

# POSITION DESCRIPTION

<b>POSITION</b>	<b>POSITION NUMBER</b>
Plant Operator Construction	1342
<b>CLASSIFICATION</b>	<b>LOCATION</b>
Band 3	Depot
<b>DEPARTMENT</b>	<b>DIVISION</b>
Infrastructure	Infrastructure and Environment
<b>AGREEMENT</b>	
Ballarat City Council Enterprise Agreement No. 8, 2019	

## Position Objectives

The role of this position is to provide a range of plant operating skills that will enable the Construction Unit to effectively deliver in a timely manner the required capital works projects in accordance with the relevant plans and specifications.

## Key Responsibility Areas

### Plant Operation

- Conduct work across a range of work groups within Infrastructure and Environment, as directed and where skills and competencies allow, when resources are required to complete works or to backfill specialist positions.
- Safe and competent operation of Heavy Ridged Trucks up to 13.9 tonnes GCM.
- Safe and competent operation of backhoes, front-end loaders and skid steer loader.
- Carry out regular checks, adjustments and minor maintenance to ensure all equipment is maintained in a safe and operational condition.
- Performance of other duties as required provided such duties are within the limits of the position occupants skills, competence and training.

### Customer Service

- Maintain high quality public relations in all dealings with the general public and other team members and Council staff.
- React to customer or public requests and comments in a courteous and efficient manner.
- Co-operate in the development of new skills.

### From a Health & Safety perspective the City of Ballarat requires the following:

- Report hazards, incidents, injuries and unsafe practices as soon as possible.
- Constructive participation in investigations and assistance in implementing corrective actions.
- Wear PPE and follow safe work procedures as directed.
- Constructively participate in monthly team meetings.
- Comply with the City of Ballarat safety system
- Participate constructively in all forums set up to investigate, improve or communicate safety.

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<b>REPORTS TO:</b>	<b>DIRECT REPORTS:</b>
Team Leader Construction	Nil
<b>ORGANISATIONAL RELATIONSHIPS</b>	
Internal: Infrastructure Environment Construction Team	External: General Public Contractors

## Accountability and Extent of Authority

- Undertake daily activities efficiently and effectively under general supervision.
- Responsible for the performance and quality of allocated works.
- Responsible for the routine maintenance of and the safe and efficient operation of plant and equipment owned or hired by Council.
- Responsible for reporting of any safety issues, unlawful acts, contractual delivery problems, breakdowns or any other relevant issues that occur in the area of responsibility.

## Judgement and Decision Making

- Ensure allocated plant and equipment are used in keeping with sectional and organisational procedures and policies ensuring maximised productivity whilst minimising undue wear and tear.
- Ensure issues of Occupational Health and Safety, Safe Work Procedures and Council policies and procedures are adhered to.

## Specialist Skills and Knowledge

- Proficiency in the safe and competent operation of one or more of the following as agreed;
  - Heavy Ridged Truck
  - Backhoe
  - Front End Loader
  - Forklift
  - Skid Steer Loader
  - Safe and competent operation of plant and vehicles with GCM of up to 22.4 tonnes.
- In conjunction with the appropriate supervisor provide relevant on the job training and operational support to other staff from time to time.
- A practical awareness of broader obligations in relation to Councils Integrated Management System relative to quality control, OH&S and environmental management.
- Experience with concreting and/or asphaltting (desirable)

## Management Skills

- Ability to provide some on the job training as required and has a basic understanding of organisational personnel practices.

## Interpersonal Skills

- Communicates effectively with and be able to gain cooperation from other employees and the public.
- Provide general reports on works in written or verbal format when requested.

## Qualifications and Experience

- Heavy Ridged Truck licence including endorsement to enable operation of truck and trailer combinations to 22.4 tonne GCM.
- Demonstrated relevant experience in the operation of medium and heavy mechanical plant.

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- Certificate of Competency for Back how, Front End Loader, Forklift and Skid Steer Loader
- Traffic Controller Level 2 Worksite management (desirable)
- Construction Induction / Red Card
- First Aid Certificate (desirable)
- Experience with concreting and asphaltting (desirable)

## SELECTION CRITERIA

- Qualifications and experience as listed above.
- Knowledge and understanding of health and safety issues relevant to work activities and work area.
- Demonstrated relevant experience in the operation of medium and heavy mechanical plant.
- Experience with concreting and/or asphaltting (desirable)

*The City of Ballarat is committed to being a child safe organisation and has zero tolerance for child abuse and harm. We are committed to providing an environment and culture that promotes the safety, health and well-being of children and young people and which provides a voice to all children, including those from an Aboriginal and Torres Strait Islander background, with disabilities and from culturally, religiously and linguistically diverse backgrounds. We have policies, procedures and training in place that support our employees, volunteers and contractors to achieve these commitments and to ensure all children are listened to, their views respected, and their contribution recognised to ensure Council environments are safe.*

## ACKNOWLEDGEMENT

*Please sign and date to acknowledge you have read and understood this position description.*

Name:

Signature:

Date: