



## POSITION DESCRIPTION

# Earthworks Utilities Operator



**Gladstone Ports  
Corporation**

Growth, prosperity, community.

## POSITION DESCRIPTION

### Earthworks Utilities Operator

<b>Position Number</b>	<b>1498, 1499</b>
<b>Position Status</b>	<b>Permanent Full Time</b>
<b>Position Supervisor</b>	<b>Earthworks Supervisor</b>
<b>Department</b>	<b>Operations</b>

### Job Context

Gladstone Ports Corporation Ltd (GPC) is a public company incorporated under the Corporations Act 2001 and is subject to the requirements of the Government Owned Corporations Act 2001 (GOC Act). Gladstone Marine Pilot Services Pty Ltd (GMPS) is a company incorporated under the Corporations Act 2001 and is also subject to the GOC Act as a wholly owned subsidiary of a GOC.

### Job Purpose Statement

The Earthworks Utilities Officer is responsible and accountable for providing general maintenance and labouring services to the Earthworks section and other nominated sections of the Gladstone Ports Corporation as required.

### Job Accountabilities

- **Light/Heavy Rigid Vehicle Operation:**
  - Maintain, monitoring and recording pre-start check schedules of all Light Vehicles;
  - Advising Earthworks Administration Officer of service due dates for Light Vehicles as required;
  - Provide consistent coverage for transportation of employees throughout the day as the work scope changes;
  - Operation of rear tipping truck and transport of set up materials for various work sites
- **Mobile Equipment Operation:**
  - Provide operation of Level 3 mobile plant and equipment when required (roller, front end loader, articulated and rigid dump truck, dozer and heavy rigid truck)
  - Provide relief for service truck operator;
- **Manual Handling and Maintenance Works including Traffic Management and Cleaning.**
  - To maintain a safe, clean, hygienic workplace including all Earthworks offices/crib rooms and toilet amenities;
  - Maintain adequate crib and toilet stock levels – cleaning products, paper products, water etc.
  - Daily cleaning of nominated site facilities – crib rooms, offices and amenities.
  - Provide transport and set up of materials for various work sites as required per scope; this includes:
    - Setting up fencing, barricading and signage.
    - Manual excavation and compaction works.
    - Set up and maintain pumps for dewatering.
    - Set up and monitoring of erosion sediment controls.
  - Site maintenance works including, mowing and whipper snipping
  - Washing and cleaning vehicles, utilising the wash down facilities across sites.
  - Installing signs and traffic management setup for project and extraction areas.
  - Rigger / dogging work on a “as required” basis

- Replacing wear parts on the machinery such as ripper boots and teeth on various mobile equipment- maintain stock levels required.
- Site security- locking and unlocking of sites and ensuring they are kept secure as directed.

#### **Modelling GPC values and Code of Conduct**

- Willingness to understand, demonstrate and live the GPC values;
- Comply with all the Health, Safety and Environment management system requirements;
- Comply with GPC's Code of Conduct and live by example GPC's values and code of conduct:
  - We respect and care for each other, country and community;
  - We operate with integrity and accountability;
  - We innovate to create sustainable solutions;
  - We collaborate to drive high performance.
- Comply with GPC's policies, standards, and procedures in the workplace.

## Decision Making Authority

As in accordance with company policy/systems:

- Ability to access necessary information, obtain resources and use of facilities or equipment needed to carry out the work of this role.
- Ability to prioritise daily duties in consultation with the Earthworks Supervisors.
- Ability to identify small maintenance jobs and assess their importance is also required.

## Key Relationships

#### **Internal**

- Interaction with Earthworks Supervisors:
  - Clarify work requirements, establish work priorities and to maintain awareness of their schedules and activities to adjust work plans to be consistent with these.
- Daily interaction with Production department staff.
- Interaction with other GPC departments and personnel.

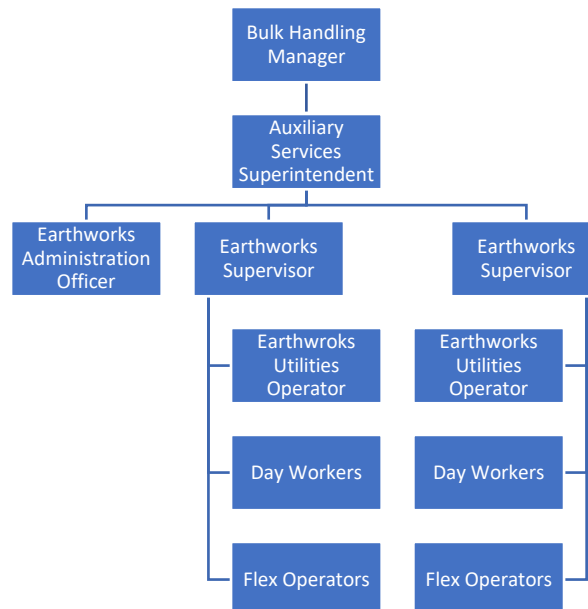
#### **External**

- Liaises with external contacts and suppliers as required.

## Level of Supervision

Direction is provided on the tasks to be undertaken with latitude to rearrange sequences and discriminate between established methods. Guidance on the approach to standard circumstances is provided in procedures, guidance on the approach to non-standard circumstances is provided by a supervisor. Checking is selective rather than constant.

## Organisation Chart



## Formal Qualifications

- HR Truck Licence (Mandatory)
- Level 3 Machinery Competencies - Front End Loader, Roller (Mandatory)
- Skid Steer and Dozer (Desirable)
- Level 2 Traffic Management certification or the ability to attain certification (Desirable)
- Blue/White Construction Card (Desirable)
- Rigger/ Dogger ticket (Desirable)
- Forklift ticket (Desirable)

## Selection Criteria

Competency	Description
1. Facility Management	<ul style="list-style-type: none"> <li>• Ability to maintain a clean, safe and hygienic workplace;</li> <li>• Ensures safety precautions are taken and standards applied;</li> <li>• Ability to carry out manual handling tasks: <ul style="list-style-type: none"> <li>– Setting up fencing, barricading, signage.</li> <li>– Manual compaction works.</li> <li>– Set up pumps for de watering.</li> </ul> </li> </ul>
2. Earthworks	<ul style="list-style-type: none"> <li>• Knowledge and application of associated techniques in relation to civil construction &amp; bulk earthworks activities;</li> <li>• Understands GPC's earthworks requirements and has the ability to contribute to the development of the projects.</li> </ul>
3. Attributes	<ul style="list-style-type: none"> <li>• Demonstrated interpersonal, verbal and written skills including the ability to liaise and create positive relationships inside and outside GPC;</li> <li>• Safety Leader;</li> <li>• Values driven and respectful;</li> <li>• Well-developed judgment and decision-making capability;</li> <li>• Customer and people centric;</li> <li>• Strong leadership and coaching capability;</li> <li>• Desire for continued personal and professional growth of self and supporting others.</li> </ul>
4. Modelling GPC Values	<ul style="list-style-type: none"> <li>• Willingness to understand, demonstrate and live the GPC values.</li> </ul>