

Position Description

PLANT OPERATOR

Alpine Shire Council's Values - ICARE

Innovation | Collaboration | Accountability | Respect | Empowerment

Our shared values and behaviours are integral to how we go about our work, interact with each other and our community.

Child Safety Commitment at Alpine Shire Council

Alpine Shire Council is committed to being a child safe organisation. Every child and young person has the right to feel safe. All our employees have a shared responsibility to protect children and young people from harm and abuse. Alpine Shire Council have established policies, procedures and training to achieve these commitments.

Diversity & Inclusivity at Alpine Shire Council

Alpine Shire Council is an Equal Opportunity employer. We value people of all abilities, people from culturally and/or linguistically diverse backgrounds and First Nations peoples. We are committed to upholding a safe, inclusive and respectful workplace that values the contribution of all

POSITION OVERVIEW

To assist with the efficient delivery of the maintenance and operation of Council's civil infrastructure and associated assets throughout the Alpine Shire. You will undertake key responsibilities in a professional, efficient and timely manner; and contribute to Council's aim of being a high performing organisation

You will need to be passionate and multi-skilled and able to consistently deliver at a high standard as part of the Unsealed Road Maintenance Team.

CLASSIFICATION AND RELATIONSHIPS

Classification:	Band 3 Alpine Shire Council Enterprise Agreement
Reports to:	Team Leader Unsealed Roads
Supervises:	Nil

KEY DUTIES AND RESPONSIBILITIES

As a Library Services Officer you provide an important role in ensuring the effective and efficient operation of our branch libraries in a tidy, organised and enjoyable environment including:

Accountability and extent of authority

- This role assists in achieving Council's works program through the
- maintenance of community infrastructure throughout the Alpine Shire.
- The application of relevant civil maintenance/construction knowledge and
- appropriate practices.
- The quality, quantity and timeliness of own work, and for the care of assets
- provided or worked on.
- Complying with the Occupational Health & Safety Act, Regulations and Codes
- of Practice.
- Take appropriate action to ensure the safety of self, fellow employees and
- members of the public.
- Provide explanations to members of the public regarding works being
- performed.
- Freedom to act is subject to regulations, policies and regular close
- supervision.
- The satisfactory completion of assigned tasks, in terms of quality, quantity, timeliness
- and cost-effectiveness.
- Competently and safely driving/operating/using/maintaining vehicles, plant,
- machinery, equipment and tools in accordance with manufacturer's specifications
- and Regulations.
- Adhere to Councils code of conduct and policies.

Operate and maintain plant and equipment

- Operate Councils plant and equipment in accordance with safe operating procedures and operators' manuals
- Perform daily checks on plant and equipment and record utilising Councils process.
- Service and maintain plant and equipment in accordance with manufacturer's specifications.
- Treat plant and equipment with respect and operate it in the most effective and cost-efficient manner.

Undertake civil maintenance works

- Carry out various road maintenance tasks on Councils road network
 - Sealed road repairs – Pothole repair, edge breaks, regulation work, shoulder maintenance, minor line marking, road drainage maintenance, tree works, road furniture works, vegetation works (Slashing and weed spraying), assisting contractors
 - Unsealed road repairs – Pothole repair, grading works and associated tasks, road drainage maintenance, tree works, road furniture works, vegetation works (Slashing and weed spraying), assisting contractors
- Carry out various bridge maintenance tasks on Councils bridge network
 - Deck Repairs (including approaches), bridge furniture repairs. erosion control works, vegetation works, stream works, assisting contractors.
- Carry out various pathway maintenance tasks on Councils path network
 - Concrete repair work including grinding and replacements.
 - Sealed path repairs, paver repairs, unsealed path repairs, vegetation works, signage works, assisting contractors.
- Carry out various drainage maintenance tasks on Councils drainage network
 - Pit cleaning, pit/pipe and kerb repairs, open drain clearing works, assisting contractors
- Perform traffic management/control duties.
- Perform other duties such as but not limited to:
 - Completion of capital projects and associated works
 - Depot works
 - Assisting other departments where required
- Record the need for maintenance and pass on to the relevant officer if required
- Assist and undertake other duties as directed by the Team Leader Unsealed Roads and Senior Team Leader Roads.

Continuous improvement

- Identify and assist with implementing operational changes to deliver more efficient processes, methods, practices and use of resources.

