



# BOULIA SHIRE COUNCIL

## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	Multi-Skilled Plant Operator
<b>DIRECTORATE:</b>	Works & Operations
<b>DEPARTMENT:</b>	Roads Construction Maintenance
<b>CLASSIFICATION:</b>	Level 5.1
<b>REPORTS TO:</b>	Director of Works and Operations
<b>AWARD and STREAM:</b>	Queensland Local Government Industry Award (Stream B) - State 2017 Boulia Shire Council Certified Agreement 2024-2027
<b>HOURS:</b>	76
<b>LOCATION:</b>	Boulia Works Depot
<b>REVIEW DATE:</b>	Developed 20/3/2026

### OUR VISION

#### 'A progressive Shire creating opportunities for all'

We will be values as a Shire where people choose to live, work and play and a guardian of a sustainable natural environment that inspires and supports a healthy community.

### OUR PURPOSE

#### 'Delivering our plans, planning for the future'

We are a council committed to decisive leadership in making locally responsive, informed and responsible decisions. We aim to deliver continuous improvement to provide quality services and facilities which support a sustainable future.

### OUR VALUES

#### Leadership and Collaboration

Building trust, teamwork, communication and a shared understanding that actively listens to our community.

#### Accountability, Consistency and Transparency

Equal opportunities, fair and open consultation and communication. Accepting responsibility for our actions.

#### Performance and Value for Money

Achieving the best value for money outcomes for our community. Collaborations, managing expectations and working towards common goals.

#### Commitment, Teamwork and Staff Development

Continually improve on our achievements and drive innovative solutions. Lead change and continuous improvement in delivering for our community. Promote a positive health and safety culture.

***"No one individual can do this but as a community working together, we can deliver a strong framework for the future of our shire"***

## **DEPARTMENT SUMMARY**

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The Works and Operations Department is responsible for the delivery of civil construction, road maintenance, and infrastructure services across Boulia Shire Council.

The department undertakes works in accordance with Council programs, Transport and Main Roads (TMR) specifications, and relevant legislative and regulatory requirements, ensuring the safe, efficient, and sustainable delivery of services across the road network and associated assets.

Works and Operations is a multi-skilled and flexible team responsible for plant and equipment operations, road construction and maintenance activities, and the delivery of essential services including water, sewerage, waste management, and associated infrastructure.

The department supports a broad range of operational functions and contributes to service delivery across the Shire, often in remote and challenging environments.

The department plays a critical role in maintaining community access, supporting regional connectivity, delivering essential infrastructure, and ensuring reliable service provision to residents.

All operations are carried out in accordance with Council policies, the Work Health and Safety Act 2011 (Qld), and applicable industry and environmental standards.

## **POSITION SUMMARY**

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This position is responsible for the safe and efficient operation of plant, equipment and vehicles, and the delivery of road construction and maintenance activities across Boulia Shire Council.

The role undertakes a range of civil works tasks including plant operation, labouring, and traffic management to support the delivery of works programs in accordance with Council standards, Transport and Main Roads (TMR) specifications, and relevant legislative requirements.

The position contributes to the effective maintenance and improvement of Council's road network and associated infrastructure, ensuring works are completed safely, efficiently and to the required quality standards.

Working as part of a multi-skilled team, the role requires the ability to operate across a variety of tasks and environments, including remote works and varying site conditions. The position works under the direction of the Supervisor and applies practical skills, judgement and initiative to achieve work outcomes.

The role is required to comply with the Work Health and Safety Act 2011 (Qld), National Heavy Vehicle Law (where applicable), and Council policies and procedures, and actively contributes to a positive safety culture across all operations.

## **DUTIES AND RESPONSIBILITIES: CORPORATE RESPONSIBILITIES**

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### **CODE OF CONDUCT**

1. Compliance with Council's Code of Conduct, Management Directives and policies and procedures, ensuring that behaviour and conduct.
  - a) Complies with and meets the expectations of Council as specified in the Code of Conduct, and

- b) Decisions are made based on the principles of sound ethics, careful consideration and judgement.
2. Act at all times in line with the Principles as outlined in Council's Code of Conduct. Specifically;
- a) Integrity, respectfulness, and Impartiality;
  - b) Promoting the Public Good;
  - c) Commitment to the system of government, and
  - 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) 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**

- 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, and
- ✦ 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 including the use, or approval to use Council assets to perform private works.

