

POSITION DESCRIPTION

Position Title:	Plant Operator, Drainage Infrastructure Activity
Section:	Civil Infrastructure
Department:	Technical Services & Operations
Grade:	4
Approved Status:	Permanent Full Time
Last Reviewed:	December 2016
Reviewed By:	Manager, City Services

1. Objectives of Position

- 1.1. To contribute to the professional performance of City of Canada Bay Council by operating equipment in an efficient and professional manner.
- 1.2. To provide on-site operational support, both through the use of equipment and labour assistance, necessary in the Drainage Infrastructure Activity and the Street Sweeping activity in a reliable and thorough manner.
- 1.3. To provide technical and operational input to the Coordinator, Drainage Infrastructure Activity on Drainage Infrastructure related tasks, and other related operational matters affecting the reliability and integrity of drainage infrastructure.
- 1.4. Maintain a high standard of workmanship, safety and environmental protection in all works under your control while working within budget constraints and in accordance with Council policies and guidelines

2. Key Accountabilities

2.1. Technical / Operational

- 2.1.1. Assess and review work practices to optimise work productivity, and suggest improvements to Coordinator
- 2.1.2. Provide guidance and advice to staff on technical matters to enable work to be carried out in a cost-effective and safe manner
- 2.1.3. Carry out all necessary investigation of Department requests as requested by Coordinator and report back on findings
- 2.1.4. Ensure security measures to protect Council equipment from loss or theft whilst conducting daily work.
- 2.1.5. Carry out daily pre-start checks of plant, including cleaning of equipment, completion of standard maintenance forms and reporting of all vehicle problems to Workshop Coordinator
- 2.1.6. Completion of Daily Worksheet, verifying completion of assigned tasks
- 2.1.7. Contribute to maintaining a harmonious work environment

2.2. Financial

2.2.1. Nil

2.3. Management & Leadership

2.3.1. The operator needs to lead the plant and/or the fellow working labour in a safe and efficient manner

2.4. Communication, Consultation & Engagement

2.4.1. Communicate in a professional manner with residents when required

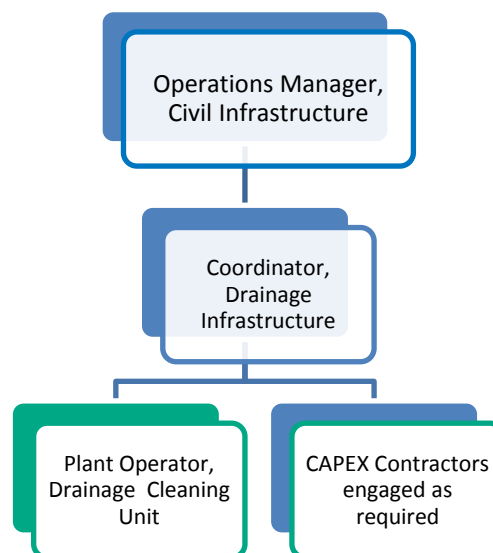
2.5. General

2.5.1. To comply with the operational responsibilities unique to the position as outlined in the attached schedule.

2.5.2. Provide support to other departments in times of high workload or emergency call out situations

2.5.3. Other duties not specified but appropriate to the position

3. Position / Department Structure



4. Essential Knowledge, Skills and Experience (Essential Criteria)

4.1. Current “MR” Class Drivers Licence

4.2. WorkCover accredited Work Health and Safety (WHS) General Induction for Construction Work in NSW

4.3. Traffic Control Certificate – BLUE

4.4. Ability to perform manual labour and an interest in working outdoors as well as a mechanical aptitude with the willingness and ability to operate machinery

4.5. Demonstrated ability to work effectively as part of a team, follow instructions and work within a set timeframe with limited supervision

4.6. Written and verbal communication skills, basic level

4.7. Demonstrated sound communication skills and strong customer service focus

5. Desirable Knowledge, Skills and Experience (Desirable Criteria)

- 5.1.** 5 years experience operating mechanical equipment, such as truck-mounted lifting equipment, drainage cleaning and other high pressure equipment
- 5.2.** Experience operating left-hand drive equipment, such as truck-mounted sweeper
- 5.3.** Current First Aid Certificate

6. Agreement

We the undersigned agree that the position description and competencies contained herein are accepted as appropriate for the performance of this position.

