

POSITION DESCRIPTION

Position Title	Road Management and Operations Plant Operator
Position No.	800, 802, 804, 806
Position Status	Permanent Full-Time
Business Unit	Built Environment
Division	Built and Natural Environment
Classification	Band 3
	Terms and conditions of employment are in accordance with the current Wellington Shire Council Enterprise Agreement
Date Approved	May 2019
Approved By	General Manager Built and Natural Environment

WELLINGTON SHIRE COUNCIL VALUES

Cooperation	Working together, teamwork, collaboration and being solution-oriented.
Integrity	Acting with respect, honesty, reliability, trust, tolerance and understanding.
Balance	Demonstrating fairness, equity and flexibility. Consider work-life balance and balancing community needs against resources.
Professionalism	Personal development and meaningful work, being competent, innovative and courageous, focus on excellence and continuous improvement.

POSITION OBJECTIVE

The Road Management and Operations Plant Operator operates plant or provides labour for an outdoor team. Plant Operators are committed to improve and maintain Council roads, drainage, bridges and public areas. The role requires the provision of labour and operation of major and specialist plant and equipment to provide efficient maintenance of road infrastructure.

ORGANISATIONAL RELATIONSHIPS

Reports to	Team Leader Road Management and Operations
Supervises	NIL
Internal Liaisons	All other Built Environment staff
External Liaisons	Members of the public

DELEGATIONS/AUTHORISATION

This position has no delegations / authorisation to exercise power as conferred by section 98(1) of the Local Government Act 1989 and other legislation referred to in [S6 Instrument of Delegation](#) to Members of Council Staff, [S7 Instrument of Sub-delegation](#) by the Chief Executive Officer to staff or [S11 Instrument of Appointment and Authorisation](#).

QUALIFICATIONS, EXPERIENCE, SKILLS AND KNOWLEDGE

Accountability and Extent of Authority

- Assisting in planning activities of the local work group several days in advance.
- Maintaining all plant and equipment according to manufacturer's specifications, and cleaned as required or directed.
- Ensuring all activities are carried out according to agreed teamwork practices, policy and procedures, and current construction practice.
- Ensuring that all work carried out is in accordance with established Occupational Health and Safety (OH&S) measures, management guidelines and work group specifications.
- Good level of customer service.
- Required to provide direction and guidance to Road Management and Operations General Operators or casual staff on-site as directed.

Judgement and Decision Making

- Work is routine and clearly defined.
- Assess defects and determine appropriate maintenance method from a limited range of techniques and equipment.
- Guidance is generally available.

Specialist Knowledge and Skills

- Ability to identify maintenance and improvement priorities and apply standard work practices.
- Understanding of position function in context of the organisation.
- Determine appropriate maintenance techniques and apply knowledge and principles applicable to road construction.
- Understanding of OH&S requirements.
- Working knowledge of a range of plant and equipment of various sizes and makes, their operation and maintenance requirements.
- Safety associated with chemicals used in herbicide spraying.
- Demonstrated skills and extensive experience in all aspects of grader / backhoe / frontend loader / truck / tractor operation for the construction and maintenance of roads.
- Answering enquiries informatively.
- Maintain a level of skill appropriate to changing technology in area of work.
- Work with minimal supervision.
- Self-motivated.

Management Skills

- Basic skills to plan and organise own work in order to achieve objectives within available time and resources.
- May be required to assist team leader or technical officer in works planning.
- To be willing to mentor / train others in similar or related work to improve unit output and assist co-workers in achieving competencies.

Interpersonal Skills

- Work as part of a team.
- Communicate politely with Council staff and the community.
- Provide support and input into team activities.
- Show concern for public safety.
- Committed to safe working practices.

Qualifications and Experience

- Current drivers license.
- License or competency certificate for the operation of plant machinery.
- Experience in general municipal maintenance and construction works.

The ability to obtain and maintain the following qualifications, registrations, certifications:

- Current drivers licence with a heavy vehicle licence endorsement
- License or competency certificate for the operation of plant machinery
- Certificate III in Civil Construction
- Implement and Monitor Operational Traffic Management Plan
- Operate and maintain chainsaw (Level 1)
- Health Monitoring as required (including legislated hearing tests, immunisations, and / or medical examinations as documented in OH&S Management System Section 14 – Work Health Monitoring).

PEOPLE - RESPONSIBILITIES

Developing people, assigning work, setting work environment, monitoring performance, developing own and team's accountabilities.

- Encourage and maintain positive working relationships with all colleagues to ensure a professional and collaborative working environment.
- Support colleagues and coordinator/supervisor as required to achieve overall team goals, Corporate Performance Indicators (CPIs), service levels and other targets.
- Work in a manner that ensures adherence to Council policies and OH&S requirements incl. task analyses (if applicable).

OPERATIONAL - RESPONSIBILITIES

Developing technical knowledge, monitoring technical systems, managing stakeholder relationships.

- Effectively see all tasks through to completion in line with individual CPIs, service levels and other targets.
- Work within agreed plans, policies and processes including safe work practices.
- Identify and report opportunities for increasing efficiency and/or effectiveness as per Wellington Excellence to ensure continuous improvement.
- Demonstrate a commitment to effective internal and external customer service.
- Maintain currency of technical skills and knowledge to ensure work is performed as per the requirements of the role.
- Maintain complete and accurate records of all work related activities including documentation and administration as per the Councils records management policy and adherence to the written style guide.
- Be familiar with and understand the strategic and operational risks relating to your business unit, advise supervisors of any new risks you may identify, and provide input, assistance and advice where applicable.

SCHEDULING - RESPONSIBILITIES

Aligning strategy to team outputs preparing plans, reporting on performance against plans, managing budget, planning and allocating resources, scheduling team's work.

- Regularly monitor and report on work and activity progress against individual and team corporate performance indicators and project targets.
- Understand the contribution of own work towards the achievement of team, business unit and strategic organisational goals.
- Assist with emergency related functions, by mutual agreement, in the event that the Municipal Emergency Management Plan (MEMP) is enacted, including the provision of emergency response, relief and recovery services to the community.

POSITION SPECIFIC - RESPONSIBILITIES

- Ensure the efficient and effective proactive maintenance of Council's road network and assets in accordance with the Road Management Plan and CPI's.

- Complete daily maintenance and inspections of relevant vehicles and plant, reporting to mechanics on plant condition in line with prestart checklists in accordance with plant specifications and CPIs.
- Operate plant and machinery in the most productive, efficient and safe manner in accordance with safe work practices and Council's Road Management Plan and CPIs.
- Provide on-call support for Road Management and Operations in accordance with the schedule and procedure.