

# POSITION DESCRIPTION



Smart growth. Empowered communities. Creating opportunities.

<b>Position Title:</b>		<b>Plant Operator Loader</b>	
<b>Business Unit:</b>	Infrastructure	<b>Classification/Grade:</b>	Band 1 Level 4
<b>Position No:</b>		<b>Reports to:</b>	Grader Supervisor
<b>Location:</b>	Jerilderie	<b>Positions reporting directly to this position:</b>	NIL

## Primary Purpose of the Position

To operate machinery and plant in accordance with specifications and contribute effectively to the day to day activities associated with the quarry and construction and maintenance of Council & TfNSW roads.

## Roles & Responsibilities

The **Plant Operator Loader** is directly responsible for the following roles and responsibilities:

1. All duties as per Plant Operator Truck Driver and,
2. Operate and maintain allocated plant (truck, excavator and loader) and equipment safely and correctly.
3. Direct Truck Drivers when loading materials.
4. Identify items requiring maintenance and report these to the Overseer or Mechanic.
5. Recognise different materials, their properties and how they may be used in maintenance and construction work.
6. Where required operate a loader and excavator in pit operations including winning material and loading trucks.
7. Recognize different materials, their properties and how they may be used in winning materials from Council's pits.
8. Perform risk assessments in accordance with WH&S policies and procedures.
9. Maintain and use Personal Protective Equipment (PPE) in accordance with Council and legislative guidelines.
10. Complete appropriate Council documents – time sheets, start-up check sheets, risk assessments etc.
11. Assist team members by undertaking labouring duties as required.
12. Other duties within the skills, competencies and classification of the role as directed by the Overseer – Supervisor 2.

## Obligations

- Display a positive image while meeting customer service standards for all Council stakeholders both internal and external relevant to the role. Act with Integrity; be ethical and professional and adhere to Murrumbidgee Council's Values.
- Conduct all duties in accordance with relevant Quality Assurance, WHS & Environmental Management procedures for all work activities.

- All employees have a legal obligation to comply with statutory and Council's WH&S Management System, WH&S policies, procedures and work instructions.
- Where applicable comply with Council Delegation levels.
- Conduct all duties in accordance with Council's Code of conduct, plans policies and procedures.
- Maintain physical capability to undertake duties appropriate to the role.

**Authority and accountability:**

Responsibility as a trainer/co-ordinator for the operation of a small section which uses staff and other resources, or the position completes tasks requiring specialised technical/administrative skills.

**Judgement and problem solving:**

Skills to solve problems which require assessment of options with freedom within procedural limits in changing the way work is done or in the delegation of work. Assistance may be readily available from others in solving problems.

**Specialist knowledge and skills:**

Positions will have specialised knowledge in a number of advanced skill areas relating to the more complex elements of the job.

**Management skills:**

May require skills in supervising a team of staff, to motivate and monitor performance against work outcomes.

**Interpersonal skills:**

In addition to interpersonal skills in managing others, the position may involve explaining issues/policy to the public or others and reconcile different points of view.

**Qualifications and experience:**

- Minimum three years in plant operation.
- Minimum three years in road construction and maintenance.
- VOC on all road construction equipment- grader, tractors, rollers, loaders, excavators etc.
- Quarry Managers practising certificate with a minimum of 12 months experience in a quarry
- First Aid Certificate
- White card (or general construction induction card)
- HR drivers licence.

**Desirable Experience/Qualifications**

- Previous recent experience in local government or other government entities
- HC drivers licence
- Traffic Controller Certificates (RMS Blue & Yellow card) or ability to obtain after commencement

**Authorisation:**

<b>Prepared By:</b>	GM/ HR	<b>Date Issued:</b>	July 2019
<b>Current Incumbent</b>		<b>Date Commenced:</b>	
<b>Manager:</b>			
<b>Reviewed By:</b>		<b>Date:</b>	

This position description is subject to change from time to time as Council's organisation may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.