

Position Description

Field Operator (General)

Name of appointed officer: Vacant

Date of appointment:

Date of last review of position description: February 2019

Salary and conditions

All terms and conditions of employment are consistent with the Local Government (State) Award unless otherwise stated.

Assessed entry level of position within salary system:	Band 1 Level 3
--	----------------

Position limit within salary system: (20 Grade structure)	Grade 3 – Entry to Step 4
---	---------------------------

Status of position:	Permanent
---------------------	-----------

Hours of work per fortnight:	76
------------------------------	----

Organisational relationships

Directorate:	Works and Civil
--------------	-----------------

Section:	Civil Services
----------	----------------

Team:	Not applicable
-------	----------------

Work base:	Rushforth Road, Koolkhan Depot as relevant to the position
------------	--

Position responsible to:	Supervisor (Roads) Grafton/Koolkhan or South Grafton as relevant to the position
--------------------------	--

Level of support and supervision:	High supervision
-----------------------------------	------------------

Level of personal management	Low
------------------------------	-----

Level of teamwork required:	High
-----------------------------	------

Supervision of staff:	Nil
-----------------------	-----

Internal contacts:	All staff within workgroup
--------------------	----------------------------

External contacts:	General public
--------------------	----------------

Vision, mission and values

Our vision:	To make the Clarence Valley a community full of opportunity
Our mission:	To plan and deliver services valued by the community
Our values:	the acronym ' STRIVE ' describes the values and behaviours which are considered to be core requirements when we deal with each other and our community



Our Values and Behaviours	
Safe	
We will have a safety focused workplace culture to ensure the wellbeing of our staff and the community.	
Acceptable	Unacceptable
I am aware of hazards	I take shortcuts
I promote a safe culture	I ignore safety
I look out for others	I do not communicate
Teamwork	
We will work together as one council towards shared goals and for the greater good of the community.	
Acceptable	Unacceptable
I share the load	I undermine others
I communicate with others	I act in isolation
I value people's strengths	"What's in it for me?"
Respect	
We will be inclusive, treat people with courtesy and fairness, and ensure each individual is valued and heard.	
Acceptable	Unacceptable
I am inclusive	I am a bully
I value the skills and opinions of others	I am aggressive
I listen actively	I am a gossip
Integrity	
We will behave in a way that is honest, open, and transparent. We will take responsibility for our actions and strive for excellence.	
Acceptable	Unacceptable
I am honest	I lie and conceal
I work ethically and lead by example	I act corruptly
I am responsible for my actions	I undermine others
Value	
We will deliver services efficiently, effectively, and in an environmentally and financially sustainable manner.	
Acceptable	Unacceptable
I always look for improvements	I misuse Council resources
I work efficiently	I'm a bludger
I learn from my mistakes	I don't respect the environment
Engagement	
We will engage with our staff and community to inform our decision making, and create awareness of our activities.	
Acceptable	Unacceptable
I communicate in a clear and timely manner	I deliberately misinform (lie)
I am the face of Council	I don't value consultation
I value all our customers' needs	I ignore communication

Physical requirements of the position

Travel long distances to worksite

Capable of working in difficult terrain, including walking up and down embankments and over rough ground, with prolonged sitting and standing and frequent bending

Manual handling, including general labouring duties

Access and egress to plant and machinery

Purpose of the position

To work collaboratively as part of a gang in the delivery of road construction and maintenance works including the operation of multiple items of plant.

Convey information on Council issues

Ensure that activities comply with all WHS policies and procedures

Major duties and responsibilities

Undertake relevant works to ensure cost efficient delivery of service and a safe working environment for employees and the public, including (but not limited to) the following:

- Operation of designated items of plant within the operators capabilities and certification, e.g. Roller, Backhoe, Front End Loader, Skid Steer
- Operation of a truck (in excess of 8 tonne) to Council standards
- Undertaking general maintenance activities within the Council area
- Undertaking construction activities within the Council area
- Undertaking traffic control duties
- Undertaking general labouring duties

Ensure works are undertaken to required standard

Undertake works in accordance with all quality, environmental and WHS requirements, completing all appropriate documentation including (but not limited to):

- Active involvement in injury prevention and management, and return to work programs
- Risk assessments
- Selection and use of appropriate safe work codes and traffic control plans
- Plant pre start check lists
- Site inductions
- Daily costing sheets
- Quality and environmental control documentation
- Timesheets and plant sheets

Liaise and coordinate with others to ensure efficient delivery of Council services

Convey information regarding the state of Council's asset/infrastructure

Be responsible for the maintenance of the first aid kit attached to the plant operated by the position

Essential selection criteria

The selection criteria must be addressed as part of your application. Applicants must meet the essential criteria in order to be considered for interview.

Education and knowledge

Certificate II in a relevant field; or equivalent relevant industry experience

A general knowledge of road and drainage maintenance and construction activities

Licences/tickets, clearances, membership

Current MR Drivers Licence

WHS Construction Induction Training Certificate (NSW) or equivalent recognised in NSW

Experience

Demonstrated experience in a similar role

Position related skills

Communication skills including the ability to liaise with the public

Ability to follow instructions

Work qualities

Behaviour that positively demonstrates commitment to Council's STRIVE values

Desirable selection criteria

The following criteria are considered important and demonstrated capacity to meet them will be highly regarded

Education and knowledge

Certificate III in Civil Construction Plant Operation

Licences/tickets, clearances, membership

Current HR Drivers Licence

RMS Traffic Control Certificate 'Traffic Controller'; or equivalent recognised in NSW

RMS Traffic Control Certificate 'Implement Traffic Control Plans'; or equivalent recognised in NSW

High Risk Work Licence Class 'DG' - Dogging

Experience in the operation of rollers

Statement of Attainment (Backhoe) or WorkCover ticket, or ability to demonstrate competence

Statement of Attainment (Front End Loader) or WorkCover ticket, or ability to demonstrate competence

Statement of Attainment (Skidsteer) or WorkCover ticket, or ability to demonstrate competence

Experience in the operation of tractors/slashers

Chainsaw Certificate Level 1 (trim and cross cut felled trees)

Safe Work Near Overhead Powerlines Certificate

Other features of this position may include

Call back

Generic performance requirements

Ethics/probity – act in accordance with the Code of Conduct.

Equal employment opportunity - comply with Council's Equal Employment Opportunity (EEO) Protocol.

Health and safety (WHS) - undertake duties and act at all times in accordance with the WHS Management System.

Other duties (outside of specific position requirements) - under the provisions of the Local Government (State) Award, Council may direct any employee to carry out duties that are believed to be within the employee's skills, qualifications, competence and fitness capabilities, whether or not they are a usual function of the position. Where an employee is required to perform duties associated with a higher position, the **Use of skills** Clause in the Local Government (State) Award will apply.

Declaration

In signing this declaration I acknowledge that I,
have been advised of the requirements, terms and conditions of appointment to this position based on this Position Description.

Signed: Date

Employee
