

Position Title:	Plant Operator
Business Unit:	Works and Services
Location:	Wiluna Depot - 13 Wells St, Wiluna and other locations as requested in the performance of your duties
Reports To:	Works and Services Supervisor Leading Hand
Supervises/Manages:	Nil
Employment Status:	Full-time 38 hours per week
Award Classification:	Level 4 in accordance with Shire of Wiluna Salary Matrix
Salary:	\$84,597 per annum including the Wiluna Allowance of \$11,836 (subject to residing in Wiluna), plus any applicable allowances (excluding the Location Allowance and Industry Allowance) as per the <i>Municipal Employees (Western Australia) Award 2021</i>
Superannuation:	10.5% Superannuation Guarantee or the percentage applicable as per the <i>Superannuation Guarantee (Administration) Act 1992</i>
Vehicle Provision:	Not applicable
Probation Period:	6 months
Police check required:	Yes
Working with children check required:	No
Pre-employment medical required:	Yes

Position Objective

The purpose of this position is to operate plant/fleet and undertake labouring duties across the Shire of Wiluna to achieve operational and strategic objectives.

The role is responsible for utilising a variety of machinery to do tasks such as removing soil or dirt, moving equipment around a site, or creating new structures.

The incumbent will be responsible for undertaking duties safely and ensuring plant is in good working order.

Key Responsibilities and Duties

Key Area	Responsibilities and Duties
Plant Operation and Maintenance	Ensure correct and safe operation of plant/fleet as licenced.
	Ensure all daily checks of plant/fleet are completed and advise Works & Services Supervisor of repairs/maintenance requirements.
	Ensure plant/fleet are well maintained, well presented, tidy and secured and work cohesively with others in maintaining plant/fleet.
	Ensure works undertaken have minimum impact and disruption to the public.
	Maintain currency of licences/tickets for duration of employment as required to undertake allocated work tasks/activities.
	Keep the Works & Services Supervisor appropriately and adequately informed on the current state of activities relevant to your role.
	Consistently complete allocated tasks to a high standard and within agreed timeframes.
	Undertake all work in accordance with the Shire's Safety Manual and other Shire policies and procedures.
	Other duties as assigned by the Works & Services Supervisor from time to time in line with your ability, skill and level of responsibility of the position.
Labouring	Undertake hands-on labouring to assist with road construction and maintenance such as installing road signs, guide posts, weed management, digging trenches, removing debris, preparing and applying asphalt, loading and unloading trucks, traffic control (as authorised) and prepare work sites in accordance with traffic and other management plans.

	Undertake labouring as required and directed within other areas of the Shire of Wiluna.
Customer Service	Provide high level of customer service on behalf of the Shire of Wiluna.
	Provide courteous and professional customer service to internal and external customers and conduct all transactions in an ethical and efficient manner.
	Ensure that requests are acted on and reported upon in accordance with Shire Policy.
Administration	Ensure general administration and records management requirements are being met.
	Completion of paperwork submitted on time including accurate timesheets with job costing codes and health and safety related items.
	Maintain a personal time management system to ensure deadlines are met.
	Be available to cover other Works & Services staff absences where required.
	Be available for on-call work as required.
	Attend to customer issues and provide a polite customer focus at all times.
Continuous Improvement	Actively participate in identifying, recommending, developing and implementing measures through which allocated tasks and responsibilities may be carried out more effectively and efficiently.
Training	Attend relevant functions, meetings, workshops, seminars and training courses as directed.

General	Carry out deliveries to the various Shire depots/offices when required.
	Other duties as directed by senior staff relevant to the position and level.
	Demonstrated commitment to ensuring equity and respect is a core value displayed within the team and across the workplace.
	Develop and maintain positive working relationships with other internal business units, contractors and other relevant stakeholders.
	Participate in and support a culture of positive change, quality and customer service within the organisation.
	Act in accordance with Shire and Management Policies, relevant legislation and the Shire's Staff Code of Conduct.

Organisation Vision, Values and Behaviours

One proud, inclusive sustainable community welcoming growth and opportunities

Communication

- I ensure that roles and responsibilities are clearly communicated
- I actively listen to the concerns of my team members and customers
- I keep my team members informed and clearly explain why decisions have been made
- I provide and accept regular, valid and objective feedback in relation to individual performance

Trust

- I recognise and report misconduct, illegal or inappropriate behaviour, and help my team to do the same
- I am fair and consistent in my dealings
- I am honest with my colleagues and trust them to fulfil their roles
- I ensure the actions of myself and others are focused on achieving organisational outcomes
- I take responsibility for the behaviour and performance of my duties within the workplace
- I deal with issues when they arise

Respect

- I treat each team member consistently and equitably



- I lead with honesty, fairness and respect
- I drive a team culture that values diversity and inclusiveness, builds respect and recognises the true potential of all individuals

Innovation

- I contribute to change processes and see change as an opportunity to improve performance
- I lead and support innovation, continuous improvement and strategic planning
- I support my team to implement new ideas and make decisions even if that means learning from their mistakes

Teamwork

- I identify and implement safe work practices, taking a systematic approach to managing risk, and ensure the health & safety of myself and others
- I acknowledge the achievements of my team members
- I address performance and mentor and coach my team
- I encourage a positive working environment
- I set clear objectives and goals for my team to achieve

The Wiluna Shire Council is proud of its workforce and recognises the strengths this provides in meeting the needs of the community it serves.

