

## POSITION DESCRIPTION

### OPERATOR

<b>POSITION NUMBER</b>	3004 & 3073
<b>DIRECTORATE</b>	Assets and Infrastructure
<b>SECTION</b>	Engineering Operations
<b>REPORTS TO</b>	Operations Leader
<b>DIRECT REPORTS</b>	Nil
<b>GRADE</b>	3
<b>CONDITIONS OF EMPLOYMENT</b>	Local Government (State) Award 2017
<b>DATE PREPARED</b>	18 July 2017
<b>DATE LAST UPDATED</b>	20 July 2017

### 1. PURPOSE OF THE POSITION

Work effectively in a maintenance crew in a safe and efficient manner to deliver a prompt and reliable service to the community.

*This position description applies to operators working within cleansing, parks and civil maintenance and trades units.*

### 2. KEY ACCOUNTABILITIES

- 2.1 Meet all performance objectives contained in the designated work plan and relevant operational plan.
- 2.2 Contribute as a team player and carry out duties as assigned, to provide prompt and reliable services to the community. This entails prioritising tasks and meeting time schedules and customer needs in an efficient manner.
- 2.3 Interpret and understand instructions/plans to deliver services that satisfy Council objectives and meet appropriate industry, Council and regulatory standards.
- 2.4 Ensure labour, equipment and material resources are available to carry out the job. Undertake basic service, cleaning and maintenance of all associated plant and equipment. Report all faults immediately.
- 2.5 Ensure safe work practices are followed at all times and the correct use of plant and equipment, Personal Protective Equipment (PPE) adhering to Work, Health and Safety (WHS) requirements and related Standard Operating Procedures (SOPs) and Safe Work Method Statements (SWMS).
- 2.6 Report all WHS concerns and matters to the relevant Operations Leader, Team Leader and/or Coordinator and complete incident forms as required.
- 2.7 Escalate staff issues to the relevant Operations Leader, Team Leader and/or Coordinator.
- 2.8 Undertake training as required.
- 2.9 Liaise with members of the community regarding matters pertaining to the crew and any works being

undertaken. This would include internal and external customers, contractors and various levels of Council management. Refer or escalate any matters as needed to the relevant Operations Leader, Team Leader and/or Coordinator.

2.10 Report any matters affecting Council's risk management, public liability and insurance claims immediately to the relevant Operations Leader, Team Leader and/or Coordinator.

2.11 Represent and contribute positively to Council's public profile.

2.12 Perform any other duties as directed by the relevant Coordinator and/or the Executive Manager Engineering Operations.

### 3. WORKPLACE HEALTH AND SAFETY

'There is always time to work safely'. We all have a responsibility for Workplace Health and Safety. All employees must observe safe work practices and operating procedures and comply with the requirements of the WHS legislation and Council's Policies and Procedures relating to Workplace Health and Safety.

### 4. MODEL CODE OF CONDUCT

Council's Model Code of Conduct sets out minimum standards of conduct that is expected of employees and which we must adhere to. Employees must be impartial and fair in dealings with residents, customers, suppliers, general public and with each other in order to retain trust, confidence and support.

### 5. EQUAL EMPLOYMENT OPPORTUNITY

Georges River Council wants to build a workplace free from discrimination and harassment. It is the responsibility of all employees to ensure that they treat all colleagues and customers with respect and professionalism without regard to non-relevant criteria or distinctions.

### 6. COUNCIL'S POLICIES, MANAGEMENT GUIDELINES AND PROCEDURES

Comply with all Council's Management Guidelines, Policies and Procedures

### 7. CUSTOMERS

7.1 Provide effective service to Council customers and the community

7.2 Provide effective service to internal customers

7.3 Present a positive image of council

### 8. LIMITS OF AUTHORITY

Please note that this position holds delegations pursuant to section 378 of the Local Government Act. Responsibilities are to be exercised in accordance with Council's Delegations of Functions.

### 9. SELECTION CRITERIA

#### **Qualifications, Certificates & Licences**

9.1 Class C Drivers Licence

9.2 Construction Induction Card (White Card)



**Essential**

- 9.3 Demonstrated experience in working within a maintenance crew
- 9.4 Experience in providing maintenance services and a demonstrated ability to be accountable for agreed work methods, standard and outcomes
- 9.5 Experience in the operation and maintenance of plant and/or various equipment common to cleansing, parks, civil construction and/or trades maintenance.
- 9.6 Understanding of and commitment to WHS practices and EEO principles
- 9.7 Demonstrated commitment to customer service
- 9.8 Appropriate written and oral communication skills

**Desirable**

- 9.9 Relevant Qualifications or Trade Certificate
- 9.10 Chemical Application Accreditation
- 9.11 Traffic Control Tickets
- 9.12 Class MR Drivers Licence

**EMPLOYEE ONLY**

I have read and understand the content of this Position Description and undertake to meet the key accountabilities in an appropriate manner.

Employee Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Staff Use Only**

PP2 - Comprehensive pre-employment medical assessment including audio

