

POSITION DESCRIPTION



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|------------------------|-------------------------------------|-----------------------------|---|
| POSITION TITLE: | Plant Operator (Grader) Team Leader | DEPARTMENT: | Infrastructure & Assets |
| REPORTS TO: | Works Coordinator - Maintenance | | |
| CLASSIFICATION: | Grade 5 - Steps 1 to 4 | BASIS OF EMPLOYMENT: | Permanent Full Time 38 Hour / 4 Day Week |
| AWARD: | Local Government (State) Award | LOCATION: | Dungog Shire Council Works Depot |

POSITION OBJECTIVE

The Plant Operator (Grader) Team Leader is responsible for the satisfactory completion of a variety of plant and machinery operation and final trim works associated with maintenance and construction projects undertaken by Council. The Plant Operator (Grader) Team Leader is responsible for the daily supervision of staff and contractors associated with specific road maintenance and construction projects.

KEY DUTIES AND RESPONSIBILITIES

Duties shall be primarily based on the day to day operations of Council's Infrastructure & Assets Department and will include but not be limited to:

- Operate Grader, Excavator and other plant to high standard within all safety/legal requirements.
- Undertake daily and other routine servicing and safety maintenance checks as required.
- Ensure cleanliness of Plant - body, cab, tray etc.
- Organise, transport and supervise staff.
- Organise and supervise contractors.
- Undertake manual labouring duties.
- Load and unload machinery to be transported.
- Assist or undertake as necessary loading of materials to be transported.
- Order and receive materials, ensuring adequate quantities and within specification.
- Complete Daily Running Sheets and Timesheets.
- Implement the Council's WHS policies, procedures and programs in the relevant work area to achieve WHS standards.
- Complete risk assessments.
- Sign placement and traffic control for worksites.
- Assist/respond to emergency needs during flooding and other natural disasters.
- Other duties as directed by the Supervisor.

SAFETY

- Undertake duties with compliance to WHS Act, WorkCover codes of practise and Council's WHS Policies and Procedures
- Working safely at all times to protect your own health and safety, and the health and safety of everyone with whom you work, and any other person who is at the worksite
- Actively participate in risk assessments to ensure high-risk activities are identified and controlled. Suggest improvements where required.
- Identify and report workplace hazards and follow all reasonable directions from supervisors with regard to safety.
- Cooperating with all safety programs being implemented by the Council and follow specified safe systems of work
- Contribute to the continuous improvements of Council's WHS Policies and Procedures

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Plant Operator (Grader) Team Leader

- Contribute to Worksite Hazard Identification, Risk Assessment and WHS site inductions
- Worksites are managed to ensure the safety of the work team and public. At the end of work activities ensures that worksites are left in a state consistent with agreed safety standards
- Complete Incident Reports for all worksite accidents and near misses
- Notify supervisor of incidents in accordance with Council requirements. Serious incidents require immediate supervisor notification.
- Potentially hazardous situations are rectified or reported immediately to Supervisor
- Participating in occupational health and safety consultation and training initiatives, and use of personal protective equipment and clothing that is specified and supplied by Council.

QUALITY

- Carry out tasks with the aim of minimising errors, waste and variations.
- Ensure compliance with appropriate quality standards and public expectations.

ENVIRONMENT

- Set up planned environmental measures and ensure they operate effectively.
- Monitor the ongoing effectiveness of environmental protection measures and suggest improvements where required.

AUTHORITY & ACCOUNTABILITY

- Report any problems or concerns to supervisors and management
- Act in accordance with Council's Code of Conduct
- Comply with Council's record keeping requirements
- Ensure that all work conforms to required legislative, safety and quality standards
- Promote a positive image of Council as a quality service provider
- Participate as a team member of the Engineering Department to focus on and achieve the objectives/strategies set out in Council's Management Plan
- Authority to give directions to Contractors to clarify tasks and ensure compliance with WHS standards.
- Accountable to the Works Supervisor - Services for effective and efficient performance of duties and responsibilities
- Requests from the public are referred to Council's office staff for follow up by the appropriate officer
- Undertake training in accordance with training programmes and statutory requirements

JUDGEMENT & PROBLEM SOLVING

- Provide recommendations to supervisors and management on issues relevant to the department
- Ability to act and think decisively.
- Ability to understand and resolve problems.
- Ability to assist and respond to emergency situations
- Involve other staff in determination of the most appropriate solution to worksite problems

POSITION DESCRIPTION

Plant Operator (Grader) Team Leader

SPECIALIST KNOWLEDGE & SKILLS

- Extensive plant operation experience in maintenance, construction and final trim procedures.
- Extensive experience in other civil plant operation including loaders, rollers, etc.
- Ability to analyse and provide relevant information to supervisors and management.
- Ability to read plans and estimate quantities.
- Ability to solve problems in the field.
- Demonstrated understanding of WHS legislation and principles.
- Knowledge and understanding of Engineering principles and procedures.
- Knowledge and understanding of Survey principles and set out procedures.
- Knowledge of relevant safety standards and principles.

