



## **POSITION DESCRIPTION**

<b>Position Title:</b>	Works Operator
<b>Position no:</b>	20240001
<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>	Supervisor Works / Team Leaders
<b>Subordinate Staff:</b>	Nil
<b>Hours of work:</b>	38 hours per week to usually be worked from 6.30am to 4.30pm Monday to Thursday based on a 4-day working week
<b>Salary Grade:</b>	Grade 4
<b>Disclosure of Interest:</b> Is the position required to complete a Disclosure of Interest Form (clause 4.18 of Council's <i>Code of Conduct for Council Staff</i> )	No
<b>Last reviewed:</b>	January 2024

### **PRIMARY RESPONSIBILITIES AND DUTIES**

- Operate and maintain items of plant and equipment 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 a SafeWork NSW issued Traffic Control Work Training Card for the following types of traffic control work;
  - Traffic controller (TCR) – direct traffic in accordance with a work zone traffic management plan, and,
  - Implement traffic control plans (IMP) – implement a work zone traffic management plan in the immediate vicinity of a workplace
- 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 SafeWork NSW recognised Construction Induction 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 Councils 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**

- Demonstrated experience in the safe operation and maintenance of a variety of plant and equipment used in the civil construction industry.
- Demonstrated experience, capacity, and willingness to undertake labouring tasks.
- Demonstrated ability to work in a team environment and to contribute to team outcomes.
- Hold a SafeWork NSW recognised Construction Induction Card.
- Hold and maintain a SafeWork NSW issued Traffic Control Work Training Card or be prepared to obtain same.
- Hold a current driver's licence (preferably Medium Rigid – MR).