

Position Description

Position:	Plant Operator/Labourer
Incumbent:	Vacant
Key Result Area:	Asset Management
Classification:	Band 3
Award name:	Victorian Local Authorities Award 2001 varied by the Towong Shire Council Enterprise Agreement 2018
Employment term:	As required
Employment type:	Full time
Worksite location:	Corryong and Tallangatta
Reports to:	Team Leader
Supervises:	Nil
Approved by:	Chief Executive Officer
Date approved:	January 2024
Document type:	Position Description
Reference:	Personnel

POSITION OBJECTIVES

- Demonstrate positive and supportive behaviours, consistent with Towong Shire Council's values, towards all staff, contractors, and Councillors.
- To contribute to the efficient construction, maintenance, and operation of community infrastructure assets.
- To efficiently and effectively operate and maintain the allocated tools and equipment.
- Embrace innovation, technology, and sustainability in delivering the objectives and key responsibilities of the role.

KEY RESPONSIBILITIES AND DUTIES

- Undertake works associated with the construction and maintenance of infrastructure.
- Accurately record work related activities on timesheets daily.
- Complete forms accurately and legibly.
- Operate allocated equipment to the satisfaction of the Team Leader.
- Maintain allocated equipment in accordance with the manufacturer's recommendation or as directed, including daily start-up and shut-down procedures.
- Identify potential malfunctions in the equipment and initiate appropriate corrective action.
- Participate in and contribute to activities to improve individual, team and organisational performance.
- Safe and competent operation and driving of Heavy Vehicles, Mechanical Plant and Equipment.

SHARED ORGANISATIONAL RESPONSIBILITIES

Customer Service and Community Engagement

- Provide a high level of customer service consistent with Council values.

Risk Management

- Ensure Council's Risk Management Policy and Procedures are observed and complied with at a personal level.
- Ensure compliance with the Information Privacy Act 2000 and treat all information of a sensitive nature concerning the business of Council, Ratepayers or Residents in a professional and confidential manner.
- Report on any matter that may have a potential risk exposure to the organisation, fellow employees, contractors, or the public.
- Maintain confidentiality when performing the duties of the position and in liaising with internal officers, outside organisations, and customers.

Occupational Health and Safety

- Ensure Council's Occupational Health and Safety Policy and Procedures are observed and complied with at a personal level.
- Ensure that no actions taken by the officer interfere with or place at risk the health and safety of any person at the workplace.
- Participate in programs designed to monitor and protect the health of staff in their workplace.

Emergency Management

- Actively participate in and contribute to Council's Emergency Management processes, training and response as outlined in the Municipal Emergency Management Plan.

Other Duties

- Fulfill any other duties as directed by the Crew Leaders and/or Team Leader that are reasonably within the limits of the employee's skills, competence and training.
- Identify and recommend opportunities to continually improve Council's processes, systems, and service levels.

Additional Factors

- This position will require you to work at various locations within the Towong Shire and participate in the teams out of hours standby and on call roster.

POSITION CAPABILITIES

Accountability and extent of authority

- Perform work under specific guidelines and the supervision of Crew Leaders and/or Team Leader.
- Ability to understand and explain specific procedures and practices to other employees or the public as required.
- Ability to supervise and co-ordinate others in similar or related work as required.
- Responsible for the quality, quantity, and timeliness of their own work.

Judgement and decision making

- Perform specialised work with well understood and clearly documented procedures.
- Perform tasks that require personal judgement and involve selection from a range of techniques, systems, equipment, methods, or processes.

Specialised knowledge and skills

- Show proficiency in the operation of more complex equipment or knowledge of the use of plant which requires the exercise of judgement or adaption.
- An understanding and application of quality control techniques.
- Perform trade and non-trade tasks incidental to the work.
- Provision of trade guidance and assistance as part of a work team.
- Provision of formal training programs in conjunction with supervisors and trainers.
- Safe and competent operation and driving of Heavy Vehicles, Mechanical Plant and Equipment.

Management skills

- Show basic skills in managing time and planning and organising one's own work so as to achieve specific and set objectives in the most efficient way within resources available and within a set timetable.

Interpersonal skills

- Strong oral and written communication
- Ability to work as an effective team member.
- Ability to communicate with both internal staff and members of the public and resolve minor issues.

Qualifications and experience

- Experience in municipal or similar work.
- Current Class C Drivers licence.
- HR Class license, highly regarded.

Work Environment

- Outdoors in all weather conditions.

KEY SELECTION CRITERIA

1. Experience in municipal or similar work associated with the construction and maintenance of infrastructure.
2. Strong oral and written communication with the ability to communicate with both internal staff and members of the public and resolve minor issues.
3. Ability to work as an effective team member.
4. Ability to manage time and plan and organise one's own work so as to achieve specific and set objectives in the most efficient way within resources available and within a set timetable.
5. Experience in safe and competent operation and driving of Heavy Vehicles, Mechanical Plant and Equipment with a Current Class C Driver's license with HR Class license, highly regarded.

PHYSICAL WORKING CONDITIONS

Type of Hazard	Frequency					
	Rarely		Regular		Often	
	1	2	3	4	5	6
Noise eg. chainsaw		X				
Manual Handling eg. lifting						X
Operation of heavy machinery eg. tractor						X
Hazardous substances eg. herbicide			X			
Heat and exposure eg. outdoors						X
Isolation eg. tip supervision	X					
Sedentary eg. computer operation	X					
Dusty environment eg. quarry	X					

Key: Rarely: once monthly for say 1/2 hour
 Regularly: once weekly for say 1 - 2 hours
 Often: once daily for say at least 3 hours

This position description has been approved by the Chief Executive Officer.



Juliana Phelps
 Chief Executive Officer
 Date: 16 January 2024

Acceptance of position description	
<p>I,, have read and accept the conditions of the Plant Operator/Labourer Position Description outlined above and agree to abide by Towong Shire Council policies and procedures.</p> <p>I understand that any information I have given in my application for employment, or any statement found to be deliberately misleading, or any information that has been omitted will make me liable for dismissal.</p>	
Signature:	Date: