



JOB DESCRIPTION – Plant Operator

POSITION IDENTIFICATION	
Position Title: Plant Operator	Department: Works
Award/Agreement: Shire of Jerramungup Works and Services Industrial Agreement 2024	Employment Type: Full Time
Reports to: Works Supervisor	Supervisory Responsibility: Nil
Hours: Primary hours of work are: 6:30am – 3:30pm from Monday to Friday. Ordinary hours of work are between: 6:00am – 6:00pm from Monday to Friday. Additional hours may be required.	Location: <ul style="list-style-type: none"> • Jerramungup Shire Works Depot 9 Newton Street, Jerramungup • Various locations across the shire

Approval of Position Description

<i>Document Owner</i>	<i>Position</i>	<i>Reason for Review</i>	<i>Review Date</i>	<i>Additional Comments</i>

1. ORGANISATIONAL RELATIONSHIPS

1.1 Responsible to:

- Works Supervisor

1.2 Supervision of:

Nil

1.3 Internal and External Liaison:

Internal

- Works Supervisor
- Executive Staff
- Other Staff

External

- Residents and Ratepayers
- Contractors

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

Assist the road maintenance and construction crews in delivering the annual road construction and maintenance works program. The position has a strong focus on the operation of specialist plant and multi-function equipment to a high skill level.

4. KEY DUTIES/RESPONSIBILITIES

- Maintain roads, pathways, car parks, air strips, refuse sites and other infrastructure as required.
- Maintains and protects ancillary infrastructure including drainage, signs, guideposts and service authority installations.
- Maintains environmentally responsible practices with regard to declared rare flora, dieback, clearing, weeds, drainage and erosion.
- Maintains appropriate traffic management at the worksite.
- Undertakes structured training and participates in the development of procedures for efficiency in the workplace.
- Must have competent oral and written literacy, numeracy and public relations skills.
- Is responsible for the safe operation and maintenance of minor to medium plant and single-function equipment relevant to the work area to a high standard. (eg loader, roller, excavator, trucks).
- Basic dimensional control of work requiring a degree of accuracy with respect to design.
- Completes own timesheets daily, ensuring the correct allocation of labour, plant, stock and materials is recorded.

- Any other duties as directed from time to time by the Works Supervisor and Chief Executive Officer.
- Must comply with the safety procedures and directions agreed between management and employees with nominated or elected safety and health representatives.
- Must, in accordance with Council procedures for accident and incident reporting, report potential and actual hazards and accidents/incidents to their supervisor and/or safety and health representatives.
- Must where appropriate complete Job Safety Analysis for workplace activities.

5. SELECTION CRITERIA

Qualification	Essential	Desirable
HC Class Drivers Licence	✓	
White Card		✓
Basic Worksite Traffic Management accreditation		✓
Construction Safety Awareness certification		✓
First aid qualification		✓
Training in Conservation and Land Management		✓

Key Skills, Knowledge and Experience	Essential	Desirable
Proven experience in plant operation, road construction and maintenance works.	✓	
Safe operations and user maintenance of plant equipment such as loaders, rollers, excavators and MC trucks.	✓	
Ability to work co-operatively and communicate effectively within the works team and the shire.	✓	
Ability to work independently with initiative to solve problems without regular supervision.	✓	
Ability to actively pursue professional development and skills improvement.	✓	
Ability to undertake manual handling tasks and physical workloads.	✓	

Key Skills, Knowledge and Experience	Essential	Desirable
Commitment to and enthusiasm for providing exceptional customer service to the local community.	✓	
Experience in the operation of graders.		✓
Knowledge of <i>Environmental Protection Act 1986</i> and <i>Environmental Protections (Clearing of Native Vegetation) Regulations 2004</i> .		✓

Personal Skills	Essential	Desirable
Developed time management and organisational skills.	✓	
Developed communications skills - both written and verbal	✓	
Developed Customer Service.	✓	
Adequate knowledge of the English language including spelling, grammar and vocabulary.	✓	

5 WORKING CONDITIONS/WHS CONSIDERATIONS

Work Health and Safety – All staff will assist the Shire to create and maintain a safe and healthy work environment by working safely, complying with the Shire of Jerramungup’s Risk Management and Work, Health and Safety policies and procedures and using all equipment provided in accordance with safe operating procedures. Where appropriate, staff will initiate and participate in worksite inspections, accident reporting and investigations and develop safe work procedures.

All supervising staff are required to implement and maintain the Shire’s WHS Management System in areas under their control, ensuring compliance with legislative requirements and established Policies, Procedures and Guidelines and, provide the appropriate information, instruction, training and supervision.

Staff will inform their supervisor of any unsafe working practices or hazardous working conditions.

6. OTHER RELEVANT FACTORS OR REQUIREMENTS

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

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/Code of Conduct 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	Shire of Jerramungup Works and Services Industrial Agreement 2024	
Position Status	Full-Time	Permanent
Hours of Work	Primary hours of work are: 6:30am – 3:30pm from Monday to Friday. Ordinary hours of work are between: 6:00am – 6:00pm from Monday to Friday. Additional hours may be required.	
Level	Level 5 (dependant on qualifications and experience)	
Superannuation	15% Employer Superannuation Guarantee Contribution	
Additional Superannuation	In accordance with Council Policy.	
Probation	6 Months	
Performance Review	Annually	
Annual Leave	Employee will be entitled to four (4) weeks Annual Leave (pro-rata) with 17.5% Loading on Entitled Annual Leave.	
Housing	Staff Housing Allowance provided as per Council Policy.	
Motor Vehicle	N/A	
Job Location	Jerramungup, Western Australia, 6337 Bremer Bay, Western Australia, 6338	

Acknowledgement;

Name

Signature

Date

Approved by;

Name

Signature

Date