

POSITION DESCRIPTION

POSITION DETAILS			
Position Title:	Plant Operator – Excavator		
Position Number:	51	Standard Position Hours:	38 Hours
Directorate:	Works and Infrastructure	Unit:	Works and Operations
Salary Grade:	3	Award Band and Level:	Band 1 Level 3
Position Reports to:	Team Leader		
Staff Management:	Nil		
Budget Responsibility:	Nil		
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ORGANISATIONAL ENVIRONMENT

Cessnock City Council employs approximately 400 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 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 and bridges, workshop and fleet management, depot management 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 are to;

- Undertake plant operator duties as part of a multi-skilled team, associated with maintenance and construction of roads, paved areas, drainage facilities and/or parks. Primary item of plant operated being up to 20 Tonne Excavator, truck and trailer.
- Undertake general labouring duties associated with the maintenance and construction of roads, paved areas, drainage facilities and parks.

KEY ACCOUNTABILITIES

1. Undertake the safe operation of the excavator for the maintenance and construction of roads, paved areas, drainage facilities and/or parks, ensuring that it is operated in accordance with relevant regulation and Council policies, procedures and guidelines.
2. Undertake truck driving duties including;
 - The transportation of stores, equipment and materials.
 - The loading, unloading and securing of stores, equipment and materials as required.
 - The selection of the most appropriate route for the execution of duties.
 - Maintain the truck in a clean and well presented condition.
 - Undertake minor servicing on a daily basis or as required.
3. 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, turfing.
4. Undertake the safe operation of other plant for the maintenance and construction of roads, paved areas, drainage facilities and/or parks, ensuring that it is operated in accordance with relevant regulation and Council policies, procedures and guidelines.
5. Ensure that plant is maintained in a well presented, serviceable and roadworthy condition.
6. Monitor and maintain all stockpiles for the project site.
7. Adopt best practice work methods on works tasks
8. Undertake erosion and sediment control on worksites and stockpiles.
9. Undertake the safe operation and maintenance of small plant and equipment, such as chainsaws, hand mowers, hand tools, brush cutters and concrete vibrators.
10. Undertake the safe operation of all other plant as required, such as Roller and Compactor.
11. Complete the daily pre-start checklist and ensure that all relevant paperwork, including pre-start, fault report and incident reports are completely accurately and in a timely manner and in accordance with Council policies and procedures.
12. Control traffic at worksites, including placement of signs, lights and barriers.
13. Respond to emergency events on a roster basis if required.
14. Work and participate in an enthusiastic and co-operative team spirit.
15. Ensure that best practice work methods are adopted on work tasks.

16. Develop and maintain a positive team culture focused on teamwork and cooperation.
17. Undertake works in accordance with all relevant quality, environmental and WHS requirements.
18. 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.
19. Ensure a positive image of Council is promoted throughout the community through courteous, responsive and efficient service.
20. Any other accountabilities or duties as directed which are within the employee's skills, competence and training.

POSITION SELECTION CRITERIA

Essential

1. Demonstrated competence and experience in the operation of excavator, up to 20 Tonnes.
2. Demonstrated competence in the servicing and maintenance of excavator and other plant.
3. Demonstrated competence and experience in the operation of other heavy plant.
4. Thorough understanding of road and drainage construction and maintenance requirements.
5. Thorough knowledge of the effects of moisture content on road construction materials.
6. Willingness to work in a team environment in a co-operative manner.
7. Experience in the use of minor plant and equipment.
8. Demonstrated experience and understanding of sediment and erosion control techniques.
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 MR licence
 - Work Health and Safety General Construction Induction (White Card)
11. Holder of, or willingness and ability to obtain within 6 months of commencement, all of the following;
 - Current Traffic Controllers Certificate
 - Current Traffic Controllers Certificate (Implement Traffic Control Plans)
 - Safe Working Near Powerlines
 - Crane Chaser's / Dogman / Riggman Certificate
 - Fire Extinguisher Certificate
 - Erosion and Sediment control

Highly Desirable

1. Holder of the following;
 - Current Class HR driver's licence.
 - First Aid Certificate including CPR
 - Fire Extinguisher
2. Demonstrated competence in the operation, servicing and maintenance of other items of plant within the Council fleet.
3. Concrete construction and finishing skills.
4. Basic carpentry skills and landscaping requirements.

SIGNATURE

Employee

Full Name:			
Signature:		Date:	