



INNER WEST COUNCIL

POSITION DESCRIPTION

Position Title	Plant Operator, Civil Works	
Division	Civil Works	
Group	Roads, Traffic & Stormwater	
Responsible to	Team Leader Civil Works/Coordinator Civil Works	
Position Supervises	Direct: 0 Indirect: 0	
Position No.	TBC	
Status	Permanent full time	
Hours	Based on a 35 hour week - 9 day fortnight Ability to respond to after-hours calls.	
Salary Point	21 - 26	
Salary	\$58, 712.16 pa to \$63,892.40 pa	Band 1 / Level 3
Allowances	TBC	
Motor Vehicle	N/A	
Pre-employment checks Legislative requirements	Pre employment Medical	
Date reviewed: October 2019		Reviewed by: Director Infrastructure

The Inner West Council was formed on Thursday 12 May 2016 as a result of the amalgamation of Ashfield, Leichhardt & Marrickville Councils by the NSW State Government through the Local Government Proclamation 2016 (Council Amalgamations). The new Council has a population of 185,000 people and covers an area of 36 km².

The Inner West Council operates across the areas previously governed by the former Ashfield, Leichhardt and Marrickville Councils. All Inner West Council employees may be transferred to any of these areas to allow sustained productivity and opportunities for skills growth.

POSITION PURPOSE

The Plant Operator Civil Works will be accountable for operating Council's major plant and machinery and undertaking civil construction and maintenance activities in a safe and effective manner to ensure the long term, productivity and efficiency of the Civil maintenance Section. Your work and activities will meet commitments in your individual or team work plan.

SELECTION CRITERIA

Inner West Council is committed to the principles of Equal Employment Opportunity, Work Health and Safety, sustainability, continuous improvement and business excellence. The community is at the heart of the organisation and Council puts its 'Values First' with flexibility, integrity, respect and the spirit of team as a set of values and associated behaviors for all levels in the organisation. Employees are expected to demonstrate commitment to these values in performing their respective roles. In addition to these, the following criteria outline those that are relevant to this specific position.

Essential Criteria

1. Certificate III in Civil Construction or equivalent.
2. Safework accreditation (plant operators ticket) and experience in operating and maintaining various plant including but not limited to backhoes, front end loaders, mini excavators and other load shifting plant.;
3. Experience and capability to undertake infrastructure works including but not limited to concrete, asphalt, drainage, signage and street furniture construction and maintenance.
4. Ability to read and apply work plans, engineering drawings; measure and calculate quantities and set out works.
5. Good communication and interpersonal skills and ability to work effectively in a collaborative team environment.
6. Strong customer focus and work assignment flexibility;
7. Computer literacy enabling competency in the use corporate systems.
8. Ability to keep accurate records and complete daily work orders and timesheets;
9. Current NSW MR Driving License.
10. Safework general construction induction card (white card).
11. RMS 'Traffic Controller' Certification
12. Commitment to EEO, WH&S and environmental principles

Desirable Criteria:

1. Current senior first aid ticket
2. RMS 'Implement Traffic Control Plan' Certification

KEY DUTIES, ACCOUNTABILITIES & RESPONSIBILITIES:

The principal duties associated with this position include but are not necessarily limited to the following:

1. Contribute to the provision of a safe and environmentally sound workplace by:
 - a. Completing plant, site and project risk assessments prior to commencing work onsite.
 - b. Implementing appropriate Safe Work Procedures and actions to manage risks.
 - c. Identifying utilities and services through "Dial Before You Dig" services and locating and marking services onsite.
 - d. Establishing traffic control measures in accordance with approved traffic control plans and procedures.
 - e. Implementing environmental protection measures onsite
 - f. Ensuring all worksite safety measures are in place.
 - g. Maintaining in good order and utilising all required Personnel Protective Equipment at work.
 - h. Maintaining site records evidencing safety & environmental compliance.
 - i. Securing worksites for the protection of staff, the public and property.
 - j. Participating in work place safety audits and implementation of corrective actions

