

GILGANDRA SHIRE COUNCIL  
**POSITION DESCRIPTION**

**PART 1: POSITION DETAILS**

<b>Position Title:</b>	Roller/Plant Operator
<b>Grade:</b>	6
<b>Occupant:</b>	Vacant
<b>Department:</b>	Infrastructure
<b>Reports to:</b>	Team Leader
<b>Direct Subordinates:</b>	Nil
<b>Number of Subordinates:</b>	Nil
<b>Operating Budget:</b>	Nil
<b>Revenue:</b>	N/A
<b>Created:</b>	April 2012
<b>Reviewed:</b>	25 July 2017

**PART 2: POSITION PURPOSE**

To operate Council's rollers.

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

- Day to day operation of plant as required
- Carry out maintenance on plant being operated as required in schedule
- Keep plant sheets, time sheets and MMS sheets
- The occupant will be required to perform other duties within skills possessed, as directed from time to time, when this will allow better utilisation of the workforce plant, or regular staff are not available.

**PART 4: WH&S REQUIREMENTS**

**Employees:** As individuals, employees will:

- Take all reasonable and practicable steps for their own safety 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 the Gilgandra Shire Council Work Health, Safety and 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**

- Driver Licence Class C
- Interest in road construction
- Basic numeracy and literacy skills
- Previous experience operating plant
- Ability to use personal protective equipment

### **Desirable**

- At least three months experience roller driving
- Traffic Control Certification (Blue Card)
- The ability to work unsupervised and in a team
- Previous experience with road construction
- Previous small plant operation experience
- First Aid Certificate or commitment to obtain
- Higher class licence (eg HR)
- WorkCover WH&S Construction Induction Training (White Card)

## **PART 6: MISCELLANEOUS (TERMS & CONDITIONS)**

- **Working Hours:** 38 hours per week on basis of a 9 day fortnight. Travel time as required; Thirty minutes overtime per day when maintenance is done on the machine.
- **Delegations:** as per policy
- **Special conditions of employment:** NIL
- **Additional Duties / Relief Duties:** NIL

## **PART 7: ASSOCIATED DOCUMENTS**

### **SKILL DESCRIPTORS**

#### **Authority & Accountability**

- The jobholder works within detailed written or oral instructions or procedures or under supervision.
- Decisions made by the job holder affect own work only.
- The work of the job holder influences the external environment by meeting basic standards of service.
- The jobholder complies with operational requirements in cooperation with or under the supervision of other employees. Other employees or members of the public may be affected by the employee's acts or omissions.
- The job holder has little or no responsibility for budget development.
- Look for ways to save costs. Be conscious of budget constraints and be aware of cost implications of own actions within own work area.

### **Judgement and Problem Solving**

- Problems are solved by applying standards, established practises and procedures, or operating instructions.
- The jobholder is required to contribute to work improvement processes, making improvements to existing methods and techniques.
- Little planning is required since activities are self regulating or monitored by others.
- Broadly understand the section's goals and how the job role contributes to them. Be familiar with Council structure, products and customers. Understand the overall organisation's vision and direction.

### **Management Skills**

- Responsible for own work and not normally required to direct or supervise other personnel.
- The person offers recommendations regarding:
  - Coaching

### **Interpersonal Skills**

- This job requires written communication skills which enable the job holder to complete standard forms.
- This job has little contact with customers of the Council.
- Not usually required to provide service to internal customers, other than answering occasional queries and helping others when required and performing work in logical sequence.
- Expected to cooperate with co-workers in creating smooth workflow, including assisting with each other's work when necessary.
- This job requires communication skills which enable the job holder to perform the following activities:
  - Provide information and explain situations
  - Participate in meetings/group discussions
  - Advise, recommend or counsel
- The job holder is required to interact with the following groups or individuals within the council on a regular basis and for the purpose shown below:

Provide and obtain information:

- Department/Division Heads
- Other Council Employees (not including direct reports)

Advise or recommend:

- Section Managers/Team Leaders

- The job holder is required to interact with the following groups or individuals outside the council and for the purpose listed below:
 

Provide and obtain information:

  - Members of the public/residents/ratepayers

### **Qualifications and Experience**

- Basic working knowledge of procedures or practices in one function. Jobs requiring either general schooling, Year 12 standard, or specialist training in one specific subject or skill, eg. completing a TAFE Certificate Levels 1e2 Q year full time).

- It would be expected that the person would have one, but less than two year's experience.
- In addition to the qualifications and experience, the job holder must possess the following licences or certificates:
  - Driving Licence Class C (Car)

### **Specialist Knowledge and Skills**

The operational knowledge needed by the jobholder includes knowledge of the structure and functions of the jobholder's own section.

In addition, the job holder requires the following level of technical skills.

