

GILGANDRA SHIRE COUNCIL
POSITION DESCRIPTION

PART 1: POSITION DETAILS

Position Title:	Apprentice Plant Operator
Grade:	T2 - T10
Occupant:	Vacant
Department:	Infrastructure
Reports to:	Works Coordinator
Direct Subordinates:	Nil
Number of Subordinates:	Nil
Operating Budget:	Nil
Revenue:	N/A
Created:	September 2017
Reviewed:	

PART 2: POSITION PURPOSE

The occupant of this position will assist Council's Infrastructure teams delivery of a range of services primarily maintaining and constructing roads and other public civil infrastructure assets. The occupant is required to complete an apprenticeship (Certificate III Plant Operations) within the timeframes specified whilst positively contributing to Council's operations.

PART 3: POSITION ACCOUNTABILITIES (KEY RESULT AREAS – KRAs)

- Possess a genuine interest in plant operations and civil construction works and how the delivery of these services can positively impact the liveability of the Gilgandra community.
- Possess a genuine commitment to complete the apprenticeship (Certificate III Plant Operations) within the timeframe
- Positively represent Council in a highly visible position
- Possess a genuine interest in workplace health and safety with the ability to participate in tool box meetings, complete WHS checklist documents
- Comply with all Health & Safety policies and procedures implemented by Council
- Positively contribute to Council's operations and have a willingness to work as part of a team whilst often working in isolation and not always under direct supervision
- Demonstrate a committed attitude to a high level of customer service for internal and external customers
- Operate and maintain minor plant eg, whipper snipper, mowers
- Operate and maintain major plant eg, Tractor/slasher
- Operate heavy plant and equipment eg, Rollers
- Keep accurate timesheets, plant and Maintenance Management System (MMS) sheets
- To carry out duties in an enthusiastic, energetic manner to the quality and scope indicated by the Team Leader.
- General tasks include but are not limited to:
 - Slashing, mowing, and whipper snipping
 - Civil construction works
 - Herbicide and pesticide application
 - Grave digging
 - Paving/landscaping
 - Safe and efficient operation of plant and equipment eg, backhoe, excavators, bob cat, rollers, stabilisers, loaders
 - Cleaning
 - Street sign installations and repairs
 - General labouring duties

This is a general position description only and the employee may be required to perform any other duties as directed from time to time, when this will allow better utilisation of the workforce and plant, or regular staff are not available.

PART 4: WH&S REQUIREMENTS

Employees: As individuals, employees will:

- Take all reasonable & practicable steps for their own health and safety and of others affected by their actions at work;
- Comply with the safety procedures and directions imposed in the interest of health and safety;
- Not wilfully interfere with or misuse items or facilities provided in the interest of health, safety and welfare of employees; and
- In accordance with agreed procedures for accident and incident reporting, report potential and actual hazards to either their elected health and safety representatives, or supervisor

Supervisors: Supervisors are responsible for the day to day supervision of employees. In particular, supervisors will:

- Ensure that all activities are performed in accordance with Gilgandra Shire Council Work Health & Safety rehabilitation procedures, legislation or good practice;
- Review all tasks to assist in improving safety;
- Promote and communicate Work Health & Safety and rehabilitation with employees, contractors, service users, customers, and members of the public

PART 5: SELECTION CRITERIA

Essential

- Class C Licence – Provisional licence acceptable
- Possess a genuine commitment to complete the apprenticeship within the required timeframes
- Possess a genuine interest in plant operations and civil construction
- A positive attitude to work and a willingness to work as a team and to help others
- WorkCover WHS General Induction Training (White Card) or completion prior to employment
- Sound literacy and numeracy skills
- Ability to wear all personal protective equipment (PPE) provided by Council
- Punctual and good attendance record
- Ability to complete time and plant sheets

Desirable

- Experience in operating plant and general labouring duties
- Higher class licence (eg MR or HR)
- Basic skills in operating a wide range of small plant and equipment/hand tools

PART 6: MISCELLANEOUS (TERMS & CONDITIONS)

- **Working hours:** 38 hours per week on basis of 9 day fortnight
- **Delegations:** as per policy
- **Special conditions of employment:** NIL
- **Additional Duties / Relief Duties:** NIL

KEY PRINCIPLES AND VALUES

The following principles and values are considered to be key requirements of our organisation. All Councillors and Staff are expected to demonstrate these values and principles in their dealings with each other and with the community.

Integrity

We must not place ourselves under any financial or other obligation to any individual or organisation that might reasonably be thought to influence us in the performance of our duties.

Leadership

We have a duty to promote and support the key principles by leadership and example and to maintain and strengthen the public's trust and confidence in the integrity of Council. This means promoting public duty to others in the Council and outside, by our own ethical behaviour.

Selflessness

We have a duty to make decisions solely in the public interest. We must not act in order to gain financial or other benefits for ourselves, our family, friends or business interests. This means making decisions because they benefit the public, not because they benefit the decision maker.

Objectivity

We must make decisions solely on merit and in accordance with our statutory obligations when carrying out public business. This includes the making of appointments, awarding of contracts or recommending individuals for rewards or benefits. This means fairness to all; impartial assessment; merit selection in recruitment and in purchase and sale of council's resources; considering only relevant matters.

Accountability

We are accountable to the public for our decisions and actions and must consider issues on their merits, taking into account the views of others. This means recording reasons for decisions; submitting to scrutiny; keeping proper records; establishing audit trails.

Openness

We have a duty to be as open as possible about our decisions and actions, giving reasons for decisions and restricting information only when the wider public interest clearly demands. This means recording, giving and revealing reasons for decisions; revealing other avenues available to the client or business; when authorised, offering all information; communicating clearly.

Honesty

We have a duty to act honestly. We must declare any private interests relating to our public duties and take steps to resolve any conflicts arising in such a way that protects the public interest. This means obeying the law; following the letter and spirit of policies and procedures; observing the code of conduct; fully disclosing actual or potential conflict of interests and exercising any conferred power strictly for the purpose for which the power was conferred.

Respect

We must treat others with respect at all times. This means not using derogatory terms towards others, observing the rights of other people, treating people with courtesy and recognising the different roles others play in local government decision making.