The CEO's vision for Wiluna Shire Council is one that:

- Is customer focused
- Has a culture of action
- Delivers above expectations
- Is fiscally reliable
- Empowers and trains staff

We will achieve this through leaders that guide and develop our staff, and through all staff demonstrating appropriate behaviours. These are behaviours that have been identified as leading to increased individual and organisation-wide performance and success at all levels of the organisation.

Authority and Accountability

Works under limited supervision either individually or in a team environment and may be on a range of projects.

Responsible for quality and standard of work performed, including work of other employees.

Extent of Authority

Responsible for the quality and completion of their own work.



Responsible for materials, tools, equipment, vehicles, and plant in their use.

Responsible for quality control/assurance procedures, including to recognise quality deviation/faults.

The Plant Operator does not have authority to make any capital equipment purchases.

Judgement and Problem Solving

Problems at this level require employees to use some originality in approach with solutions usually attributable to application of previously encountered solutions or experience.

Required to make technical and operational decisions relating to own work and safety and safety of the public.

May be required to make technical and operational decisions relating to the work and safety of others.

Able to perform broader range of activities with variation restricted to the area of operation with a high level of complexity subject to training and/or experience.

Specialist Knowledge and Skills

Indicative but not exclusive of the skills required of an employee at this level are:

- a) Plant operation skills:
 - i. Operator skill level with relevant experience.
 - ii. Multi-function equipment.
 - iii. Operator machine maintenance.
 - iv. Dimensional control working to existing levels or moderate degree of accuracy to design levels. Examples for preferred experience and qualifications: Hiab, loader (box out), grader (box out) (maintenance), excavator (box out), street sweeper, gang mower (sports turf), cherrypicker (EWP).
- b) Drive vehicles three axles or greater.
- c) Use and interpretation of precision measuring instruments and tools.
- d) Intermediate horticultural and nursery, including assistance in turf preparation and maintenance, tree pruning and landscaping.
- e) Plan reading, single dimensional.
- f) Developed supervisory skills.
- g) Basic understanding of quality control techniques.
- h) Installation, repair and maintenance of reticulation systems (including controllers) and modification and additions to existing systems including low voltage electrical work.
- i) Sound knowledge of Council safety policy requirements as they relate to the job being undertaken and the affect on the public.

Management Skills

Responsible for providing employees under their supervision with on-the-job training and guidance.

Responsible for materials, tools, equipment, vehicles and plant in the employee's use and used by others under their supervision.

Responsible for quality control/assurance procedures, including to recognise and correct quality deviations and/or faults.

May be responsible for the supervision and limited guidance of a small work group.

Interpersonal Skills

Oral and written literacy and numeracy skills to provide information and advice to other employees, higher level staff, clients, suppliers, and members of the public.

Qualifications and Experience

An employee at this level will have a satisfactorily completed structured and/or on-the-job training (including appropriate safety training) or possess appropriate and relevant equivalent experience and achieved a good working knowledge of the technical requirements of the job to be undertaken in some or all of the following areas:

1. Construction and/or maintenance, i.e., concreting and/or bitumen finishing work, pipelaying, and material sampling, testing and compaction techniques.
2. Safe operation and user maintenance of mechanical plant.
3. Safe operation and user maintenance of heavy vehicles.
4. Precision tools and instruments.
5. Reticulation.
6. Horticulture and nursery and may include assistance in turf preparation.
7. Materials and equipment estimating.
8. Progress towards Supervisory Certificate (level 1) and/or relevant experience.
9. HR and/or MC class licence is required.
10. Plant certificate(s) may be required.

Accessible and Inclusive Employer

The Shire of Wiluna supports flexible and accessible working arrangements for all. We are open to new approaches and aim to be an inclusive and diverse workplace of choice that celebrates the contribution made by all our staff.



Healthy and Safe Work Environment

We are committed to continuous improvement in occupational health and safety (OSH) standards. It is a fundamental requirement of all employees to work in a manner that is safe and without risks to self and others and in accordance with relevant OSH legislation and Council policy.

Risk Management

All employees are required to contribute to the effective protection of Council in accordance with the Council's risk management policy and procedures. You must take reasonable steps to ensure you are aware of the inherent risks associated with your work and take appropriate action to minimise or eliminate such risks.

Emergency Management

This position is required to contribute to emergency management activities in the event of a declared emergency when required and directed by the supervisor/manager.

Key Selection Criteria

1. Demonstrated experience in civil works and proven ability to deliver timely and effective operational works.
2. Competent in operating plant/fleet with a record of safe operations and currency of licences/tickets as relevant to the role.
3. Demonstrated commitment to excellent customer service to both internal and external clients.
4. Ability to work within a team, share knowledge and experience and meet deadlines.
5. Sound knowledge of completing accurate paperwork or the ability to do so, such as timesheets and pre-start checklists, and reasonable written/verbal skills to follow directions.
6. Current drivers licence and national general construction induction (white) card, Traffic Controllers Ticket or willingness to obtain.

Approval

APPROVED BY: Gary Gaffney, CEO

Date: 10 February 2023

Position Description Agreement

The above stated is intended to describe the general nature and level of work performed by the employee assigned. It is not designed to be interpreted as a comprehensive list of duties and responsibilities of the position. The Shire of Wiluna reserves the right to amend responsibilities as required to meet business and operational requirements.



I, the undersigned, agree that the above position description including the key responsibilities and duties are accepted as appropriate for the position.

Employee Name

(please print)

Employee
Signature

Date