



POSITION DESCRIPTION

EXCAVATOR OPERATOR

Department:	Technical Services
Reports to:	Supervisor Trades
Location:	Dunedoo
Grade:	5

COUNCIL OVERVIEW

Warrumbungle Shire is a local government area in the central western region of New South Wales. The shire is also a meeting place for the nations of our traditional owners and custodian of the land. The northern part of the shire is home to the Gamilaraay people while the southern part of the shire is home to the Wiradjuri people. Also the nations of the Weilwan and Kawambarai (Werriri) come into the Shire on the western border. The Shire is traversed by the Newell Highway and the Golden Highway. Warrumbungle National Park, Coolah Tops and Siding Spring Observatory are major tourist attractions for the Shire. Indigenous history, traditions and culture are recognised as important aspects of Warrumbungle Shire, which was traditionally built on agricultural pursuits with the early establishment of wool growing and beef cattle production followed by cereal cropping and today a burgeoning vine growing and horticultural industry.

COUNCIL VALUES

The guiding principles of honesty, integrity, fairness and compassion form the spirit of the team along with respect, transparency, passion, trust and opportunity is how Warrumbungle Shire Council strengthens its working environment to deliver on the aspirations of our community.

PRIMARY PURPOSE OF THE POSITION

The Excavator Operator works as a team member undertaking a range of related tasks in accordance with the skills demonstrated or acquired for the construction and maintenance of civil infrastructure including but not limited to road works, path construction and repair, drainage pipes installation and associated structures, drainage sumps and other public facilities as appropriate.

KEY ACCOUNTABILITIES

Within the area of responsibility, this role is required to:

- Operate 10-30 tonne excavators to level, excavate, move and load earth, rock and other material and objects to complete civil construction, maintenance works and other excavating tasks such as grave-digging
- Prepare machines for operation
- Control traffic at worksites and assist with the erection of traffic signage
- Report all repairs required and/or shortcomings in the performance of the vehicle to the Supervisor in the prescribed procedure
- Assist with worksite preparation, measuring, marking and basic levelling

- Maintain worksite/workplace tidiness and cleanliness
- Push and load green waste, refuse and recyclable material
- Support other plant operators through directing movement of plant and loads and communicating work site conditions and information
- Use and maintain tools and equipment effectively to complete tasks efficiently
- Respond to emergency situations as requested; this may involve activity related to bush-fire control in various locations
- Back-fill trenches
- Load and unload equipment from low loaders and move it around work sites
- Undertake the safe operation of the assigned vehicle within the limits of the manufacturer's specifications
- Work from drawings and markers under the direction of supervisors and engineers
- Select, change and operate special attachments such as compaction wheels, raugers, tilt heads, grabs, rippers and rock-breaking hammers
- Break up paving, rock and similar material by operating hydraulic or pneumatic breakers
- Excavate or scrape earth, rock or rubble to the correct level and alignment
- Load trucks with excavated fill
- Drive machines to and from work sites
- Undertake truck driving duties including but not limited to
 - transportation of equipment and materials.
 - loading, unloading, and securing of stores, equipment, and materials as required.
 - maintain the truck in a clean and well presented condition.
 - undertake minor servicing on a daily basis or as required. as required
- Service equipment by cleaning lubricating and re-fuelling it and make minor adjustments and repairs when necessary.

This is not an exhaustive list of duties, and the job holder may be required to undertake other duties that are within the limits of the employee's skill, competence and training.

ESSENTIAL REQUIREMENTS

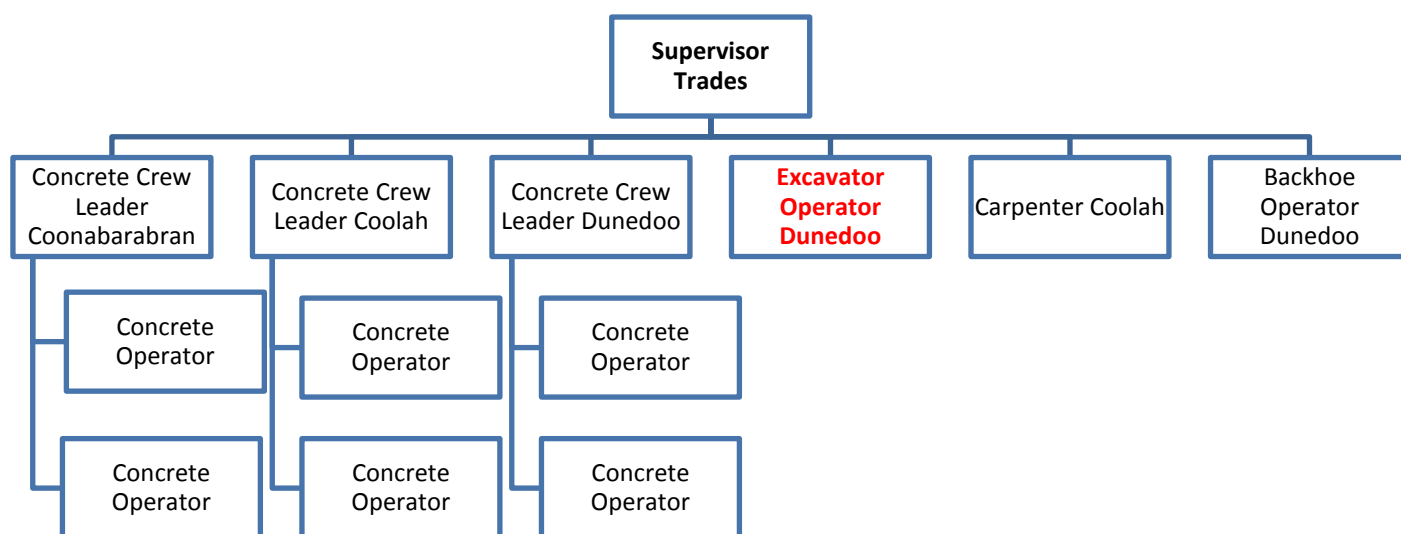
- Commitment to Council's Mission, Values and Code of Conduct.
- Understanding of work health and safety (WHS) in the workplace and commitment to a positive contribution to WHS in the workplace and compliance with Council and legislative requirements.
- Demonstrated capability operating excavator to effectively carry out the construction and maintenance of civil infrastructure, as well as undertaking daily maintenance on excavator with minimal supervision
- Demonstrated ability to secure loads safely, securely and in accordance with legislation
- Verification of competency for excavator or excavator ticket
- Verification of competency for front end loader or front end loader ticket
- Current Traffic Controller Ticket
- Demonstrated sound oral and written communication skills
- OHS Construction Induction Certificate (white card)
- Class C Driver's Licence

