

Position description

Our Vision

A vibrant region to
Live > Enjoy > Grow
that is inclusive,
resilient and
progressive

Our Values

- > Integrity
- > Leadership
- > Vision

POSITION DETAILS

POSITION TITLE	Apprentice Plant Operator
GRADE	T2-T10
OCCUPANT	Vacant
DIRECTORATE	Infrastructure
REPORTS TO	Works Coordinator
POSITION STATUS	Permanent
HOURS PER WEEK	38
NO. DIRECT REPORTS	Nil
NO. INDIRECT REPORTS	Nil
OPERATING BUDGET	N/A
CREATED	February 2023

POSITION PURPOSE

The occupant of this position will assist Councils Infrastructure teams delivery of a range of services primarily maintaining and constructing roads and other public civil infrastructure assets. The occupant is required to complete an Apprenticeship (Certificate III Plant Operations) within the timeframes specified whilst positively contributing to operations.

KEY ACCOUNTABILITIES / DUTIES

OPERATIONAL RESPONSIBILITIES

- > Possess a genuine interest in plant operations and civil construction works and how the delivery of these services can positively impact the liveability of the Gilgandra community.
- > Possess a genuine commitment to complete the traineeship (Certificate III Plant Operations) within the timeframe.
- > Positively represent Council in a highly visible position.
- > Possess a genuine interest in workplace health and safety with the ability to participate in tool box meetings, complete WHS checklist documents.
- > Comply with all Health & Safety policies and procedures implemented by Council.
- > Positively contribute to Council's operations and have a willingness to work as part of a team whilst often working in isolation and not always under direct supervision.
- > Demonstrate a committed attitude to a high level of customer service for internal and external customers.
- > Operate and maintain minor plant eg, whipper snipper, push mowers
- > Operate and maintain major plant eg, Tractor/slasher
- > Operate heavy plant and equipment eg, Rollers
- > Keep accurate timesheets, plant and associated safety report forms
- > To carry out duties in an enthusiastic, energetic manner to the quality and scope indicated by the Team Leader.
- > General tasks include but not limited to:
 - Slashing, mowing and whipper snipping
 - Civil construction works
 - Herbicide and pesticide application
 - Grave digging
 - Paving/landscaping
 - Safe and efficient operation of plant and equipment eg, backhoe, excavators, skidsteer, loader, rollers, stabilisers, loaders
 - Cleaning
 - Street sign installation and repairs
 - General laboring duties

SELECTION CRITERIA

ESSENTIAL CRITERIA

- > Class C Drivers Licence – at a minimum Provisional licence
- > Possess a genuine interest in plant operations and civil construction
- > Possess a genuine commitment to complete the traineeship within the required timeframes
- > Positive attitude to work and a willingness to work as a team, to help others and to learn
- > Punctual and a good attendance record
- > Ability to use all personal protective equipment (PPE)
- > Ability to complete time and plant sheets
- > Sound literacy and numeracy skills
- > WHS Construction Induction (White Card) or completion prior to employment

DESIRABLE CRITERIA

- > Basic skills in operating a wide range of small plant and equipment /hand tools
- > Experience in operating plant and general labouring duties
- > Higher class licence (eg MR or HR)

CORPORATE WIDE ACCOUNTABILITIES

WORK HEALTH AND SAFETY

All employees are responsible for the Work Health and Safety (WHS) for Gilgandra Shire Council and their duties include:

- > Complying with Council's WHS policies and procedures
- > Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others
- > Reporting any potential hazards, incidents or injuries to their Supervisor or People and Culture within 48 hours
- > Participating in any WHS consultation arrangements
- > Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace
- > Correctly using all personal protective equipment
- > Complying with emergency and evacuation procedures and site rules if applicable

SUSTAINABILITY AND TRANSFORMATIONAL CHANGE

Staff will give equal priority to improving and enhancing Council's economic, social and environmental outcomes by integrating sustainability and transformational change into all decision making processes. This includes continuously increasing efficiencies, reducing resource use, sustainable procurement, maintaining service levels and protecting our

natural assets. It is expected that all staff can demonstrate awareness and participation in sustainable and transformational change work practices.

CODE OF CONDUCT AND EQUAL EMPLOYMENT OPPORTUNITY

Staff will, at all times, adhere to:

- > Council's adopted Code of Conduct
- > Council's Equal Employment Opportunity and Workplace Bullying policies to adopt a fair and equitable workplace free of illegal discrimination, harassment and bullying behaviour.

ACCEPTANCE

I, _____ confirm I have read and understood the Position Description. As the incumbent of this position, I agree to work with the requirements of the position and will abide by Gilgandra Shire Council's policies and procedures.

I understand this Position Description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list. I acknowledge that the organisation, in response to changing priorities, may vary tasks and responsibilities from time to time.

Signature: _____ Date: _____