
Maintenance Employee/Plant Operator



Position description

August 2022







Northern Grampians Shire Council
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Position description

Position title	Maintenance Employee/Plant Operator
Classification	Band 3
Directorate	Infrastructure and Amenity
Department	Operations

Our organisation

Northern Grampians Shire Council has a diverse employment base, across 14 worksites in the Grampians Region of Victoria and employs people to provide services and governance to local communities. We offer flexible work arrangements, providing access to relevant training and professional development opportunities with a variety of employee benefits. We promote innovation, responsiveness, respectfulness and continuous improvement as our core values.

Position objectives

This position is responsible for maintaining, repairing and servicing Council's physical assets and operate plant and equipment to assist in Council's maintenance and capital works programs.

Key responsibility areas

- Undertake routine and scheduled patrol maintenance on Council's roads, streets, footpaths, drains and other physical assets.
- Take charge of any plant and equipment allocated to the work and carry out regular (minimum daily) checks of oil, fuel, coolants, tyres, belts, etc. - reporting problems to the mechanic.
- Competently operate plant and equipment for which induction and training has been completed.
- Record daily activity sheets as to work performed and defects/faults observed.
- Estimate quantities and requisition materials as required.
- Install, repair or replace signs as directed by Team Leader Works.
- React immediately to overcome problems observed either by undertaking maintenance or making an immediate report.
- Perform as directed, other duties that are within the limits of the incumbents' skill, competence and training.

Corporate responsibilities

- Ensure that Council's Code of Conduct is adhered to at all times.
- Adhere to Council's OH&S, equal opportunity, child safety and wellbeing, and risk management policies, procedures and work practices as well as act in accordance with the Charter of Human Rights.
- Ensure that information about the activities and direction of the role are communicated to managers and staff within the organisation.
- Ensure all organisational reporting, Council and management meeting requirements are completed accurately and on time.
- Ensure Council's document management and customer-tracking systems are utilised and correspondence is actioned within required time frames.

Organisational relationship

Reports to	Team Leader Works
Manages	N/A
External relationships	General public, Suppliers, Contractors
Internal relationships	All employees

Accountability and extent of authority

- Employees perform work under general supervision.
- Employees in this position have contact with the public or other employees which involves explanations of specific procedures and practices.
- Employees may be required to supervise and coordinate others in similar or related work.
- Employees are accountable for the quality, quantity and timeliness of their own work in so far as available resources permit, and for the care of assets entrusted to them.

Judgement and decision making

- This position requires personal judgement. The nature of work is usually specialised with procedures well understood and clearly documented.
- The particular tasks to be performed will involve selection from a range of techniques, systems, equipment, methods or processes.

Specialist skills and knowledge

- This position requires proficiency in the operation of more complex equipment or knowledge of the use of plant which requires the exercise of judgement or adaption.

Management skills

- This position may involve first line supervision of employees at the “work face”.
- Employees must be able to provide employees under their supervision with on-the-job training and guidance. Such employees must also have a basic knowledge of personnel practices.

Interpersonal skills

- Employees require skills in oral and written communication with clients, other employees and members of the public and in the resolution of minor problems.
- Employees are expected to write reports in their field of expertise and to prepare external correspondence of a routine nature.

Qualifications and experience

- Satisfactory completion of Certificate III in Civil Construction or other relevant qualifications, or relevant experience/on-the-job training commensurate with the requirements of the role.
- Hold a medium rigid drivers' licence, as a minimum.
- Hold a Construction Induction White Card, or equivalent.
- Experience and proficiency in the safe and competent operation in a range of light, medium and heavy-sized plant, with relevant licences and certifications.

Selection criteria

1. Demonstrated ability to safely operate, maintain and complete running repairs on a range of plant and equipment, with required certification where applicable.
2. Understanding of methods and techniques required in road maintenance, traffic management and workplace safety.
3. Ability to understand and apply quality control processes to maintain standards in a construction/manufacturing environment.
4. Ability to accurately complete basic administration tasks, check lists and reports, and to navigate software applications competently.

Conditions of employment

Conditions of employment are in accordance with the *Northern Grampians Shire Council Enterprise Agreement Number 9 – 2021* and Northern Grampians Shire Council policies and procedures.

Emergency Management - All employees may be required to undertake Emergency Management Duties as directed.

Qualifying period - All Council appointments are subject to a minimum period of employment (“qualifying period”) of six months .

Driving licence – The incumbent must hold a current driver's licence which allows them to drive within Victoria.

Medical examination - All appointments are required to undertake a satisfactory pre-employment medical examination at Council's expense.

Working with Children Check - The incumbent must hold a current Working with Children Check.

Police Check - All appointments are subject to a satisfactory National Police Record Check.

Workcover arrangements - As a condition of appointment to this position, the appointee must disclose pre-existing illnesses or injuries prior to employment and may be required to undertake a medical examination with a Registered Medical Doctor; failure to do this may remove the appointee’s entitlement to any future Workcover compensation.

Document review

Date Approved/reviewed	August 2022
Prepared by	Manager People and Culture
Approved by	Chief Executive Officer

Employee Signature

[acceptance_status]

[acceptance_date]

[candidate_name]