MANAGEMENT SKILLS

- Strong organisational skills including time and project management skills.
- Ability to establish daily individual and project objectives, priorities and task requirements.
- Ability to assist in achieving agreed productivity, timing and budgetary targets.
- Ability to coordinate and undertake a number of different concurrent activities.
- Ability to implement WHS procedures and policies.
- Self motivated with a continuous improvement attitude.

INTERPERSONAL SKILLS

- Strong verbal and written communication skills.
- Ability to communicate and negotiate with contractors and all levels of staff within Council.
- Ability to listen, interpret and action directives.
- Ability to impart knowledge, advise and liaise with others.
- Ability to give and receive advice and directions.
- Ability to establish good working relationship with other staff.
- Ability to both communicate and achieve commitment to decisions.
- Strong interpersonal skills with an ability to apply conflict resolution principles.
- Demonstrated ability to promote teamwork principles, integrity and honesty.

PHYSICAL DEMANDS

The physical demands described in the job demands checklist are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Please refer to the job demand checklist which accompanies this position description.

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SELECTION CRITERIA

Essential

- Demonstrated experience and competence in Grader and/or Excavator Operation
- Demonstrated experience and competence in the operation of civil earthmoving plant
- Class MR Driving Licence
- Proven interpersonal, verbal and written communication skills
- Proven ability to work as part of a self managed work team
- Literacy and Numeracy to year 10 or equivalent
- Working knowledge of WHS Act and practices
- WorkCover WHS Induction Training for Construction Work
- Competence in the operation of small plant and equipment (eg Chainsaw)

Desirable

- Traffic Control Certificate
- Implement Traffic Control Plans Certificate
- Front End Loader Qualification
- Crane Operator Qualification
- Scaffolding Qualification
- Dogman Qualification
- Current First Aid Certificate
- Local Government experience

AUTHORISATION

| | | | |
|-------------------------|---------------|----------------------------|----------------|
| General Manager: | Gareth Curtis | Date: | 01 August 2018 |
| Date originated: | 2 August 2010 | Date last reviewed: | 26/10/2023 |

JOB DEMANDS CHECKLIST

The purpose of this form is to describe the physical and psychological demands associated with the job. All tasks outlined will be undertaken in accordance with Council's WHS policies and procedures including safe work method statements and risk assessments.

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|-------------------------|-------------------------------------|
| POSITION: | Plant Operator (Grader) Team Leader |
| EMPLOYMENT TYPE: | Permanent - Full Time |
| HRS P/W: | 38 hour - 4 Day week |
| REVIEW DATE: | 01 August 2018 |
| REVIEWED BY: | Steve Hitchens |

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|-----------|----------------|--|
| O | Occasional | Activity exists up to 1/3 of the time when performing the task |
| F | Frequent | Activity exists between 1/3 and 2/3 of the time when performing the task |
| C | Constant | Activity exists more than 2/3 of the time when performing the task |
| R | Repetitive | Activity involves repetitive movements |
| NA | Not Applicable | |

