



POSITION DESCRIPTION

Position Title:	Plant Operator (Backhoe)
Directorate:	Engineering
Branch:	Engineering Services
Salary Grade:	TBC – Indicative Grade 3
Status of Position:	Fulltime
Hours of Work per week	38

POSITION REPORTS TO:

Senior Overseer

PRIMARY PURPOSE OF THE POSITION:

- To operate Council Plant in a safe and efficient manner to support civil construction and maintenance activities.

KEY ACCOUNTABILITIES:

- Operate Council's backhoe safely and efficiently to support civil construction and maintenance operations.
- Operate other Council plant within specific skills and abilities in a skilled, safe, effective and efficient manner when required.
- Undertake routine servicing and inspection of plant items to ensure that Council's equipment is maintained in good condition and safe working order.
- Ensure that all defects, maintenance or repair requirements identified are attended to in a timely manner.
- Assist with general labouring duties and other tasks to support the efficient operation of the work team.
- Willingness to participate in an 'On-Call' Roster system.
- Participate in training and development opportunities to support ongoing skill development.
- Follow all Councils Work Health and Safety (WHS) guidelines.
- Maintain accurate records relevant to the position in accordance with Council's information management policies.
- Provide a high level of customer service to internal and external customers in accordance with Council's Customer Service Standards
- Compliance with Council's policies and procedures, as amended from time to time, as they relate to your employment. This includes but is not limited to record keeping and Work Health and Safety (WHS) policies and guidelines
- The employer may direct the employee to carry out such duties that are within the limits of the employee's skill, competence and training as per Clause 8 of Local Government (State) Award 2014

KEY CHALLENGES:

- Working in difficult conditions, such as trenches, heat, cold or dirty environments
- Managing competing priorities and responding to unexpected changes.



KEY RELATIONSHIPS:

Who	Why
Internal	
Supervisor	<ul style="list-style-type: none"> Provides direction and supervision for role
Engineering Services Manager	<ul style="list-style-type: none"> Provides indirect supervision for the role
Director	<ul style="list-style-type: none"> Provides overall management of the Directorate and its employees
Council Staff and Management	<ul style="list-style-type: none"> Manage expectations and provide services
External	
Customers/stakeholders	<ul style="list-style-type: none"> Monitor, direct and address enquiries Ensure stakeholders expectations are being met

RECRUITMENT SELECTION CRITERIA:

ESSENTIAL

1. Demonstrated competency and experience in the operation of a Backhoe.
2. Basic mechanical knowledge.
3. WorkCover Construction Induction Card (Whitecard)
4. Class C Drivers Licence.
5. Working knowledge of civil construction and/or maintenance activities
6. Good oral and written Communication Skills.
7. General awareness of the principles and practices of Equal Employment Opportunity and Workplace Health and Safety and an ability to apply them in the work place.

DESIRABLE

8. MR (Medium Rigid) Drivers Licence.
9. Experience in the operation of other plant and equipment including the appropriate High Risk Work Licence if applicable
10. Certificate III in Civil Construction (Plant Operations)
11. Certificate III in Civil Construction (Construction & Maintenance)
12. Safe Work near Overhead Power Lines training accreditation.
13. RMS Traffic Control qualifications



KEY CAPABILITIES:

Capability Group	Capability Name	Level
 Personal Attributes	Display Resilience and Courage	Foundational
	Act with Integrity	Foundational
	Manage Self	Intermediate
	Value Diversity	Foundational
 Relationships	Communicate Effectively	Foundational
	Commit to Customer Service	Foundational
	Work Collaboratively	Foundational
 Results	Influence and Negotiate	Foundational
	Deliver Results	Intermediate
	Plan and Prioritise	Foundational
	Think and Solve Problems	Foundational
 Business Enablers	Demonstrate Accountability	Intermediate
	Finance	Foundational
	Technology	Foundational
	Procurement and Contract Management	Foundational
	Project Management	Foundational

Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence.

Group and Capability	Level	Behavioural Indicators
Personal Attributes Manage Self	Intermediate	<ul style="list-style-type: none"> Adapt existing skills to new situations Show commitment to achieving work goals Show awareness of own strengths and areas for growth and develop and apply new skills Seek feedback from colleagues and stakeholders Maintain own motivation when tasks become difficult
Relationships Work Collaboratively	Foundational	<ul style="list-style-type: none"> Work as a supportive and co-operative team member, share information and acknowledge others' efforts Respond to others who need clarification or guidance on the job Step in to help others when workloads are high Keep team and supervisor informed of work tasks



Group and Capability	Level	Behavioural Indicators
Results		
Demonstrate Accountability	Intermediate	<ul style="list-style-type: none"> • Take responsibility and be accountable for own actions • Understand delegations and act within authority levels • Identify and follow safe work practices, and be vigilant about their application by self and others • Be alert to risks that might impact the completion of an activity and escalate these when identified • Use financial and other resources responsibly
Business Enablers		
Project Management	Foundational	<ul style="list-style-type: none"> • Plan and deliver tasks in line with agreed schedules • Check progress against schedules, and seek help to overcome barriers • Participate in planning and provide feedback about improvements to schedules

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