

## Position Description

### Field Operator (Excavator Large with Mulching Head)

**Name of appointed officer:** Vacant

**Date of appointment:**

**Date of last review of position description:** October 2017

#### Salary and conditions

All terms and conditions of employment are consistent with the Local Government (State) Award unless otherwise stated.

Assessed entry level of position within salary system:	Band 1 Level 3
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Position limit within salary system: (20 Grade structure)	Grade 4 – Entry to Step 4
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Status of position:	Permanent
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Hours of work per fortnight:	76
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#### Organisational relationships

Directorate:	Works and Civil
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Section:	Civil Services
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Team:	Not applicable
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Work base:	Koolkhan Depot
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Position responsible to:	Supervisor (Roads Grafton/Koolkhan)
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Level of support and supervision:	High supervision
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Level of personal management	Low
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Level of teamwork required:	High
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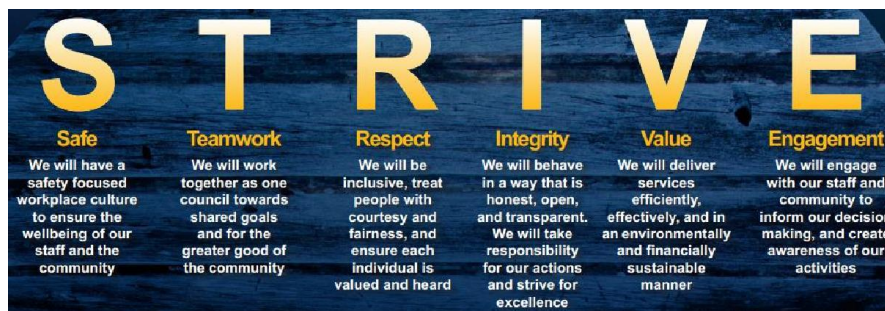
Supervision of staff:	Nil
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Internal contacts:	All staff within workgroup
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External contacts:	General public
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## Vision, mission and values

<b>Our vision:</b>	To make the Clarence Valley a community full of opportunity
<b>Our mission:</b>	To plan and deliver services valued by the community
<b>Our values:</b>	the acronym ' <b>STRIVE</b> ' describes the values and behaviours which are considered to be core requirements when we deal with each other and our community



## Physical requirements of the position

Frequent driving between job sites

Capable of working in difficult terrain, including walking up and down embankments and over rough ground, prolonged sitting and standing and frequent bending

Manual handling, including general labouring duties

Access and egress to plant and equipment

## Purpose of the position

To undertake works, including:

- operation of excavator including with mulching head for vegetation control
- operation of truck in the completion of construction and maintenance works;
- operation of plant in completing Council works;
- undertaking general labouring activities;
- completion of general documentation associated with completion of work activities; and
- working collaboratively as part of a work gang.

To convey information on Council issues

### Major duties and responsibilities

Undertake relevant works to ensure cost efficient delivery of service and a safe working environment for employees and the public, including (but not limited to) the following:

- Operation of an excavator to conduct trenching, lifting, loading and general excavation operations to WorkCover and Council standards
- Operation of an excavator with mulching head for vegetation control
- Operation of other designated items of plant within the operators capabilities and certification
- Operation of a truck to Council standards
- Undertaking general maintenance activities within the Council area
- Undertaking construction activities within the Council area
- Undertaking traffic control duties

Ensure works undertaken within the position are to the required standard and that activities comply with all WHS policies and procedures

Undertake works in accordance with all quality, environmental and WHS requirements, completing all appropriate documentation including (but not limited to):

- Active involvement in injury prevention and management, and return to work programs
- Risk assessments
- Selection and use of appropriate safe work codes and traffic control plans
- Plant pre start check lists
- Site inductions
- Quarry operation documentation
- Daily costing sheets
- Quality and environmental control documentation
- Timesheets and plant sheets

Liaise and coordinate with others to ensure efficient delivery of Council services

Convey information regarding the state of Council's asset/infrastructure

Be responsible for the maintenance of the first aid kit attached to the plant operated by the position

### Essential selection criteria

*The selection criteria must be addressed as part of your application. Applicants must meet the essential criteria in order to be considered for interview.*

#### Education and knowledge

Demonstrated literacy and numeracy skills

#### Licences/tickets, clearances, membership

Current MR Drivers Licence

Statement of Attainment (Excavator) or WorkCover ticket, or ability to demonstrate competence

WHS Construction Induction Training Certificate (NSW); or equivalent recognised in NSW

### Essential selection criteria

#### Experience

Demonstrated experience in a similar role, including:

- General trenching for pipeline works; and
- General excavation operations with the excavator

#### Position related skills

Communication skills including the ability to liaise with the public

Ability to follow instructions

#### Work qualities

Behaviour that positively demonstrates commitment to Council's STRIVE values

### Desirable selection criteria

*The following criteria are considered important and demonstrated capacity to meet them will be highly regarded*

#### Education and knowledge

Certificate III in Plant Operation

An understanding of road and drainage maintenance and construction activities

#### Licences/tickets, clearances, membership

RMS Traffic Control Certificate 'Traffic Controller'; or equivalent recognised in NSW

RMS Traffic Control Certificate 'Implement Traffic Control Plans'; or equivalent recognised in NSW

RMS Traffic Control Certificate 'Prepare a Work Zone Traffic Management Plan'; or equivalent recognised in NSW

Statement of Attainment (Backhoe) or WorkCover ticket, or ability to demonstrate competence and attain Statement of Attainment

Statement of Attainment (Front End Loader) or WorkCover ticket, or ability to demonstrate competence

Chainsaw Certificate Level 1 (trim and cross cut felled trees) (must hold certification FPICOT2239A or equivalent)

Safe Work Near Overhead Powerlines Certificate

Class 'HC' Drivers Licence

#### Experience

Demonstrated experience in a similar role, including using a mulching head on the excavator arm for vegetation control

**Other features of this position may include**

Call back

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**Generic performance requirements**

**Ethics/probity** – act in accordance with the Code of Conduct.

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**Equal employment opportunity** - comply with Council's Equal Employment Opportunity (EEO) Protocol.

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**Health and safety (WHS)** - undertake duties and act at all times in accordance with the WHS Management System.

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**Other duties (outside of specific position requirements)** - under the provisions of the Local Government (State) Award, Council may direct any employee to carry out duties that are believed to be within the employee's skills, qualifications, competence and fitness capabilities, whether or not they are a usual function of the position. Where an employee is required to perform duties associated with a higher position, the **Use of skills** Clause in the Local Government (State) Award will apply.

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**Declaration**

In signing this declaration I acknowledge that I, .....  
have been advised of the requirements, terms and conditions of appointment to this position  
based on this Position Description.

Signed: ..... Date .....  
*Employee*

Signed: ..... Date .....  
*Manager Human Resources*

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