



POSITION DESCRIPTION

SECTION 1 – POSITION IDENTIFICATION

Title:	Town Crew - Plant Operator(Dozer, Roller, Leader, Backhoe, Skidsteer)
Department:	Infrastructure Assets
Responsible to:	Works Supervisor
Position:	Casual
Hourly Rate:	\$25-\$30 per hour depending on experience
Classification:	<i>Municipal Employees (Western Australia) Interim Award 2011 - Level 3</i>

SECTION 2 - POSITION FUNCTION

Purpose

As a member of the Shire of Halls Creek Town Crew, you will primarily operate a specific item of plant in the delivery of quality roadwork and other services including the preparation of construction and maintenance programs and to ensure the efficient and effective utilisation of the plant in a safe and effective manner.

Under direction of the Works Supervisor or leading hand, apply best efforts to other duties and requirements that may include more than purely plant operation, to ensure that the overall operation of the Works crew is efficient and functional for the whole of the work scope in a Shire wide operation.

SECTION 3 - KEY DUTIES & RESPONSIBILITIES

Plant (as required)

Operate the plant and the equipment on-board within the scope and limitations of its licensed capacities as described by the manufacturer and outlined by the Shire during induction and other familiarisation conversations and within normal expectations of a Shire plant item doing standardised Shire construction and maintenance work.

Construction and Maintenance Programs

In association with construction crew undertake construction projects – as required dependent on plant operated. Support maintenance grading programs in accordance with the Works Supervisor or leading hands instruction; subject to the nature of the plant operated.

Drive plant for the purpose of supporting other activities like carting gravel, sand and other road making materials.

Assist with the transport of machinery on float as required.

Machine Servicing and Maintenance

Undertake daily serviceability checks prior to commencing use of the machine in accordance with Shire operational and Occupational Health and Safety requirements and policy.

Maintain high operational standard of cleanliness including cleaning cab, degreasing, engine oil, water checks etc. including power washing when plant is in the depot.

Ensure that all support tools and equipment like tyre changing equipment, chains, fire extinguishers, first aid equipment is in a serviceable state, ready for immediate use.

Report all machine and equipment maintenance issues through the arranged processes for the Works crew and dependent on nature, seriousness and urgency of the matter be responsible for the follow-up to ensure the item is resolved and corrected.

Occupational Health and Safety

Ensure own safety and avoid adversely affecting the safety and health of any other person through any act or omission at work.

Ensure compliance to Main Roads WA Traffic Management standards and Worksafe High Risk Construction Standards when involved in roadworks; Undertake risk assessment, hazard identification and control, and conduct accident/incident/near misses' investigation and documentation as required within scope of this position.

Maintain Safe Work Procedures and combined with Job Safety Analysis sheets (JSA's) as required within scope of the work for this position.

Other

Undertake some manual work with other shire crew e.g. install pipes, guide posts, general road maintenance, as directed from time to time.

Other special projects and duties as directed.

SECTION 4 - SELECTION CRITERIA

<p>Essential:</p>	<p>Skills Highly developed plant operation capacities. Evidence of plant operator training. Evidence of capacity to maintain work machine in a serviceable condition. History of plant operation in a roadworks context.</p> <p>Knowledge Working knowledge of the operation and practices of a Local Government Works Department including road construction and maintenance techniques and other associated requirements; Knowledge of plant and equipment maintenance requirements. Knowledge of project management and project operations. Developing knowledge of Occupational Health and Safety operations at a works crew operational level and underlying legislative requirements.</p> <p>Experience Experience in Local Government or similar organisations in a the Works/Services Department, Experience in construction and maintenance projects operating a truck or plant; preferably in a works environment;</p> <p>Qualifications and/or Training Minimum current "C" class driver's licence (manual preferred), with 4WD experience or a willingness to undergo 4WD training. Qualifications and/or relevant experience in plant operation. Current First Aid qualifications.</p>
<p>Desirable:</p>	<p>Experience in the operation of other plant and machinery Hands on experience in Local Government</p>
<p>Shire Policy Requirements</p>	<p>Police Clearance It is a requirement for all employees of the Shire of Halls Creek to provide a National Police Clearance (at interview or within 3 months of appointment) and maintain a clear record as it pertains to the requirements of the role, duties and obligations of the position.</p> <p>Drivers License Minimum C class driver's license. A copy to be provided upon interview or at commencement.</p> <p>COVID-19 Vaccination Certificate It is a requirement for all employees of the Shire of Halls Creek to provide copies of COVID-19 vaccination certificates.</p>

SECTION 6 - APPOINTMENT FACTORS

Location	Shire of Halls Creek, HALLS CREEK, WA 6770.
Organisational Relationships	Internal and External Liaison: Internal All Council Staff External General Public, Local Services Contractors and Suppliers on occasions.
Extent of Authority	Nil.
Delegation Authority	Nil.
Employment Terms	A Probationary period of 3 months will apply to this position in accordance with Shire policy.

SECTION 7 - CERTIFICATION

The details contained in this document are an accurate statement of the purpose, duties and role specifications and other requirements of the position.

CEO

Date

Musa Mono
Acting Chief Executive Officer

I have read and understood the requirements of the position as detailed in this document.

Employee

Date Appointed