

## POSITION DESCRIPTION

POSITION DETAILS			
<b>Position Title:</b>	Relief Plant Operator		
<b>Position Number:</b>	327	<b>Standard Position Hours:</b>	38 Hours
<b>Directorate:</b>	Works and Infrastructure	<b>Unit:</b>	Works Delivery
<b>Salary Grade:</b>	3	<b>Award Band and Level:</b>	Choose an item. Choose an item.
<b>Position Reports to:</b>	Team Leader		
<b>Staff Management:</b>	Nil		
<b>Budget Responsibility:</b>	Nil		
<b>Date Created:</b>	1 February 2015	<b>Date Last Reviewed:</b>	31 May 2016
<b>Version:</b>	2	<b>Document Number:</b>	DOC2015/012786

### ORGANISATIONAL ENVIRONMENT

Cessnock City Council employs approximately 320 employees and is responsible for a local government area of approximately 1,950 square kilometres within the Hunter Valley of New South Wales, approximately 120 kilometres north of Sydney and 40 kilometres west of Newcastle.

Cessnock City Council provides a diverse range of services and facilities for the residents and visitors of the local government area. Cessnock City Council comprises of 3 Directorates;

- Works and Infrastructure
- Planning and Environment
- Corporate and Community Services

### ORGANISATIONAL CONTEXT OF POSITION

The Works and Infrastructure Services directorate manages services associated with the following functions within Cessnock City Council;

- Works and Operations
- Infrastructure Management
- Open Space and Community Facilities
- Environment and Waste Services

The Works and Operations unit is responsible for provision of the Construction and Maintenance activities relating to Council's civil infrastructure including roads, stormwater drainage, bridges and the airport operations.

### WORKPLACE HEALTH & SAFETY

The Responsibilities, Authorities and Accountabilities (RAA's) applicable to this position is Level 6

For specific WHS Responsibilities, Authorities and Accountabilities applicable to this position, refer to the WHS RAA Handbook.

The person accepting this position is required to read and comply with the RAA's applicable to this position.

## PRIMARY OBJECTIVE

The primary objective of this position is to;

- Undertake plant operator duties, in a relief capacity, as a part of a multi-skilled team executing the maintenance and construction of roads, paved areas, drainage facilities and parks; and
- Undertake general labouring duties associated with the maintenance and construction of roads, paved areas drainage facilities and parks.

## KEY ACCOUNTABILITIES

1. Undertake plant operator duties, for allocated plant including;
  - Operation of allocated plant under supervision and/or instruction, in accordance with RMS Regulations and Council policies, procedures and guidelines.
  - Conduct pre-start checks of plant or equipment at commencement of each day and reporting of any defects found to supervisor.
2. Undertake general labouring duties including:-
  - Manual handling of materials, e.g. excavation and spreading of material, pipe laying, concrete works, erection of roadside furniture and roadside cleaning.
  - General concreting works including erection of formwork, fixing of reinforcement, placement and finishing of concrete.
  - General asphalt and bituminous sealing works, e.g. pothole patching, asphalt works and sealing operations.
  - Erection of erosion and sediment control measures such as silt fences, gabions, laying turf.
  - Landscaping work such as spreading of topsoil, laying turf, planting of trees and shrubs, hand watering and minor civil works.
3. Operate and maintain small plant and equipment such as chainsaws, plate compactors, hand mowers, hand tools, brush cutters, small fuel driven roller, and concrete vibrators.
4. Undertake works in accordance with all relevant quality, environmental and WHS requirements.
5. Maintain the health and safety of the general public and Council staff during the execution of works by ensuring safe work practices are adopted and adhered to in accordance with Council's WHS policy and procedures.
6. Ensure a positive image of Council is promoted throughout the community through courteous, responsive and efficient service.
7. Any other accountabilities or duties as directed which are within the employee's skills, competence and training.

## POSITION SELECTION CRITERIA

### Essential

1. Demonstrated experience and competence in the safe operation, servicing and maintenance of plant and vehicles.
2. Demonstrated experience and competency operating at least one of the following items of plant:
  - Grader
  - Skid Steer Loader
  - Backhoe Loader
  - Excavator
3. Demonstrated experience and competency in undertaking labouring duties for civil projects such as curb and gutter construction, stormwater pipe and sump construction.
4. Demonstrated experience and knowledge of road and drainage construction and maintenance requirements.
5. Demonstrated ability to plan and coordinate own work tasks on a daily basis and work with minimal supervision.
6. Demonstrated experience in the safe operation of minor plant and equipment.
7. Demonstrated ability to work cooperatively in a team environment.
8. Demonstrated basic literacy, numeracy, verbal and written communication skills.
9. Demonstrated knowledge and understanding of Workplace Health and Safety requirements.

### Essential Certificates, Licences and Tickets

10. Holder of all of the following;
  - Current Class HR driver's licence
  - Work Safely in the Construction Industry Certificate (White Card)
11. Holder of, or willingness and ability to obtain within 6 months of commencement, all of the following;
  - Current RMS Traffic Controllers Certificate
  - Current RMS Traffic Controllers Certificate (Implement Traffic Control Plans)
  - Safe Working Near Powerlines

### Highly Desirable

1. Holder of all of the following;
  - Current class HC driver's licence
  - Dogman
  - First Aid Certificate including CPR
  - Fire Extinguisher
2. Demonstrated experience and competency operating other plant Hiab Crane, Water Truck and/or Street Sweeper.
3. Demonstrated concrete construction and finishing skills and basic carpentry skills.
4. Demonstrated ability to determine materials and labour requirements to complete basic work components.
5. Crane Chaser's Certificate or knowledge of the principles of, and demonstrated experience in lifting loads.

SIGNATURE			
Employee			
Full Name:			
Signature:		Date:	