

## ROLE DESCRIPTION

### Plant Operator Excavation

<b>Directorate</b>	Community Service Delivery
<b>Unit</b>	Roads and Drainage
<b>Reporting to</b>	Overseer Roads and Drainage
<b>Position Number</b>	100990
<b>Band</b>	1/3
<b>Grade</b>	6
<b>Date of Review</b>	September 22

### Council Overview

The Richmond Valley LGA is the base of the Northern Rivers region of NSW, extending from the coastline of Evans Head to the foothills of the Great Dividing Range. We have rolling hills, beautiful beaches, state forests, national parks, Crown lands and nature reserves.

We are proud to have won multiple awards for our culture including: Outstanding Employer of the Year by NSW Northern Business Chamber 2019, and Large Employer of the Year by Training NSW 2016, Best Tap Water in Australia 2022 and much more!

### Our Values and Behaviours



## Primary purpose of the role

The primary purpose of the role is to provide a high level of service in the construction and maintenance of Council's roads and drainage infrastructure in line with Council's delivery and operational plans.

## Key Accountabilities

- Operate, service and maintain an excavator or backhoe in a safe and effective manner within the limits of the machine for a range of activities including but not limited to general earthworks, roadworks construction and maintenance, water and sewer construction and maintenance, concrete and drainage works, roadside vegetation and sediment and erosion control dams.
- Carry out work within the vicinity of underground and overhead services in accordance with utility providers duty of care.
- Use various attachments associated with the machinery including laser levelling equipment for trenching and drainage.
- Assist set out works, establish line and level from reference points fixed by others and carry out ongoing checks of the accuracy of the works being undertaken during a project.
- Apply well developed job co-ordination and administration skills including pre-planning, programming and delivery of routine works in collaboration with supervisor.
- Use and maintain small plant and hand tools in a safe and effective manner.

## Key Challenges

- Juggling the competing priorities on a daily basis while keeping work sites safe and compliant
- Applying knowledge to find solutions when things don't work as they should

## Qualification Requirements

### Essential

- SafeWork Construction Induction Certificate (WHS White Card)
- Class MR Driver Licence
- Nationally accredited certificate or proven competency for LE - Excavator or LB - Front End Loader - Backhoe
- Nationally accredited certificate for Work Near Overhead Powerlines
- SafeWork accredited certificate for Traffic Controller
- SafeWork accredited certificate for Implement Traffic Control Plans
- SafeWork approved High Risk Licence for DG - Dogging

## Desirable

- Nationally accredited certificate or proven competency for LL - Front End Loader or LS - Front End Loader - Skid Steer
- Nationally accredited certificate for Confined Spaces operations
- Class HC Driver Licence
- Nationally accredited certificate for Chainsaw Operation - Crosscut (Level 1)

## Organisational Obligations

- Adhere to Code of Conduct
- Council Policies and Procedures
- WHS Obligations and Responsibilities

## Key Relationships

Who	Why
Internal	
Overseer Roads and Drainage	✓ Receive advice and report progress towards business objectives and discuss future directions
Roads and Drainage Team	✓ Contribute to team discussions and knowledge share across the team
External	
Contractors	✓ Communicate needs, provide advice and manage expectations

## Role Dimensions

### Decision Making

- Problems are solved applying standards, established practices and procedures or operating instructions.
- Contribute to work improvement processes, making improvement to existing methods and techniques.
- Many tasks are delegated by others

### Direct Reports

None

### Financial Delegation

None

### Leaseback Motor Vehicle

None

## Technology

Access to WHS Tablet

## Emergency Warden Responsibilities

None

## Immunisation Requirements





Activities of this position could involve exposure to Hepatitis A and B or Q Fever, vaccination against these hazards or proof of immunity is required.

## On-Call

None

## Capabilities

Below is the full list of capabilities and the level required for this position. View more details of the <https://capability.lgnsw.org.au/>

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal Attributes	<b>Manage Self</b>	<b>Foundational</b>
	Display Resilience and Adaptability	Intermediate
	Act with Integrity	Foundational
	<b>Demonstrate Accountability</b>	<b>Intermediate</b>
 Relationships	Communicate and Engage	Foundational
	Community and Customer Focus	Foundational
	Work Collaboratively	Intermediate
	Influence and Negotiate	Foundational
 Results	Plan and Prioritise	Foundational
	Think and Solve Problems	Foundational
	Create and Innovate	Foundational
	<b>Deliver Results</b>	<b>Intermediate</b>
 Resources	Finance	Foundational
	<b>Assets and Tools</b>	<b>Intermediate</b>
	Technology and Information	Foundational
	Procurement and Contracts	Foundational

## Focus Capabilities

The focus capabilities for the position are those judged to be most important.

Local Government Capability Framework		
Capability	Level	Behavioural Indicators
<b>Personal Attributes</b> Manage Self	Foundational	<ul style="list-style-type: none"> <li>• Checks understanding of own role within the team</li> <li>• Proactively seeks instruction and guidance</li> <li>• Approaches work tasks with energy and enthusiasm</li> <li>• Stays up to date with knowledge, training and accreditation in relevant skills areas</li> <li>• Is willing to learn and apply new skills</li> <li>• Learns from mistakes and the feedback of others</li> </ul>
<b>Personal Attributes</b> Demonstrate Accountability	Intermediate	<ul style="list-style-type: none"> <li>• Follows through reliably and openly takes responsibility for own actions</li> <li>• Understands delegations and acts within authority level</li> <li>• Is vigilant about the use of safe work practices by self and others</li> <li>• Is alert to risks in the workplace and raises them to the appropriate level</li> </ul>
<b>Results</b> Deliver Results	Intermediate	<ul style="list-style-type: none"> <li>• Takes the initiative to progress own and team work tasks</li> <li>• Contributes to the allocation of responsibilities and resources to achieve team/project goals</li> <li>• Consistently delivers high quality work with minimal supervision</li> <li>• Consistently delivers key work outputs on time and on budget</li> </ul>
<b>Resources</b> Assets and Tools	Foundational	<ul style="list-style-type: none"> <li>• Uses a variety of work tools and resources to enhance work products and expand own skill set</li> <li>• Ensures others understand their obligations to use and maintain work tools and equipment appropriately</li> <li>• Contributes to the allocation of work tools and resources to optimise team outcomes</li> </ul>

## Acknowledgement

### **Plant Operator Excavation**

Employee Name: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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

### **Manager Infrastructure Services**

Employee Name: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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