#### Expert Knowledge areas:

- Roller Driving Operation

#### Solid Working Knowledge areas:

- Plant Capabilities
- Road construction labouring
- Pipelaying labouring
- Traffic Control
- Driving a25 -38 Tonne Vehicle
- Loader Operation
- Backhoe Operation
- Small Plant Operation (Other) (eg Chainsaw)
- Tractor with Implement Operation
- Articulated Vehicle Driving
- Water Truck Operation
- Tip Truck Operation
- General Truck Driving
- Mechanical Sweeper Operation
- Forklift Operation
- Lifting Equipment
- Compressed Air Equipment
- Material Properties and Applications

#### Basic Working Knowledge

- Record keeping (eg timekeeping, expenditure logs etc)
- Risk Management
- Stores Procedure
- Pollution control (air, water, noise)
- Work health and safety program
- Road Maintenance Labouring
- Concrete finishing
- Grader driving
- Form work
- Plant mechanics
- String lines and Work Layout

## COMPETENCY STEPS

### ENTRY

Competency	Performance Criteria	COMPETENT	NOT YET COMPETENT
		<b>Assessment Methods</b> Observation: <b>OB</b> Demonstration: <b>DM</b> Work Sample: <b>WS</b> Training Records: <b>TR</b> Questioning Discussion: <b>QD</b>	X
Possession of Class C licence	Possession of qualifications		
Interest in road construction	Demonstrated ability		
Ability to use personal protective equipment	Demonstrated ability		
Basic numeracy and literacy skills	Demonstrated ability		

### STEP 1

Competency	Performance Criteria	COMPETENT	NOT YET COMPETENT
Ability to assess overnight safety	Demonstrated ability		
Ability to perform gravel road maintenance rolling	Demonstrated ability		
Ability to perform rolling for new construction	Demonstrated ability		
Ability to compact fill	Demonstrated ability		
Ability to erect roadside furniture	Demonstrated ability		
Ability to follow safety procedures	Demonstrated ability		
Ability to keep log sheets, time sheets, plant sheets & MMS sheets	Demonstrated ability		
Ability to maintain minor plant	Demonstrated ability		
Ability to operate tractors	Demonstrated ability		
Ability to requisition stores	Demonstrated ability		
Ability to respond with minimal delay	Demonstrated ability		
WH&S Construction Induction (White Card)	Possession of qualifications		
Ability to use hand tools	Demonstrated ability		
Ability to work in a team environment	Demonstrated ability		
Ability to carry out daily maintenance and servicing of assigned plant according to maintenance check list	Demonstrated ability		
Traffic Control certificate (Blue Card)	Possession of qualifications		
Ability to report damage	Demonstrated ability		
Ability to report injuries	Demonstrated ability		
Ability to ensure quality of own work	Demonstrated ability		
Ability to roll bitumen seal	Demonstrated ability		
Ability to erect signs and barriers	Demonstrated ability		

**STEP 2**

<b>Competency</b>	<b>Performance Criteria</b>	<b>COMPETENT</b>	<b>NOT YET COMPETENT</b>
Ability to operate more than one major plant	Demonstrated ability		
Ability to operate safely around dangerous services and sensitive services	Demonstrated ability		
Ability to work unsupervised	Demonstrated ability		
Possession of Chainsaw accreditation	Possession of qualifications		
Ability to lay culverts	Demonstrated ability		
Ability to decide when to roll or not to roll	Demonstrated ability		
Ability to work in heavy traffic	Demonstrated ability		
Ability to ensure a clean and safe work environment is maintained	Demonstrated ability		
Possession of HR Licence	Current Licence Obtained		

**STEP 3**

<i>Competency</i>	<b>Performance Criteria</b>	<b>COMPETENT</b>	<b>NOT YET COMPETENT</b>
Ability to do on the job training	Demonstrated ability		
Ability to install offset pegs	Demonstrated ability		
Basic knowledge of construction procedures	Demonstrated ability		
Ability to win and load materials	Demonstrated ability		
Possession of Front End Loader (LL) certification	Possession of qualifications		

**STEP 4**

<b>Competency</b>	<b>Performance Criteria</b>	<b>COMPETENT</b>	<b>NOT YET COMPETENT</b>
Ability to perform basic grader operations	Demonstrated ability		
Knowledge of grader capabilities	Demonstrated ability		
Knowledge of materials from local gravel pits	Demonstrated ability		
Ability to work to specified compaction	Demonstrated ability		
Ability to design schematic diagram	Demonstrated ability		
Knowledge of optimum moisture and compaction requirements of materials	Demonstrated ability		
Ability to set out construction from pegs	Demonstrated ability		
Possession of HC Licence	Current Licence Obtained		

## **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.