



## **POSITION DESCRIPTION**

<b>Position Title:</b>	Works Operator
<b>Position no:</b>	20180021
<b>Department:</b>	Infrastructure Services
<b>Main purpose of the role:</b>	To competently and safely operate items of plant and equipment and perform labouring tasks.
<b>Reports to:</b>	Overseer
<b>Subordinate Staff:</b>	Nil
<b>Hours of work:</b>	38 hours per week to be worked 7.00am to 4.00pm Monday to Friday based on a 9 day working fortnight
<b>Salary Grade:</b>	Grade 4
<b>Disclosure of Interest:</b> Is the position required to complete a Disclosure of Interest Form (section 441 of the <i>Local Government Act, 1993</i> )?	No
<b>Last reviewed:</b>	October 2018

## **PRIMARY RESPONSIBILITIES AND DUTIES**

- Operate and maintain items of plant and equipment as required in a safe and competent manner in accordance with manufacturers' specifications.
- Actively undertake physical labouring tasks as required.
- Implement traffic control plans and perform traffic control duties.
- Participate in community education and other engagement activities related to Environmental and Recreational matters.

- Ensure that work is performed to a high standard and completed in a timely manner.
- Complete and provide accurate documentation as required.
- Actively participate in team development and meetings and promote improvement in Council procedures and assist Council to achieve its objectives.
- Hold and maintain Roads and Maritime Services RMS approved Traffic Controller, Apply Traffic Control Plans, and Prepare Workzone Traffic Management Plans qualifications as required.
- Hold and maintain current competency in chemical application accreditation to AQF Level 3 or above.
- Hold and maintain a current driver's licence.
- Hold a WorkCover Construction Induction Card (White card).
- Undertake training as required.
- Comply with Council's Work Health and Safety (WHS) processes and actively participate in WHS consultation and training.
- Actively contribute to ensuring that a safe work environment and safe systems of work are in place.
- Participate in the development and implementation of Council's WHS policies, procedures and guidelines, and other documentation.
- Obtain and/or maintain currency of first aid qualifications as required.
- Provide assistance to others in the team as required.
- Perform other duties as required.

### **MANDATORY SELECTION CRITERIA**

- Hold a SafeWork NSW recognised Construction Induction Card.
- Hold a current driver's licence (preferably Medium Rigid – MR).
- Demonstrated ability to work in a team environment and to contribute to team outcomes.