| PHYSICAL DEMANDS OF JOB TASKS (MANUAL HANDLING) | | IF SPECIFIC DETAILS AVAILABLE, PROVIDE MORE INFORMATION | O | F | C | R | NA |
|---|--|---|---|---|---|---|----|
| Kneeling/Squatting | Tasks involve flexion/bending at the knees and ankle, possibly at the waist in order to work at low levels | Manual tasks, machine maintenance, etc | | | ✓ | | |
| Leg/Foot Movement | Tasks involve use of the leg and or foot to operate machinery | Operation of plant, vehicles, etc. | | | ✓ | | |
| Hand/Arm Movement | Tasks involve use of hands/arms – e.g. stacking, reaching, typing, mopping, sweeping, sorting, and inspecting. | Operation of plant, manual tasks, tool operation, etc | | | ✓ | | |
| Bending/Twisting | Tasks involve forward or backward bending or twisting at the waist. | Manual tasks, installation of star pickets, guideposts, etc | | ✓ | | | |
| Standing | Tasks involve standing in an upright position without moving about | Traffic control, etc | ✓ | | | | |
| Driving | Tasks involve operating any motor powered vehicle and/or plant item | Truck and small plant operation | | | ✓ | | |
| Sitting | Tasks involve remaining in a seated position during task performance | Truck and small plant operation | | | ✓ | | |
| Reaching | Tasks involve reaching overhead with arms raised above shoulder height or forward reaching with arms extended. | Manual tasks, concrete pours, etc | | ✓ | | | |
| Walking/Running | Tasks involve walking or running on even surfaces | Uneven ground on worksites, etc | | ✓ | | | |
| | Tasks involve walking on uneven surfaces, steep slopes and whilst pushing/pulling objects | Survey and job set out | | ✓ | | | |
| Climbing | Tasks involve climbing up or down stairs | Stairs, Ladder usage, etc | ✓ | | | | |
| Working at heights | Tasks involve making use of ladders, foot stools etc. anything where the person stands on an object other than the ground. | Machine maintenance, etc | | ✓ | | | |
| Lifting/Carrying | Tasks involve raising/lowering or moving objects from one level/position to another, usually holding an object within the hands/arms | | | ✓ | | | |
| | 1. Light lifting/carrying (0-9 Kg) | Equipment, etc | | ✓ | | | |
| | 2. Moderate lifting/carrying (10-15 Kg) | Grader Blades, Equipment, etc | | ✓ | | | |
| Restraining | Tasks involve restraining animals/objects/other | | | | | | ✓ |
| Pushing/Pulling | Tasks involve pushing/pulling objects away from or towards the body. Also includes striking or jerking. | Machine operation, tool usage, etc | | ✓ | | | |
| Grasping | Tasks involve gripping, holding, clasping with fingers or hands. | Machine operation, tool usage, etc | | | ✓ | | |
| Manual Dexterity | Tasks involve fine finger movements, hand/eye coordination. | Machine operation, tool usage, etc | | | ✓ | | |

| SENSORY DEMANDS OF JOB TASKS | | IF SPECIFIC DETAILS AVAILABLE, PROVIDE MORE INFORMATION | O | F | C | R | NA |
|--|--|--|----------|----------|----------|----------|-----------|
| Sight | Tasks involve use of eyes (sight) as an integral part of task performance – i.e. looking at screen/keyboard in computer operation, etc. | | | | | ✓ | |
| Hearing | Tasks involve working in a noisy area – e.g. pump rooms, workshop and/or operation of noisy machinery/equipment | Worksites, workshop, etc | | | | ✓ | |
| Smell | Tasks involve the use of the smell senses as an integral part of the task performance – e.g. working with chemicals, dusty environments. | | ✓ | | | | |
| PSYCHOLOGICAL DEMANDS | | | | | | | |
| Managing high turnover of work. | | | | ✓ | | | |
| Supervising multiple staff. | | Staff, Contractors, etc | | | | ✓ | |
| Tasks involving the management of Council's cemetery facilities, grave digging, placement of headstones. | | | ✓ | | | | |
| Tasks involving disposing/handling of deceased animals. | | | ✓ | | | | |
| PSYCHOSOCIAL DEMANDS | | | | | | | |
| Tasks involve interacting with distressed people | | | ✓ | | | | |
| Tasks involve interacting with people with mental illness/disability | | | ✓ | | | | |
| EXPOSURE TO CHEMICAL HAZARDS | | | | | | | |
| Gases | Tasks involve working with gases | | ✓ | | | | |
| Liquids | Tasks involve working with liquids which may cause skin irritations if contact is made with skin – e.g. dermatitis | | | ✓ | | | |
| Hazardous Substances | Tasks involve handling hazardous substances including storage and or transporting. | | ✓ | | | | |
| WORKING ENVIRONMENT | | | | | | | |
| Working outdoors | Exposure to all weather conditions, sunlight, wind, rain, varying temperatures. | | | | | ✓ | |
| Working indoors | Working in indoor environments, exposure to air conditioning. | | ✓ | | | | |
| Working with public | Customer service, complaint handling, dealing with telephone, and or face to face enquiries. | | ✓ | | | | |
| Working with Children | Working at a Council operated facility where children use that facility. | Park maintenance as required | ✓ | | | | |
| Working with animals | Tasks involving Council's saleyard operations, pound keeping operations, animal control. | | | | | | ✓ |
| Working in confined spaces | Tasks involving entering confined spaces. | | ✓ | | | | |
| Working in remote locations | Tasks involving working in remote locations with limited communications available. | | ✓ | | | | |
| Biological Products | Tasks involving working with waste, refuse. | | ✓ | | | | |