- k. Reporting all safety and environmental incidents, accidents, non-compliance and near misses in accordance with Council reporting procedures.
 - l. Committing to and implementing Council's safety and environmental principles and practices.
 - m. Assist in ensuring contractors comply with all safe and environmental work practices including SWMMS, PPE etc.
- 2 Provide safe and effective operation and maintenance of plant, machinery, vehicles and equipment by:
- a. Complying with NSW Road Rules
 - b. Completing routine cleaning and maintenance checks to manufacturers' recommendations and council standards.
 - c. Operating plant, vehicles and equipment in an efficient manner to achieve required work specifications.
 - d. Securing against theft and damage.
 - e. Scheduling necessary servicing and maintenance through Council's workshop minimising disruptions to daily work activities.
 - f. Reporting damage, breakdowns, malfunctions, theft in accordance with Council procedures in a timely manner.
- 3 Promote the image of Council and the Civil Maintenance Team as being a professional, committed and customer focused organisation through:
- a. Responsive attention to customer requests and notifications of works.
 - b. Completion of assigned works, services and activities efficiently to required quality and service standards .
 - c. Minimisation of disruption to the community.
 - d. Exhibiting courteous behavior to staff, members of the public and other road users.
 - e. Observing Council's established policies, protocols and values.
 - f. Assisting in the timely investigation and resolution of enquiries and complaints.
 - g. Exhibiting cooperation and flexibility in the type and location of work activities undertaken.
- 4 Contribute to the effective operation of the Service Unit by:
- a. Participating in the planning, scheduling, setting out and implementation of team daily work activities including, but not limited to formwork, concreting, asphaltting, signage and drainage works to maximise efficiency and productivity of the team.
 - b. Timely and accurate completion and provision of daily records, reports, work-as-executed information, work orders, timesheets and invoice to standard.
 - c. Assist in monitoring and advising on improvements to work practices.
 - d. Identification, documentation and notification of asset defects requiring repair for prioritisation and programming of maintenance intervention.
 - e. Participating in continuing skill and competency development.
 - f. Provide "on-the-job" guidance, training and skill development to other staff in correct work procedures and operation of plant and machinery.
 - g. Regular and prompt communication with Team Leader/ Coordinator concerning status of projects/ work activities.
 - h. Responding to after-hours work needs, call-outs, and emergencies as required.
 - i. Undertaking other tasks and duties as required consistent with the principal objectives of the position.

KEY RELATIONSHIPS:

Internal: Civil Maintenance Manager
Coordinator Civil Works
Team Leader Civil Works
Operational & professional staff

External: Contractors & external service providers
Residents, businesses & ratepayers
Members of the public

WORK HEALTH AND SAFETY RESPONSIBILITY STATEMENT EMPLOYEES WITH NO STAFF REPORTING TO THEM AND/OR NO MAJOR PROJECT RESPONSIBILITY

LEVEL 6

Level 6 staff are required to perform their duties in accordance with their job description and safe working practices. It is the responsibility of each staff member to ensure that they comply with Work Health & Safety legislation as well as Council policies, procedures and safe work practices and that their actions do not subject any person to risk. The responsibility of this position requires:

Responsibilities	Performance Measures
<ul style="list-style-type: none"> Ensuring all work is performed in accordance with requirements of the Health and Safety policy, procedure and legislation 	<ul style="list-style-type: none"> Conformance to WH&S policy and procedures Knowledge of, and use of Safe Work Method Statement (SWMS) and Standard operating procedures
<ul style="list-style-type: none"> Taking reasonable care for their own Health and Safety as well as that of others 	<ul style="list-style-type: none"> Use of SWMS and Standard operating procedures
<ul style="list-style-type: none"> Having an understanding of the Health and Safety requirements associated with their employment 	<ul style="list-style-type: none"> Training records
<ul style="list-style-type: none"> Reporting all identified hazards, accidents/incidents and near misses to their manager/supervisor Ensure all potential or actual areas of danger within the workplace are immediately made safe, repaired and reported to the appropriate person/s as soon as possible; 	<ul style="list-style-type: none"> Hazard identification reports Workplace inspection reports
<ul style="list-style-type: none"> Using and maintaining all safety equipment and personal protective equipment (PPE) in accordance with relevant standards. 	<ul style="list-style-type: none"> PPE maintenance records Knowledge and use of Standard operating procedures
<ul style="list-style-type: none"> Working in accordance with relevant competency standards 	<ul style="list-style-type: none"> Training records. Supervisor site inspection records
<ul style="list-style-type: none"> Knowledge of WH&S and related legislation within scope of job description 	<ul style="list-style-type: none"> Attendance at training sessions

I, have read and understood the position description for the **Plant Operator Civil Works** as detailed in this document.

Signature:

Date: / /