



# BYRON SHIRE COUNCIL

## POSITION DESCRIPTION

**POSITION:** **Multi Skilled Operator**

**REPORTS TO:** Supervisor

**DIRECTORATE:** Infrastructure Services

**BRANCH:** Works

**CLASSIFICATION:** Grade 4

**STAFF:** N/A

<b>CONTACTS:</b>	<b>Internal</b>	<b>External</b>
	General Management and staff at all levels	Customers Consultants Contractors Government Departments Community Organisations

**POSITION OBJECTIVE:**

To provide high level of service in the construction and maintenance of Councils' Infrastructure.

Primarily to undertake Plant and Truck and / or Leading Hand operations within accredited license requirements and general labouring duties as required.

**ORGANISATION VALUES:**

You will demonstrate the Byron Shire Council's Organisational Values as an integral component of your position within the organisation.

It is expected that every action you take, as a representative of Byron Shire Council will be underpinned by a commitment and belief in our Organisational Values, which are:



WE LEAD WITH ENTHUSIASM AND PURPOSE



WE ARE OPEN, HONEST AND RESPECTFUL



WE FOSTER WELLBEING AND CREATIVITY



WE ACHIEVE OUR GOALS AND SUCCEED TOGETHER

**KEY RESPONSIBILITIES:****Organisational Relationships**

- Contribute to corporate goals and harmony by accepting responsibility for own work, participating in a positive manner and contributing to workplace change.
- Contribute to a culture of continuous improvement and effective and enjoyable work practices and relationships.

**Operations Management**

- Undertake plant and truck operation and general labouring duties in any of the following areas:
  - Road construction and maintenance, including traffic control
  - Bridge construction and repairs
  - Stormwater construction and maintenance
  - Water and sewer construction and maintenance
  - Parks and gardens construction and maintenance
  - Concrete structures, footpaths and paving, including estimating quantities
- Undertake plant and truck operation within the employee's accredited license requirements.
- Supervise from time to time other Council staff and / or traffic control on minor works and activities.
- Plan and monitor daily work schedules in collaboration with Supervisor and / or Team Leader.
- Ensure resources (equipment, vehicles, plant, tools etc.) are used and maintained in accordance with manufacturer's specification and operated in a responsible, safe and efficient manner.
- Contribute toward the achievement of team goals and harmony within the broader Works Team by accepting responsibility for own work, participating in a positive manner and contributing to workplace change.
- Ensure daily work activities are achieved in a timely and cost effective manner.
- Liaise with ratepayers / customers when required and provide a strong customer focus in the implementation of Infrastructure Services functions.
- Work in accordance with Councils' Code of Conduct, policies and procedures.
- Undertake other duties as directed within the Works Section.

**Financial Management**

- Ensure compliance with delegations of the position is maintained
- Ensure that activities operate within budgetary constraints.

**Human Resource Management**

- Comply with Council's Code of Conduct, Equal Employment Opportunity, Work Health Safety, corporate and human resources policies and procedures.
- Ensure effective and equitable supervision of staff.
- Promote and lead the team to create a high morale, team oriented, customer-focussed environment.

**Work Health & Safety Management**

- Work in a safe manner having regard for the environment, self and others and contribute to the development and implementation of Council's and the Directorate's Work Health Safety and environmental management policies, protocols, procedures and practices
- Report all risks, hazards, incidents and injuries immediately to supervisor.

**Other Duties**

- Other such duties as required that are within the limits of the employee's skill, competence and training.
- Organising and overseeing traffic control, as required.
- Act as Leading Hand for skilled tasks (e.g. structural concrete, new bridge construction, platforms/boardwalks, and other works), as required.
- Option to participate in after hours call out system.

**QUALIFICATIONS:**

- Class C Drivers licence.
- Current Medium Rigid Drivers Licence or higher licence as applicable.
- WorkCover Construction Induction Certificate.
- Traffic Controller ticket.
- Implement Traffic Control Plans ticket
- Plant Verification of Competency (VOC), licences and / or tickets as applicable.

**EXPERIENCE:**

- Experience in the operation and maintenance of plant and trucks.
- Experience in staff supervision.
- Demonstrated experience in general labouring duties.

**KNOWLEDGE:**

- Knowledge of Work Health and Safety principles and requirements and other legislation relevant to the area of work.

**COMPETENCIES:**

Demonstrated ability to:

- Operate major plant and trucks and hold the required Safework tickets / Licences.
- Maintain major plant and trucks in accordance manufacture specification.
- Working within a team to achieve agreed outcomes and a positive work environment.
- Effectively lead and motivate staff.
- Completing work activities on a daily basis with the flexibility to adjust to meet changing priorities.
- Being self-motivated and showing initiative in the delegated areas of responsibility.
- Interpersonal skills to deal courteously with staff and members of the public, providing a high level of customer service.
- Applying Work Health and Safety practices to minimise risk and ensure safe work practices are adopted in the workplace.
- Provide excellent customer service and delivery quality service outcomes.
- Coordinate, manage and prioritise own workload in a busy complex environment.
- Apply high level interpersonal skills including the ability to communicate both in writing and verbally.
- Work independently and contribute positively to a team environment.
- Be flexible in your approach to work and adapt well to workplace change.
- Work to timelines within budget.
- Effectively use information technology.

**SELECTION CRITERIA**

**Essential Criteria**

- Demonstrated experience, Verification of Competency and Safework Tickets in the operation and maintenance of major plant and/or trucks (such as excavator, loader, grader, backhoe, tipper truck, prime mower, crane truck, etc).
- Demonstrated experience in the effective supervision of staff.
- Ability to maintain records such as WHS, Hire details, Load details, timesheets, etc.
- Proven experience and ability to perform a range of labouring functions.
- Ability to work within a team to achieve agreed outcomes and a positive work environment and the flexibility to adjust to meet changing priorities.
- Sound organisation skills and ability to plan and prioritise multiple projects and / or tasks while consistently meeting agreed timeframes.
- Sound interpersonal skills and ability to provide excellent customer service and deliver quality service outcomes as part of a multi-disciplinary team.
- Demonstrated commitment to Work Health Safety, Equal Employment Opportunity and Cultural Diversity principles.
- Current Drivers Licence
- WorkCover Construction Induction Certificate.

**Preferred Criteria**

- Medium Rigid Drivers Licence.
- HR Licence.
- HC licence.
- Traffic Controller ticket.
- Implement Traffic Control Plans ticket.
- Demonstrated experience in the loading of Heavy Vehicles.
- Working near Overhead Power Lines ticket / competency.
- Commitment to and understanding of process improvement and sustainability principles.

**PRESENT OCCUPANT:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**SUPERVISOR:** Supervisor

**SIGNATURE:** \_\_\_\_\_