Signed: _____ Date: _____
Appointed employee

Signed: _____ Date: _____
Supervisor / Manager

Signed: _____ Date: _____
Director / General Manager

SCHEDULE OF OPERATIONAL RESPONSIBILITIES

1. Work, Health & Safety Responsibilities

1.1. Worker

A worker's responsibilities include, but are not limited to:

- 1.1.1. Taking reasonable care for his/her own health and safety.
- 1.1.2. Taking reasonable care that his or her acts or omissions do not adversely affect the health and safety of others.
- 1.1.3. Compliance, so far as the worker is reasonably able with any reasonable instructions that are given by Council or a Person Conducting a Business or Undertaking (PCBUs) for City of Canada Bay where applicable.
- 1.1.4. Cooperating with any reasonable policy or procedure of the City of Canada Bay or PCBUs working at or for City of Canada Bay or where applicable at the workplace that has been notified to workers.
- 1.1.5. Reporting all incidents, hazards and near misses to their direct supervisor.
- 1.1.6. Actively participating in injury management and rehabilitation programs.
- 1.1.7. Using Personal Protective Equipment (PPE) where required and in accordance with the manufacturer's instructions.
- 1.1.8. Maintaining all tickets, licences, operative training etc, required for the job either by legislation or through Council's or a PCBU's policies and procedures and advise Team Leaders of any change to these.
- 1.1.9. Attending all specified training and induction courses.
- 1.1.10. Contributing to workplace practice and procedure reviews.
- 1.1.11. Advising Team Leaders/Coordinators of any WHS issue that they believe should be addressed in the workplace.
- 1.1.12. Ensuring all hazards identified are reported to their immediate supervisor and appropriate forms completed.
- 1.1.13. Participating in workplace inspections.
- 1.1.14. Ensuring appropriate supervisory staff are advised of any person who is not engaging or complying with safe work practices or Council policies and procedures.

2. Equal Employment Opportunity Responsibilities

Comply with Equal Employment Opportunity (EEO) legislation as well as Council's EEO policies & procedures.

3. Sustainability Responsibilities

Contribute to Council's environmental sustainability objectives and targets through active participation and compliance with Council's policies & procedures.

4. Record Keeping Responsibilities

Comply with the requirements of Council's Code of Conduct.

5. Designated Person Classification

This position is not classified as a "designated position" under section 449 of the Local Government Act 1993 and is therefore not required to complete a 'Disclosures by Councillors and Designated Persons Return'.

6. Code of Conduct Obligations

Comply with the requirements of Council's Code of Conduct.

7. Delegations

Delegations for the position are listed in the Register of Delegations for Technical Services & Operations and are to be exercised in accordance with the requirements of the register and the "Delegations Practice Guide".

8. Organisation Values

8.1. Creativity

All staff are encouraged to explore opportunities and new ideas.

8.2. Fun

We choose to create a great place to work.

8.3. Leadership

We inspire and enable staff to bring out the best in themselves and each other.

8.4. Teamwork

We treat each other the way we would like to be treated.

8.5. Respect

We work together collaboratively, and in support of each other.

7. Acknowledgement

I have read and understood, and agree to comply with, the Operational Responsibilities as outlined above:

