

# Position Description

## Field Operator (Floodplain)

**Name of appointed officer:** Vacant

**Date of appointment:**

**Date of last review of position description:** February 2020

### Salary and conditions

All terms and conditions of employment are consistent with the Local Government (State) Award unless otherwise stated.

Assessed entry level of position within salary system:	Band 1 Level 3
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Position limit within salary system: (20 Grade structure)	Grade 3 – Entry to Step 4
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Status of position:	Permanent
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Hours of work per fortnight:	76
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### Organisational relationships

Directorate:	Works and Civil
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Section:	Water Cycle
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Team:	Floodplain
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Work base:	Rushforth Road Works Depot, however, this may change should business need identify other work locations to be more appropriate to deliver our services in the future.
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Position responsible to:	Supervisor Floodplain
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Level of support and supervision:	High supervision
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Level of personal management	Low
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Level of teamwork required:	High
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Supervision of staff:	Nil
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Internal contacts:	All staff within Council but primarily within the Water Cycle Section
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External contacts:	General public and landowners
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## Vision, mission and values

**Our vision:** To make the Clarence Valley a community full of opportunity

**Our mission:** To plan and deliver services valued by the community

**Our values:** the acronym '**STRIVE**' describes the values and behaviours which are considered to be core requirements when we deal with each other and our community



## Our Values and Behaviours

Safe	
We will have a safety focused workplace culture to ensure the wellbeing of our staff and the community.	
Acceptable	Unacceptable
I am aware of hazards	I take shortcuts
I promote a safe culture	I ignore safety
I look out for others	I do not communicate
Teamwork	
We will work together as one council towards shared goals and for the greater good of the community.	
Acceptable	Unacceptable
I share the load	I undermine others
I communicate with others	I act in isolation
I value people's strengths	"What's in it for me?"
Respect	
We will be inclusive, treat people with courtesy and fairness, and ensure each individual is valued and heard.	
Acceptable	Unacceptable
I am inclusive	I am a bully
I value the skills and opinions of others	I am aggressive
I listen actively	I am a gossip
Integrity	
We will behave in a way that is honest, open, and transparent. We will take responsibility for our actions and strive for excellence.	
Acceptable	Unacceptable
I am honest	I lie and conceal
I work ethically and lead by example	I act corruptly
I am responsible for my actions	I undermine others
Value	
We will deliver services efficiently, effectively, and in an environmentally and financially sustainable manner.	
Acceptable	Unacceptable
I always look for improvements	I misuse Council resources
I work efficiently	I'm a bludger
I learn from my mistakes	I don't respect the environment
Engagement	
We will engage with our staff and community to inform our decision making, and create awareness of our activities.	
Acceptable	Unacceptable
I communicate in a clear and timely manner	I deliberately misinform (lie)
I am the face of Council	I don't value consultation
I value all our customers' needs	I ignore communication

### Physical requirements of the position

Manual handling including general labouring duties

Frequent travel between worksites

Climbing of ladders and steps

Capable of working in difficult terrain, uneven ground and up and down slopes

Prolonged standing

Frequent bending

Access and egress to plant and equipment

### Purpose of the position

To undertake floodplain construction and maintenance works, including but not limited to pipe laying, concreting, mowing and brush cutting, to ensure high quality maintenance and construction of floodplain infrastructure

Ensure that activities comply with all Work Health and Safety (WH&S) policies and procedures

### Major duties and responsibilities

Undertake floodplain construction and maintenance works, including but not limited to pipe laying, concreting, mowing and brush cutting, and all other maintenance construction works, ensuring cost efficient delivery of service and a safe working environment for employees and the public.

Assist with control of aquatic and terrestrial noxious weeds, utilising boats where necessary

Assist in the refurbishment of floodgates

Operation of items of plant within capabilities and certification (e.g. ride-on mowers, brush cutters)

Undertake traffic control duties

Undertake works in accordance with all quality, environmental and WHS requirements, completing all appropriate documentation including (but not limited to):

- active involvement in injury prevention and management, and return to work programs
- Risk assessments
- selection and use of appropriate safe work codes and traffic control plans
- plant pre start check lists
- site inductions
- herbicide application forms
- appropriate erosion sediment control

Convey information regarding the state of Council's floodplain asset/infrastructure

Liaise and coordinate with others to ensure efficient delivery of Council services

**Essential selection criteria**

*The selection criteria must be addressed as part of your application. Applicants must meet the essential criteria in order to be considered for interview.*

**Education and knowledge**

Certificate II in a relevant field; or equivalent relevant industry experience

**Licences/tickets, clearances, membership**

Current Drivers Licence

WHS Construction Induction Training Certificate (NSW); or equivalent recognised in NSW

**Experience**

Demonstrated experience in civil construction and maintenance works

Experience in the operation of small plant and equipment (e.g. ride-on mowers, brush cutters)

**Position related skills**

Communication skills including the ability to liaise with the public and landowners

Ability to follow instructions

Ability to carry out minor repairs to work equipment

**Work qualities**

Behaviour that positively demonstrates commitment to Council's STRIVE values

**Desirable selection criteria**

*The following criteria are considered important and demonstrated capacity to meet them will be highly regarded; it should be noted a condition of appointment to the position may be the attainment of tickets and licences indicated below (and others within the competency set) at Council's cost if not already held*

**Licences/tickets, clearances, membership**

Current 'MR' licence

RMS Traffic Control Certificate 'Traffic Controller'; or equivalent recognised in NSW

AQF3 Chemical Accreditation

Safe Work Near Overhead Powerlines Certificate

Confined Space Accreditation

Truck mounted loading crane

High Risk Work Licence Class 'DG' - Dogging

Waterways Boat Licence

**Experience**

Ability to recognise noxious and environmental weeds

Basic computer literacy

#### Other features of this position may include

After hours work as required, including call outs

Working and driving 4WD vehicles in difficult terrain

#### Generic performance requirements

**Ethics/probity** – act in accordance with the Code of Conduct.

**Equal employment opportunity** - comply with Council's Equal Employment Opportunity (EEO) Protocol.

**Health and safety (WHS)** - undertake duties and act at all times in accordance with the WHS Management System.

**Other duties (outside of specific position requirements)** - under the provisions of the Local Government (State) Award, Council may direct any employee to carry out duties that are believed to be within the employee's skills, qualifications, competence and fitness capabilities, whether or not they are a usual function of the position. Where an employee is required to perform duties associated with a higher position, the **Use of skills** Clause in the Local Government (State) Award will apply.

#### Declaration

In signing this declaration I acknowledge that I, .....  
have been advised of the requirements, terms and conditions of appointment to this position based on this Position Description.

Signed: ..... Date .....

*Employee*