

Position description

Plant/Tractor Driver

Summary information

Section	Open Space Maintenance	Directorate	City Assets
Position grade	Band 1 Level 3 Grade 3	Position type	Permanent, full-time Casual
Reports to	Team Leader Open Space	Direct reports	No
Approval limit	\$0	Release limit	\$0
Created/reviewed	January 2020	BCC number(s)	BCC326, 335, 336, 337, 338, 345, 347, 353, 354, 358, 387, 390, 401, 407, 436, 444, 445, 450, 451, 453, 454, 1695

1 Position purpose

- To Maintain Council's public open space recreational facilities in an efficient and professional manner, in accordance with the service levels established by Council
- Operate Council's major grass cutting equipment (tractors), reach mower and other plant and equipment affiliated with broad acreage grass cutting operations within the spread of hours assign to this position
- Act in accordance with the *New South Wales Work Health Safety Act 2011, Work Health Safety* Qualifications and experience.

2 Qualifications and experience

Essential

- Extensive experience in tractor operations and of large-scale turf cutting maintenance
- Extensive experience in all facets of the maintenance of open space public recreational facilities, including sports fields, passive recreation facilities, roadside maintenance, public gardens etc.
- Class C drivers licence.

Desirable

- Class MR drivers licence
- WorkCover approved Front-end Loader accreditation
- WorkCover approved Back-Hoe Operator accreditation
- Service NSW approved Traffic Controller Implementation Accreditation
- Relevant (Qualifications) in a related field
- Service NSW approved Traffic Controller Accreditation
- Herbicide Application Accreditation.

3 Authority

The incumbent has the authority to take any reasonable action that is consistent with the responsibilities of the position and to ensure the safe and efficient undertaking of work activities.

The incumbent's authority is subject to any limitation imposed by the management team, organisational policies, procedures and work instructions.

4 Key accountabilities

Position specific

- Efficient, effective and safe utilisation of Council's plant and equipment
- Completion of all allocated tasks in a timely, professional and efficient manner and to the level of service established by Council
- To work efficiently and effectively in a team environment
- To provide the highest level of service to internal and external customers
- Adhere to Council's Code of Conduct, relevant Australia Standards, Guidelines, Codes of Practice and Statutory and legal requirements
- If this role is identified as a position which undertakes coordination of volunteer programs as well as the supervision of volunteers when they are on site (not including work experience placements) you will be required to:
 - familiarise yourself with our Volunteers policy and standard
 - implement the policy and follow this Managing Volunteers standard in a consistent and fair manner
 - undertake training needed to effectively coordinate volunteers
 - allocate sufficient time to volunteer coordination.

Work health and safety (WHS)

- Implement, monitor and, or comply with councils WHS Management System, including but not limited to WHS Policies, Standard Operating Procedures, Risk Assessments/Work Instructions and associated system tools in their relevant work area.
- Adequately familiarise themselves with their WHS responsibilities and actively fulfill these as indicated in the WHS Responsibilities guideline WHS001.
- If this role is identified as a position with 'Chain of Responsibility' requirements, as defined by the *Heavy Vehicle National Law (HVNL)* and Regulations, you will, as far as reasonably practicable, ensure the safety of the vehicles transport activities. This is not limited to preventing breaches of mass, dimension, load, speed and fatigue laws and regulations.
- If this role is identified as a position which undertakes child-related work, as defined by the *Child Protection (Working With Children) Act 2012*, the *Child Protection (Working With Children) Regulation 2013* and the Office of the Children's Guardian, you will be required to maintain a current and valid Working with Children Check number, renewable every 5 years. In the event that there is any change to your Working with Children certificate clearance, you are obliged to report this to your Manager immediately
- WHS001 - Matrix is attached.

Corporate

- To commit to and embrace the objectives of Our Blacktown City 2036. Contributing within Council's staffing structure and program of works to deliver our corporate objectives and strategic vision.

Equal employment opportunity (EEO)

- Demonstrate appropriate knowledge of, and commitment to, EEO principles and anti-discrimination law in the workplace.

Environmental sustainability

- Act in accordance with the *Protection of the Environment Operations Act 1997*, the *New South Wales Local Government Act 1993* and seek to conserve and enhance our local environment, in consideration of Council's environmental sustainability policy through our work practices, programs and services.

5 Duties

- Undertake all tasks assigned to the position
- Fill in work load, hazard reporting forms, timesheets etc. accurately when required
- Operate tractors and implements safely, effectively and efficiently
- Maintain all plant and equipment in a clean and safe manner
- Maintain Open Space areas, including sports fields, reserves, gardens, etc., to agreed standards, schedules and within agreed time frames
- Undertake maintenance, renovation and construction works to turf areas, gardens, landscaped areas, etc. as required
- Erection of temporary barricades including temporary fencing, Parr webbing, safety tape, etc. as required
- Undertake change of season preparations for sports fields e.g. covering & uncovering of cricket wickets, installation or dismantling of goal posts, line marking, etc.
- Undertake prestart checks on all plant and equipment
- Ensure daily maintenance of plant and equipment under the position holder control
- Operate a variety of plant and equipment for the maintenance of Open Space area's including push mowers, whipper snippers, edgers, ride on lawn mowers, out front mowers etc. as required
- Undertake the maintenance of garden including the planting of trees, shrubs and annuals, pruning of trees and shrubs and weeding, mulch of garden etc. as required
- Herbicide applications.(if suitably qualified)
- Perform any other duties as allocated by the immediate supervisor, Operation Supervisor or Operation Coordinator that is consistent with the objectives and accountabilities of the position
- Volunteer management duties if applicable
- Other duties as directed consistent with the operations of Council.

6 Performance criteria

As per Council's performance management system.

Acknowledgement and agreement	
Employee	Name _____
	Signature _____ Date _____
Supervisor	Name _____
	Signature _____ Date _____