

Position Description

Field Operator (General)

Name of appointed officer: Vacant

Date of appointment:

Date of last review of position description: March 2022

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
Position limit within salary system: (20 Grade structure)	Grade 3 Entry to Step 4
Status of position:	Permanent
Hours of work per fortnight:	76

Organisational relationships

Directorate:	Works and Civil
Section/Unit:	Civil Services
Team:	Not applicable
Work base:	Rushforth Road Works Depot, however this may change should business need identify other work locations to be more appropriate to deliver our services in the future.
Position responsible to:	Foreman Capital Works or Foreman Major Maintenance as relevant to the position
Level of support and supervision:	High supervision
Level of personal management	Low
Level of teamwork required:	High
Supervision of staff:	Nil
Internal contacts:	All staff within workgroup
External contacts:	General public, government agencies, and private organisations

Vision, mission and values

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



Purpose of the position

To work collaboratively as part of a gang in the delivery of road construction and maintenance works including the operation of multiple items of plant.

Convey information on Council issues

Ensure that activities comply with all WHS policies and procedures

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 designated items of plant within the operators capabilities and certification, e.g. Roller, Backhoe, Front End Loader, Skid Steer
- Operation of a truck (in excess of 8 tonne) to Council standards
- Undertaking general maintenance activities within the Council area
- Undertaking construction activities within the Council area
- Undertaking traffic control duties
- Undertaking general labouring duties

Ensure works are undertaken to required standard

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
- 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

Certificate II in a relevant field; or equivalent relevant industry experience

A general knowledge of road and drainage maintenance and construction activities

Licences/tickets, clearances, membership

Current MR Drivers Licence

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

Experience

Demonstrated experience in a similar role

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 Civil Construction Plant Operation

Licences/tickets, clearances, membership

Current HR Drivers Licence

SafeWork NSW Traffic Control Work Training Card 'Traffic Controller'; or equivalent recognised in NSW, **or** successful acquisition of same within 6 months of commencement

SafeWork NSW Traffic Control Work Training Card 'Implement Traffic Control Plans'; or equivalent recognised in NSW

High Risk Work Licence Class 'DG' - Dogging

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

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

Statement of Attainment (Skidsteer) 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

Experience

Experience in the operation of rollers

Experience in the operation of tractors/slathers

Physical requirements of the position

Travel long distances to worksite

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

Manual handling, including general labouring duties

Access and egress to plant and machinery

Other features of this position may include

Call back

Generic performance requirements

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

Generic performance requirements

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

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

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.

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