



POSITION DESCRIPTION

GENERAL HAND / PLANT OPERATOR

Location	Works Depot
Department	Works and Services
Salary	Local Government Industry Award 2020
Reports to	Manager of Works & Services
Supervision of	Nil
Revision	3
Date	22 nd November 2023

Approval of Position Description

<i>Document Owner</i>	<i>Position</i>	<i>Reason for Review</i>	<i>Review Date</i>	<i>Additional Comments</i>
Stuart Hobley	Chief Executive Officer	New Document	29 th Oct 19	
Stuart Hobley	Chief Executive Officer	Review to advertise	22 nd Oct 2020	
Hayley Byrnes	Deputy Chief Executive Officer	Review for new employee	25 th May 2023	
Hayley Byrnes	Deputy Chief Executive Officer	Review for new employee	22 nd November 2023	

1. ORGANISATIONAL RELATIONSHIPS

1.1 Responsible to:

Manager of Works & Services
Executive Management Team

1.2 Supervision of:

Nil Staff

1.3 Internal and External Liaison:

Internal

- Other Executive Staff
- Other Staff

External

- Residents and Ratepayers
- Various Business Organisations (including Contractors to Council)

2. EXTENT OF AUTHORITY

Operates under direct Supervision and within established guidelines, procedures and policies of Council as well as statutory provisions of the Local Government Act and other relevant legislation.

3. PURPOSE OF POSITION

- To assist in the upkeep and maintenance of the Shire of Cunderdin's infrastructure.
- To operate and maintain various items of plant in an effective, efficient and safe manner.
- To work on various road construction and maintenance projects to provide maximum benefit to the community.
- To provide casual support for all areas of the Shire's Works Department.

4. KEY DUTIES/RESPONSIBILITIES

- Operate various items of plant, as required.
- Ensure those items of plant that are nominated receive correct care and maintenance as required.
- Carry out the cleaning and minor maintenance tasks of those items of plant, which are nominated as the officer's responsibility.
- Assist with road construction or maintenance tasks as required when not actually operating plant.
- To assist in the preparation and completion of various Council and community functions as required.
- To work safely in accordance with OSH
- Assisting with Building Maintenance
- General garden duties including but not limited to weeding, repairing and installing reticulation, planting, fertilizing, watering and general upkeep.
- Any other duties as may be required by the Manager of Works and/or Executive Management Team (e.g. grave digging, using shovels and culvert work).

GENERAL HAND

Selection Criteria

Qualification	Essential	Desirable
Other relevant short course training (e.g. first aid) will be an advantage.		✓
Current "C" & "MR" class Motor driver's license.	✓	
"HR" Motor drivers licence (or obtain within 12 months)	✓	
Key Skills, Knowledge and Experience	Essential	Desirable
Sound plant operation skills, preferably on a number of different types of plant (e.g. Graders, Loaders, Trucks and Tractors).		✓
Sound mechanical and vehicle maintenance skills.		✓
High level problem solving skills with the ability to set priorities, manage multiple deadlines and effectively deliver tasks and processes on time;	✓	
Must possess or obtain a current "Safety Awareness Training Certificate" or "White Card" as prescribed by the Occupational Safety and Health legislation and regulation prior to commencing employment.	✓	
Sound knowledge of construction and maintenance techniques, for roads, street, drainage, and other works		✓
Extensive experience in the operation of various items of plant		✓
Experience in road construction and maintenance		✓
Personal Skills	Essential	Desirable
Developed time management and organisational skills.	✓	
Developed communications skills - both written and verbal	✓	
Developed public relations skills.	✓	
Adequate knowledge of the English language including spelling, grammar and vocabulary.	✓	

5 WORKING CONDITIONS/OHS CONSIDERATIONS

Occupational Safety and Health – comply with the Shire's OSH Policy and other Shire policies & procedures and legislation relevant to role and responsibilities. Observe safe work practices and operating procedures. In accordance with the Shire's and legislative requirements report any hazards, incidents or near misses in a timely manner.

6. OTHER RELEVANT FACTORS OR REQUIREMENTS

A Pre-Employment Medical Examination and current National Police Clearance Certificate will be required by the successful applicant.

It is advised that no formal offer can be made until your satisfactory completion of this employment condition.

7. COMMENTS

All employees are required to sign a declaration that they have read Council's Induction Manual / Policies prior to the commencement of work or any reviews. This signed document will be placed on each employees payroll file as evidence of the fact that they have read and understood the requirements of the position and Council.

8. TERMS OF EMPLOYMENT

Award	Local Government Industry Award 2020
Position Status	Full Time
Hours of Work	76 Hours per 9 day fortnight
Level	Level 1- 4 Depending on experience and qualifications
Salary	\$47,621 (level 1) - \$51,740 (level 4) per annum + allowances (Depending on experience)
Council Loyalty Scheme	Applies to this position
Superannuation	11.5% Employer Superannuation Guarantee Contribution + matching co-contribution of 4%
Performance Review	Annually
Housing	Subsidised housing may be available.
Motor Vehicle	N/A
Job Location	Cunderdin, Western Australia, 6407