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.

## **KEY RESPONSIBILITIES**

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### 1. Safe Operation of Plant and Equipment

- ∅ Operate a range of light, medium and heavy plant and vehicles safely, competently and in accordance with:
  - ∅ National Heavy Vehicle Law (NHVL)
  - ∅ Queensland Road Rules
  - ∅ Transport and Main Roads (TMR) specifications
  - ∅ Council policies and procedures
- ∅ Ensure appropriate load restraint, fatigue management and vehicle compliance requirements are met at all times
- ∅ Maintain required licences, tickets knowledge and competencies relevant to plant operation

### 2. Road Construction and Maintenance Activities

- ∅ Undertake construction, maintenance and repair works on roads, drainage and associated infrastructure to required standards
- ∅ Perform tasks including grading, loading, rolling, patching, concreting and general civil works
- ∅ Assist in the delivery of works programs in line with operational plans, schedules and budget constraints
- ∅ Ensure works are completed to specification, within timeframes and to quality standards

### 3. Pre-starts, Maintenance and Plant Care

- ∅ Conduct daily pre-start, shut down and routine maintenance checks on plant and equipment
- ∅ Identify, report and document faults, defects and maintenance requirements promptly
- ∅ Maintain plant, tools and equipment in a clean, safe and serviceable condition
- ∅ Complete plant records, logbooks and inspection documentation accurately

### 4. Traffic Management and Site Safety

- ∅ Undertake traffic control duties in accordance with approved Traffic Management Plans (TMPs), and Traffic Guidance Schemes (TGS's)
- ∅ Install, maintain and remove signage, barricades and traffic control devices
- ∅ Maintain safe work zones for workers, contractors and the public
- ∅ Monitor site conditions and adjust controls to ensure ongoing safety

### 5. Work Health and Safety (WHS) Compliance

- ∅ Comply with obligations under the Work Health and Safety Act 2011 (Qld) and Council's WHS Management System
- ∅ Take reasonable care for own health and safety and that of others in the workplace
- ∅ Participate in risk assessments, SWMS, toolbox talks and safety initiatives
- ∅ Report hazards, near misses, incidents and injuries in a timely manner
- ∅ Correctly use and maintain PPE and safety equipment

## 6. Teamwork and Communication

- ∅ Work collaboratively with team members, supervisors and contractors to achieve work outcomes
- ∅ Communicate effectively regarding work progress, issues and site conditions
- ∅ Contribute to problem-solving and continuous improvement on site
- ∅ Provide on-the-job support and guidance to other employees where required

## 7. Records, Reporting and Compliance

- ∅ Complete timesheets, work orders, plant logs and other documentation accurately and on time
- ∅ Provide updates on work progress and issues to the Supervisor
- ∅ Ensure compliance with Council policies including:
  - ∅ Code of Conduct
  - ∅ Drug and Alcohol Policy
  - ∅ Equal Employment Opportunity

## 8. Remote Work and Flexibility

- ∅ Participate in remote works including residing in work camps where required
- ∅ Work in varying environmental conditions including heat, dust, noise and uneven terrain
- ∅ Undertake reasonable overtime, callouts or disaster response duties as required

## 9. Continuous Improvement and Development

- ∅ Participate in training and development to maintain and enhance skills
- ∅ Maintain competency for plant operation and safety requirements
- ∅ Contribute ideas to improve work practices, safety and efficiency

## **KEY PERFORMANCE INDICATORS**

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- ∅ Safe operation of plant and equipment in compliance with NHVL, road rules, and Council procedures
- ∅ Consistent adherence to WHS requirements, including PPE, SWMS and site safety controls
- ∅ Delivery of road construction and maintenance works to required quality and specification standards
- ∅ Timely completion of allocated tasks in line with work programs and schedules
- ∅ Completion and accuracy of pre-starts, plant logs, and required documentation
- ∅ Prompt identification and reporting of plant faults, hazards, incidents and near misses
- ∅ Effective participation in traffic management and maintenance of safe work zones
- ∅ Positive contribution to team performance, communication and site coordination
- ∅ Demonstrated reliability, attendance and ability to work in remote and variable conditions
- ∅ Ongoing development and maintenance of required licences, competencies and skills

## EXPERIENCE / QUALIFICATIONS / LICENCES

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### Experience

- ∅ Demonstrated experience in road construction and maintenance or civil works activities
- ∅ Experience operating a range of plant and equipment relevant to the role (roller, loader, grader, skid steer, trucks)
- ∅ Experience working in a team based outdoor environment under varying conditions
- ∅ Demonstrated experience in incident investigation and reporting processes
- ∅ Experience in a local government or similar environment (desirable).