Initialled: _____
Appointed employee

Date: _____

Initialled: _____
Supervisor / Manager

Date: _____

SKILL PROGRESSION & ASSESSMENT RECORD

PLANT OPERATOR - CLEANSING SERVICES



City of Canada Bay Council

Salary Step - Apply at all salary steps

Common Skills	Standard for the Use of Skills	N/A	Employee		Reviewer		Comments
			Standard		Standard		
			Yes	No	Yes	No	
Accept responsibility for and manage own work	<ul style="list-style-type: none">• Instructions are clearly understood and factors affecting work requirements are identified and appropriate action taken.• Responsibilities and duties are performed in accordance with work standards and Council policies, procedures and code of conduct.• Appropriate persons are informed if additional support is required to complete allocated work within agreed timeframes.						
Communication	<ul style="list-style-type: none">• Communication with staff at all levels is appropriate to the workplace standards and promotes co-operation at all times.						
Customer Service	<ul style="list-style-type: none">• Communication with the public is conducted in a courteous manner and the information provided is accurate and timely in accordance with Council policy.• A standard of personal presentation and contact with customers is in accordance with Council policy and guidelines.• Complaints or disputes can be identified and resolved promptly or referred to the appropriate person(s).						
Planning & Organising	<ul style="list-style-type: none">• Work activities are organised to achieve agreed outcomes by determining the priority of tasks with respect to allocated resources and considering the impact on others.						
Leadership	<ul style="list-style-type: none">• Leadership is demonstrated through the co-ordination of and participation in the team's activities.• Knowledge of the work to be undertaken is shared, guidance is provided.• Supports and leads by example.						

Salary Step - Apply at all salary steps

Common Skills	Standard for the Use of Skills	N/A	Employee		Reviewer		Comments
			Standard		Standard		
			Yes	No	Yes	No	
OH&S and Risk Management	<ul style="list-style-type: none">Safe Work Method Statements and Safe Operating Procedures are followed at all times.Council policies and procedures relating to OH&S are adhered to at all times.Potential risks can be recognised with the ability to take necessary action to minimise exposure to that risk.						
Participate in workplace change processes	<ul style="list-style-type: none">Agreed changes to improve work outcomes are acted upon.						
Teamwork - work with others	<ul style="list-style-type: none">Responsibilities and duties are undertaken in a positive manner to promote co-operation and good relationships.Information relevant to the work is shared with colleagues/co-workers and co-operation is promoted to achieve required output and work standard.Meets commitments to undertake work or assist other staff.Problems and conflict are recognised and resolved/referred to appropriate person(s).						
EEO	<ul style="list-style-type: none">The principles of equal employment opportunity are observed and implemented.						

Salary Step - 1

Job Specific Skills	Standard for the Use of Skills	N/A	Employee		Reviewer		Comments
			Standard		Standard		
			Yes	No	Yes	No	

Meet Essential Qualifications and Experience							
Operate light to heavy vehicles as well as specialised plant & equipment	<ul style="list-style-type: none"> Possesses relevant licences. Demonstrates a safe record in driving. Demonstrated competency in driving light to heavy vehicles and specialised plant and equipment. 						
Undertake basic cleaning duties	<ul style="list-style-type: none"> Work undertaken under direct supervision to required standard. Work is undertaken in accordance to Council specifications. Equipment is used according to Council OH&S procedures. Work is carried out with regard to stated timeframes. Work undertaken under direction in relation to quality and quantity of works. Assists in site set out. 						
Operate small plant and equipment	<ul style="list-style-type: none"> Understands the use of and is able to use small plant and equipment regularly used in work. Understands the basic maintenance of small plant regularly used. Uses equipment according to manufacturer's specifications and/or Council policies and procedures. Reports any faults or problems to Coordinator. 						
Carry out basic maintenance of plant and equipment	<ul style="list-style-type: none"> The performance of plant and equipment is monitored and deficiencies are reported. Recurring problems are reported to Workshop Team Leader. Conduct prestart visual and basic maintenance checks to confirm correct plant operation in accordance with manufacturer's specifications and Council safety requirements. Plant is presentable and clean to a high visual standard. 						
Read and interpret route matrix and customer service requests	<ul style="list-style-type: none"> Shows a basic understanding of reading customer service requests and taking appropriate action accordingly. Work is undertaken according to works matrix. 						