DESIRABLE REQUIREMENTS

- Class HR driver's licence
- Experience operating a grader to construct and or maintain roads to line and level
- Certificate III Civil Construction
- Verification of competency/ticket for backhoe and demonstrated ability to operate backhoe to complete a variety of tasks
- Safe Grave digging training
- Implement Traffic Control Plans ticket
- Level 1 Chainsaw (cross cut)

- Knowledge of Environmental Protection Authority legislation and guidelines relating to road maintenance and construction

DEPARTMENT STRUCTURE



CONDITIONS OF WORK

Council employees work according to conditions provided under the Local Government (State) Award and Council's policies and systems, including but not restricted to:

- Council's Salary System
- Council's Code of Conduct
- Equal Employment Opportunity
- Drug and alcohol testing.

Hours of Work

Council's outdoor staff normally work a 38 hour week:

Week 1 - 7.30 am – 4.30 pm Monday – Thursday
7.30 am – 4.00 pm Friday

Week 2 - 7.30 am – 4.30 pm Tuesday – Friday

For works located 3 km or more from the depot, staff may be required to start on the job (ie be at the work site rather than the depot at the starting time). Staff may also be required to finish on the job (ie at the work site).

A ten minute break (paid) is provided for morning tea and half an hour (unpaid) for lunch.

Council operates a 9-day fortnight with one rostered day off per two weeks. Employees are entitled to four weeks annual leave and fifteen days sick leave per annum. After one year of employment female employees are entitled to nine weeks paid maternity leave.

Progression

Salary progression is based on a competency assessment document. Assessments are conducted after six (6) months employment and thereafter annually on 1 August or on request.

Superannuation

Council pays the amount required by the Superannuation Guarantee Scheme on behalf of every employee into their preferred superannuation provider. Superannuation is paid weekly to Local Government Super on all earnings. All other funds are paid quarterly, on earnings exceeding \$450 per month, as required by the Australian Taxation Office.

Training

Council provides leave for training and study purposes, based upon the employee's professional development and Council's long term needs as determined by its training plan.

Smoke-Free Workplace

Council's workplaces and vehicles are smoke-free zones. Yuluwirri Kids Preschool and Long Day Care Centre is smoke free to the property boundary, as are Council's swimming pools. Smokers must move a minimum of four (4) metres from doorways into buildings and dispose properly of waste.

Health Monitoring Requirements

This position has the following health monitoring requirements as part of Council's Health Monitoring Procedure and WHS requirements.

Hepatitis A/B

Pre-employment

Blood test for immunity. Immunisation if required, followed by blood test within 12 months and further booster if recommended by medical practitioner.

Hearing

Pre-employment

Audiometric testing within three months of commencement

Every two years

Audiometric testing

Council Induction

Before commencing duties all workers must complete a Council induction.

Camera surveillance and global positioning system (GPS) tracking

Reason for Surveillance

Council recognises its obligations to ensure, where reasonably practicable, the provision of a safe and healthy workplace for its workers and others. Technological advances now mean that most mobile devices (including but not limited to phones, tablets and notebook computers) have camera, computer and tracking surveillance functionality. Council in the course of its business uses these devices. Individual workers have similar capabilities with a Council supplied device or their personal mobile device.

Council utilises surveillance and global positioning (GPS) tracking to:

- help provide protection to Council workers and members of the public
- help provide protection and security of Council assets
- improve service delivery
- optimise fleet operations

Types of Surveillance

Types of surveillance will include:

- camera surveillance at Council facilities
- global positioning system (GPS) tracking on Council plant
- duress devices for staff working in isolation

How surveillance will be carried out

Warrumbungle Shire Council will be carrying out camera surveillance and global positioning (GPS) tracking in the following ways:

- Camera surveillance has been installed in and on Council-owned buildings and in some public spaces in the Council area. Areas which have camera surveillance will be identified by the following sign:



Global positioning system (GPS) tracking has been, or may be, installed, in:

- commuter use vehicles
- plant and trucks
- small plant
- general fleet and leaseback vehicles

All vehicles and plant with global positioning system (GPS) tracking installed will have the following sticker attached:

Camera surveillance and global positioning (GPS) tracking will be continuous and ongoing.

This vehicle is fitted with an
mTrax GPS system

mTrax

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