### Qualifications

- ∅ Current Construction Industry General Safety Induction (White Card)
- ∅ Certificate III in Civil Construction (Plant Operations) or equivalent
- ∅ First Aid and CPR (desirable)
- ∅ Traffic Management Implementation (desirable)

### Licences and Tickets

- ∅ Current "HR" Drivers Licence (mandatory)
- ∅ HC or MC Drivers Licence (desirable and may align with a higher classification)
- ∅ Relevant machinery tickets and competencies for plant operated
- ∅ Traffic Management accreditation

### Additional Requirements

- ∅ Ability to obtain and maintain all required licences and competencies for the role
- ∅ Ability to perform the inherent physical requirements of the role, with or without reasonable adjustments
- ∅ Ability to work in remote locations and reside in work camps where required

## PROFESSIONAL DEVELOPMENT

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- Undertake continuous refresher training to maintain/enhance and/or develop qualifications, skills and knowledge applicable to the role.
- The position holder may be encouraged to attend workshops and seminars relevant to the position e.g. Council's business system, and Work Health and Safety.

## WORK HEALTH AND SAFETY OBLIGATIONS

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In accordance with the **Work Health and Safety Act 2011 (Qld)**, all employees have a duty to:

- ∅ Take reasonable care for their own health and safety
- ∅ Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons
- ∅ Comply, so far as they are reasonably able, with any reasonable instruction given by Council
- ∅ Cooperate with any reasonable policy or procedure relating to health and safety in the workplace

Employees are required to:

- ☒ Participate in hazard identification and risk management processes
- ☒ Report hazards, incidents, injuries, and near misses in a timely manner
- ☒ Use personal protective equipment (PPE) as required
- ☒ Follow safe work procedures and systems of work
- ☒ Participate in WHS training, inductions, and consultation processes
- ☒ Failure to comply with WHS obligations may result in disciplinary action.

Supervisors and managers have additional responsibilities under the WHS Act 2011 (Qld) in relation to the management of risks and implementation of safe systems of work.

## **EQUIPMENT OPERATED**

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- a) Computer using programs such as Word , Excel, Outlook and EDM systems
- b) Telephone, Tablet
- c) Photocopier (Document Centre)
- d) Motor Vehicle

## **PHYSICAL DEMANDS & WORK ENVIRONMENT**

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This position involves a combination of office-based and field-based work across multiple Council worksites.

The role requires the ability to:

- ☒ Undertake site inspections in operational environments including construction, roadworks, and plant areas
- ☒ Walk, stand, and move across uneven or outdoor terrain
- ☒ Access work areas that may involve stairs, ladders, or confined spaces (where authorised and safe to do so)
- ☒ Work in varying weather conditions including heat, dust, and noise
- ☒ Use personal protective equipment (PPE) as required

The physical demands of this role are considered to be moderate, with regular field-based activity required.

Reasonable adjustments will be considered in accordance with relevant legislation.

## **GENERAL INFORMATION: POSITION DETAILS**

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This position is located at the Boulia Shire Council's Works Depot and various remote work sites across the Boulia Shire.

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

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 this position, 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 CEO.

## **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.
6. Promote the Shire in a positive manner at all times when dealing with external contacts.
7. Promote and encourage continuous improvement strategies for the delivery of accurate and timely Council governance documentation.
8. Demonstrated commitment to work outside of normal business hours on those occasions required by the Director of Works and Operations.

## **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.

**Approved by:** Chief Executive Officer

**Date:**

<b>DEVELOPMENT/ REVIEW DATE</b>	<b>VERSION</b>	<b>PREPARED BY</b>	<b>REVIEWING OFFICER</b>	<b>APPROVING OFFICER</b>	<b>DATE</b>
20/3/2026	1	MPC			
16/06/2026	2	GM	GM	CEO	