Salary Step - 1

Job Specific Skills	Standard for the Use of Skills	N/A	Employee		Reviewer		Comments
			Standard		Standard		
			Yes	No	Yes	No	
	<ul style="list-style-type: none">Planned route is correctly followed with the aid of street directory, matrix GPS and roadmap.Required route documentation is completed in accordance with Councils matrix.						
Clean up work area	<ul style="list-style-type: none">Work area is cleared in accordance with directions given.Tools and equipment are cleaned and stored after use in accordance with manufacturers' recommendations and standard work practices.Ensures that wash bay is left in a clean and tidy manner.						
Handles fuels and other hazardous materials safely	<ul style="list-style-type: none">Understands and is able to identify fuels regularly used in the workplace.Uses and stores fuels, flammable liquids and other hazardous materials in the appropriate manner to minimise risk.						
Control traffic at work site	<ul style="list-style-type: none">Safety signs and barriers are in place at the worksite as directed.Vehicle and pedestrian traffic is controlled using clear signals according to workplace procedures.Safety and personal protective equipment are used in accordance with manufacturers' recommendations and workplace procedures.						
Inspections and reporting	<ul style="list-style-type: none">Problems and faults with Council assets are recorded and reported in accordance with Council requirements.						
Occupational Health and Safety	<ul style="list-style-type: none">Understands and complies with Safe Work Method Statements.Understands OH&S as it applies to the immediate work area.Understands risk management issues as they apply to the immediate work area.Able to practically apply basic OH&S in daily work.Uses protective clothing and equipment as appropriate to work.Uses safety signage and safe work practices to maintain own and public safety.Hazards in the work area are recognised and reported to designated personnel according to workplace						

Salary Step - 1

Job Specific Skills	Standard for the Use of Skills	N/A	Employee		Reviewer		Comments
			Standard		Standard		
			Yes	No	Yes	No	
	<p>procedures.</p> <ul style="list-style-type: none">• Safety requirements are followed in accordance with safety plans and policies.• Safe use of street water hydrants is demonstrated.						
Communication / Customer Service / Identify Customers Needs	<ul style="list-style-type: none">• Answers enquiries in a friendly and polite manner.• Appropriate rapport is established and maintained with customers to ensure the delivery of a quality service.• Customer complaints are directed to appropriate supervisor.						
Maintain Records	<ul style="list-style-type: none">• Completes leave forms as required.• Forms are completed accurately, within the specified format and returned within agreed timeframes.						

Salary Step - 2

Job Specific Skills	Standard for the Use of Skills	N/A	Employee		Reviewer		Comments
			Standard		Standard		
			Yes	No	Yes	No	
Undertake cleaning duties	<ul style="list-style-type: none">• Work instructions and operational details are obtained, confirmed and applied.• Tools and equipment selected to carry out tasks are consistent with the requirements of the job, checked for serviceability and any faults are rectified or reported prior to commencement.• Materials appropriate to the work application are identified, located and safely handled.• Undertake graffiti removal when required.• Undertake cleaning and inspection of wharf and Council owned bus shelter structures.• Able to rotate between functional areas including street sweeping and waste removal in parks, facilities and streets.						
Read and interpret route matrix and customer requests	<ul style="list-style-type: none">• Sound judgement is used to interpret basic situation and find acceptable solutions to basic problems when instructions are not clear.						
Problem solving	<ul style="list-style-type: none">• Develops practical solutions to daily work issues.• Applies a range of problem solving strategies to a given problem.						
Identify Customers Needs	<ul style="list-style-type: none">• Limitations in addressing customers' needs are identified and appropriate assistance is sought from designated individuals.• Minor customer complaints are handled sensitively and courteously (under direction) in accordance with organisational requirements.						
Clean up work area	<ul style="list-style-type: none">• Materials are disposed of, reused or recycled in accordance with legislation / regulations / codes of practice and job specification.						

Salary Step - 3

Job Specific Skills	Standard for the Use of Skills	N/A	Employee		Reviewer		Comments
			Standard		Standard		
			Yes	No	Yes	No	
Undertake cleaning duties	<ul style="list-style-type: none">• Work undertaken includes plant operation and pit cleaning to required standard.• Environmental protection requirements are identified in accordance with environmental plans and regulatory obligations and applied.• Feedback is provided to Team Leader in relation to work undertaken.						
Supervision of Operational staff	<ul style="list-style-type: none">• Assists in providing on site training for non-skilled staff.• Communicates effectively with team members to negotiate and resolve minor disputes.• Gives immediate and appropriate feedback to Coordinator in relation to work undertaken.• Assists Coordinator to motivate staff to repeat exceptional performance and to improve poor performance.						
Co-ordination of Worksite activities	<ul style="list-style-type: none">• Assists staff to ensure that work is done on time and to the specified standard.• Helps ensure that appropriate equipment and materials are available to undertake the work.• Assists with the instruction of others in the operation of equipment and tools to ensure that work is carried out safely and is in compliance with manufacturers and council guidelines and procedures.						
Identify Customers Needs	<ul style="list-style-type: none">• Active listening techniques are used to determine client needs.• Expectations are clarified and accurately identified using appropriate interpersonal skills.• Discretion is used to handle customer complaints with minimal direction. Complaints are handled sensitively and courteously in accordance with organisational requirements.• Direct feedback is provided to customers as required.						
Measure and calculate materials	<ul style="list-style-type: none">• Assists in the calculation of volumes for various types of works.• Materials are placed and applied in accordance with drawings and specifications.						

