regulations and requirements.
- c) Minimum Level 2 certification in Manual of Uniform Traffic Control Devices (MUTCD)
- d) Current Traffic Control certification
- e) Chainsaw/pole saw Operation Ticket

PROFESSIONAL DEVELOPMENT

- 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

All employees have a legal obligation to comply with statutory and the Bouliia 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:

- Take reasonable care of his or her own health and safety,
- take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- 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
- 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

- UHF Radio
- Satellite Phone
- Computer
- Motor Vehicle
- Truck (HR)
- Plant (Medium)

PHYSICAL DEMAND CATEGORY

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|-----------------------|--|
| SEDENTARY WORK | <i>Refer: Code of Practice 2011</i> |
| Light Duty | Frequent lifting / carrying of objects weighing up to 5kgs. Medium |
| Work | Frequent lifting / carrying of objects weighing up to 10kgs. |
| Heavy Work | 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 | |
|--------------------------|-------------------------------------|
| Simple Grasping | <input checked="" type="checkbox"/> |
| Fine Manipulation | <input checked="" type="checkbox"/> |
| Pushing / Pulling | <input checked="" type="checkbox"/> |
| Finger Dexterity | <input checked="" type="checkbox"/> |
| Foot Movement | <input checked="" type="checkbox"/> |

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

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

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

| PLANT OPERATION |
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| maximum seat rating of 120kgs |

GENERAL OBLIGATIONS

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

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:...../...../.....

Signature:

Reviewed by: Director, Works and Operations Date:...../...../.....

Signature:

Approved by: Chief Executive Officer Date:...../...../.....

Signature:

| DEVELOPMENT/ REVIEW DATE | VERSION | PREPARED BY | APPROVING OFFICER | APPROVAL DATE |
|-----------------------------|---------|-------------|----------------------|------------------|
| 28.03.2018 | 1.0 | DWO/HR | CEO | 28.03.2018 |
| 03.02.2020 | 2.0 | HR | CEO | 12.02.2020 |