Emergency management

- Assist Council in dealing with any emergency situation affecting the operation of Council and/or the wellbeing of the community.

Other duties

- Promote Council and its activities regularly, proactively and positively
- In addition to the responsibilities described in this document, all employees must comply with the Alpine Shire Council's Code of Conduct and Corporate Policies
- Continually review and improve work methods associated with this role
- From time to time the employee may be required to undertake duties in addition to those above, but which fall within the employee's capabilities, experience, skills, competence or training

Judgement and decision making

- Guidance is always available from immediate supervisor or manager
- Ability to follow procedures
- Some problem-solving skills may be required for on-site situations and for dealing with complaints and enquiries from the public; however, guidance and advice are always available.
- Decisions are made in accordance with documented and established procedures, practices and industry standards.
- Complex or sensitive matters must be referred to the Works Coordinator.

Management skills

- Work effectively with minimal supervision
- Ability to manage your time and plan your day
- Ability to train other staff in areas outlined in this position description
- Successfully interact with Council employees and the public.
- Positive approach to furthering own professional development.

Interpersonal skills

- Demonstrate a courteous disposition with a helpful and friendly manner.
- Be able to communicate clearly both verbally and in writing.
- Respond positively and enthusiastically to assigned tasks.
- Ability to work flexibly and co-operatively as part of a team.
- Display a punctual, reliable and positive approach to work.
- Be willing to seek guidance and advice when required.
- Willing to undertake training relevant to the position.
- Display and promote a positive image of Council through appearance, attitude and performance of tasks.

EXPERTISE

Qualifications

Mandatory

- Working with Children Check
- National Police Check and pre-employment medicals.
- Current Victorian Driver's licence.
- VCE or equivalent or previous experience relevant to this role
- Certificate III in Civil construction or similar (desirable)

Training will be provided for the successful applicant, but any existing skills or competencies as described below will be well regarded:

Desirable skills & competencies

- Control traffic with a stop/slow bat (RIIWHS205D)
- Implement traffic management plan (RIIWHS302D)
- Heavy Combination Truck licence.
- Operate and maintain chainsaws (AHCMOM213)
- Prepare to work safely in construction industry (CPCCWHS1001)
- Accredited Competency Certificates (or competency but not ticketed) in relevant earthmoving machinery including (but not limited) to Front End Loader, Backhoe, Grader, Excavator, Roller, Skid Steer, Dozer or Forklift.
- Provide First Aid (HLTAID003)

Specialist knowledge and skills

- Knowledge/experience in the Civil maintenance and construction areas and the use of appropriate techniques
- Knowledge/experience of the various plant and equipment and the use of appropriate techniques
- Ability to identify hazards and ability to rectify in a safe manner.
- Basic IT skills and willingness to learn new skills.
- Ability to work unsupervised
- Safe and competent operation and maintenance of vehicles, plant, machinery, tools and equipment.
- Knowledge of current civil maintenance and construction practices.
- Able to provide instruction and on the job training in civil maintenance, construction and plant and equipment practices and techniques to works staff.

Experience

- 12 months experience in a similar role desirable

HEALTH, SAFETY AND RISK DUTIES AND RESPONSIBILITIES

Nothing is more important than the health and safety of yourself and those around you. You must:

- Perform all tasks in a manner that does not place at risk the health and safety of any person
- Utilise all appropriate P.P.E.
- Seek assistance when unsure of how to perform a task
- Ensure you observe, understand and comply with all Occupational Health and Safety Legislation, Regulations, Codes of Practice, Policies, Procedures and directives
- Regularly inspect your work environment for hazards
- Immediately report all workplace incidents, accidents, near-misses and hazards to a supervisor
- Support the return to work plan for any injured worker when returning to work
- Council Employees do not smoke in any workplace or when engaged in work related activities. Smoking is an issue for both Council and employees as it impacts on both the work and personal life of the smoker and other employees and in some cases the reputation of the Council

PHYSICAL REQUIREMENTS

Daily work will be performed in an outdoor environment, as such:

- You will be exposed to those conditions normally encountered in an outdoor environment
- Physical demands are moderate to strenuous, consisting of the ability to sit, stand, stoop, reach, bend, climb, lift and pull using safe manual handling practices
- You must be able to see and hear in the normal range, with or without correction, and communicate well both verbally and in written form, and must be able to be understood
- You must have the stamina to work long hours, if assigned, and must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts
- The work environment may include uneven surfaces and up and down stairs