Salary Step - 3

Job Specific Skills	Standard for the Use of Skills	N/A	Employee		Reviewer		Comments
			Standard		Standard		
			Yes	No	Yes	No	
Inspections and reporting	<ul style="list-style-type: none">Verbal updates to Coordinator are clear and concise and any written reports are completed to the format required and in the timeframe agreed.						

Salary Step - 4

Job Specific Skills	Standard for the Use of Skills	N/A	Employee		Reviewer		Comments
			Standard		Standard		
			Yes	No	Yes	No	
Plan and prepare work	<ul style="list-style-type: none">Assistance provided for the planning and organisation of the workload of others.						
Identify Customer needs	<ul style="list-style-type: none">Customers are provided with information about available choices for meeting their needs and assisted in the selection of preferred options.Customers' needs are assessed for urgency to determine priorities for service delivery in accordance with organisational requirements.						
Manages subcontractors	<ul style="list-style-type: none">Activities of subcontractors are monitored to ensure compliance with OH&S and environmental regulations.Progress is monitored and records are maintained in accordance with organisational standards.Changes to meet unforeseen requirements, resources, reallocation / rescheduling and the extent of the change are communicated promptly for approval.						
Estimation and costing	<ul style="list-style-type: none">Assists in the estimation of time requirements to construct and/or perform required services.						

Work Plan - Performance Based Salary Progression (Step 5 and 6)

Job Specific Skills		Standard for the Use of Skills	N/A	Employee		Reviewer		Comments
				Standard		Standard		
				Yes	No	Yes	No	
5	Estimation and costing	<ul style="list-style-type: none">Assists in the estimation of time requirements to construct and/or perform required services.						
5	Co-ordination of Worksite activities	<ul style="list-style-type: none">Assists in providing on site training for non-skilled staff.Assists with the instruction of others in the operation of equipment and tools to ensure that work is carried out safely and is in compliance with manufacturers and council guidelines and procedures.						
5	Support teamwork initiatives	<ul style="list-style-type: none">Fosters an environment where team members support team and organisational goals.Supports open communication within the team generally and at team meetings.Resolves conflict within the work team.						
6	Use of technology	<ul style="list-style-type: none">Able to apply basic organisational software (e.g. Microsoft Word, Excel. Outlook) to facilitate work.						
6	Identify customer needs	<ul style="list-style-type: none">Customers' needs are assessed for urgency to determine priorities for service delivery in accordance with organisational requirements.						
6	Supervision of subcontractors and operational staff	<ul style="list-style-type: none">Assists Coordinator to motivate staff to repeat exceptional performance and to improve poor performance.Assists in the monitoring of subcontractor activities to ensure compliance with OH&S and environmental regulations.Progress is monitored and records are maintained (under direction) in accordance with organisational standards.Assists with the communication of changes to work due						
6	Use of technology	<ul style="list-style-type: none">Able to apply basic organisational software (e.g. Microsoft Word, Excel. Outlook) to facilitate work.DataWorks data is entered, checked and amended in accordance with organisational and task requirements.Data entry meets designated timeframes.						

Work Plan - Performance Based Salary Progression (Step 5 and 6)

Job Specific Skills	Standard for the Use of Skills	N/A	Employee		Reviewer		Comments
			Standard		Standard		
			Yes	No	Yes	No	

Agreement

The Position Description is current and accurately reflects the skill requirements of the position

Manager Name:

Signature:

Date:

Employee Name:

Signature:

Date:

Council Details

Address:

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