

Position Description

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| POSITION | Plant Operator Excavator |
| SECTION | Asset Construction |
| DEPARTMENT | City Assets |
| BUDGET SUBJECT | 649 |
| POSITION NO. | BCC69, BCC79 |
| POSITION TYPE | Full-time |
| REPORTS TO | Asset Construction Supervisor |
| DIRECT REPORTS | No |
| POSITION GRADE | Band 1 Level 4 Salary System Grade 5 |
| DATE | February 2015 |

POSITION PURPOSE:

- To operate and maintain Council Plant within the City of Blacktown as directed by authorised staff within the limits of the employee's skills, competency and training.
- Act in accordance with the NSW WHS Act 2011, WHS Regulation 2011 and the Work Health and Safety (WHS) Management System to ensure a safe place of work.

QUALIFICATIONS & EXPERIENCE:

Essential:

- Extensive experience in operating excavators in all facets of civil construction including earthworks, trenching and road construction.
- Appropriate WorkCover certificates and licences.
- Class 'C' driver's licence.

AUTHORITY:

- The incumbent has the authority to take any reasonable action that is consistent with the responsibilities of the position and to ensure the safe and efficient undertaking of work activities, which are consistent with the responsibilities of the position. The incumbent's authority is subject to any limitation imposed by the management team, corporate policies, procedures and work instructions.

KEY ACCOUNTABILITIES:

- Provide the highest level of service to internal and external customers.

- Adhere to Council's Code of Conduct and EEO Policy, codes of practice and statutory and legal requirements.
- Conduct activities in accordance with the Work Health and Safety Act 2011.
- Operate excavator in a safe, efficient and effective manner in order to meet deadlines.
- Perform duties in a safe manner without injury to personnel or damage to equipment.

WHS:

- Act in accordance with the NSW WHS Act 2011, WHS Regulation 2011 and the WHS Management System.
- Implement, monitor and, or comply with councils WHS Management System, including but not limited to WHS Policies, Standard Operating Procedures, Risk Assessments/Work Instructions and associated system tools in their relevant work area.
- Adequately familiarise themselves with their WHS responsibilities and actively fulfil these as indicated in the WHS Responsibilities guideline WHS001.
- WHS001 - Matrix is attached.

Corporate:

- To commit to and embrace the objectives of Blacktown City 2030 – City of Excellence, and to be accountable for participating as appropriate in the allocated program of works designed to deliver on the identified objectives as directed.

Equal Employment Opportunity (EEO):

- Demonstrate appropriate knowledge of, and commitment to, EEO principles and anti-discrimination law in the workplace.

Environmental Sustainability:

- Act in accordance with the Protection of the Environment Operations Act 1997 (NSW), the Local Government Act 1993 (NSW) and seek to conserve and enhance our local environment, in consideration of Council's environmental sustainability policy through our work practices, programs and services.

DUTIES:

- Operate excavator in accordance with legal requirements, WHS regulations, EPA requirements, codes of practice and Australian Standards.
- Comply with the principles and practices of WorkCover codes of practice for 'Excavation Work' and 'A guide for front end loader and excavator drivers'.
- Carry out routine maintenance procedures and pre start checks on a daily basis as per excavator requirements (eg. lubrication, water, air).

- Maintain good public relations with residents.
- Operating of excavator for road construction, drainage works and earthworks.
- Ensure that excavator is utilised efficiently so that projects are completed in a timely and cost effective manner whilst maintaining the appropriate degree of safety.
- Working to specifications and instructions.
- Assist personnel with general construction duties when excavator is not in use.
- The excavator operator is to liaise with the site ganger on construction projects during the course of the day as to any additional or specific requirements for the project.
- Perform any other duties that may be required which are within the training, competency and capabilities of the position holder as instructed by the supervisor.

SELECTION CRITERIA:

- Relevant experience in accordance with requirements of Position Description.
- Appropriate skills, WorkCover certificates and licences for the position.
- Experience in all aspects associated with construction work and operating excavator.
- Ability to operate other plant.
- Knowledge of applicable legislation/regulations.
- Ability to work within a team environment.

PERFORMANCE CRITERIA:

- As per Council's Performance Management System.
- Instructions by authorised personnel are carried out in a proficient manner.
- Application in accordance with Council's Performance Management System.
- Adherence with Council's WHS Management System and WHS guidelines.

Employee Name (PRINT): _____

Employee Sighted and Agreed: _____

Date: _____

Supervisor Name (PRINT): _____

Authorised by Supervisor: _____

Date: _____

