

# Position Description

## Field Operator (Villages)

**Name of appointed officer:** Vacant

**Date of appointment:**

**Date of last review of position description:** September 2018

### 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:	Open Spaces and Facilities
Team:	Open Spaces
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:	Supervisor (Open Spaces)
Level of support and supervision:	Low supervision
Level of personal management	High
Level of teamwork required:	High
Supervision of staff:	Nil
Internal contacts:	All staff within workgroup
External contacts:	General public

## 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



## Our Values and Behaviours

Safe	
We will have a safety focused workplace culture to ensure the wellbeing of our staff and the community.	
Acceptable	Unacceptable
I am aware of hazards	I take shortcuts
I promote a safe culture	I ignore safety
I look out for others	I do not communicate
Teamwork	
We will work together as one council towards shared goals and for the greater good of the community.	
Acceptable	Unacceptable
I share the load	I undermine others
I communicate with others	I act in isolation
I value people's strengths	"What's in it for me?"
Respect	
We will be inclusive, treat people with courtesy and fairness, and ensure each individual is valued and heard.	
Acceptable	Unacceptable
I am inclusive	I am a bully
I value the skills and opinions of others	I am aggressive
I listen actively	I am a gossip
Integrity	
We will behave in a way that is honest, open, and transparent. We will take responsibility for our actions and strive for excellence.	
Acceptable	Unacceptable
I am honest	I lie and conceal
I work ethically and lead by example	I act corruptly
I am responsible for my actions	I undermine others
Value	
We will deliver services efficiently, effectively, and in an environmentally and financially sustainable manner.	
Acceptable	Unacceptable
I always look for improvements	I misuse Council resources
I work efficiently	I'm a bludger
I learn from my mistakes	I don't respect the environment
Engagement	
We will engage with our staff and community to inform our decision making, and create awareness of our activities.	
Acceptable	Unacceptable
I communicate in a clear and timely manner	I deliberately misinform (lie)
I am the face of Council	I don't value consultation
I value all our customers' needs	I ignore communication

### Physical requirements of the position

Travel long distances to worksite

Capable of working in difficult terrain (uneven and sloping ground) using equipment such as whipper snippers and hand mowers

Prolonged standing

Frequent bending

Manual handling and lifting

Access and egress to plant and equipment

### Purpose of the position

To undertake maintenance and minor development works for several functions of Council, including Open Spaces, Water & Wastewater and Roads & Transport within the Villages of Copmanhurst, Junction Hill, Glenreagh, Woolli /Minnie Water, Coutts Crossing, Nymboida or Ulmarra (as appropriate) to ensure the delivery of high quality services, effective and efficient methodology, quality standards, procedures and documentation

Convey information on Council issues

Ensure that activities comply with all WHS policies and procedures

### Major duties and responsibilities

Undertake relevant works within the Villages of Copmanhurst, Junction Hill, Glenreagh, Woolli/Minnie Water, Coutts Crossing, Nymboida or Ulmarra (as appropriate), to ensure cost efficient delivery of service and a safe working environment for employees and the public, including (but not limited to) the following:

- Undertaking bush regeneration and general maintenance activities within the Council area
- Undertaking construction activities within the Council area
- Undertaking traffic control duties
- Operation of designated items of plant within the operators capabilities and certification

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
- 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

### Major duties and responsibilities

Undertake grave digging operations

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 III in relevant field; **or** equivalent relevant industry experience

#### Licences/tickets, clearances, membership

Current Drivers Licence

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

#### Experience

Experience in the operation of tractors/slashers and mowers

Experience in the operation of small plant

Demonstrated experience in a similar role

#### Position related skills

Communication skills including the ability to liaise with the public

Ability to work alone in isolated areas in a safe manner

Ability to use initiative to set daily priorities

Ability to keep and maintain accurate records

#### 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*

#### Licences/tickets, clearances, membership

Current MR Drivers Licence

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

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

Safe Work Near Overhead Powerlines Certificate

Chainsaw Certificate Level 1 (trim and cross cut felled trees)

AQF3 Chemical Accreditation

**Desirable selection criteria****Experience**

Experience in and ability to undertake bush regeneration

**Other features of this position may include**

Call back

**Generic performance requirements**

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

**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*