



LOWER EYRE COUNCIL

JOB DESCRIPTION

- 1 TITLE:** General Duties & Plant Operator
- 2 STREAM:** Local Government Employees Award
- 3 GRADE:** 2 - 3 (depending upon experience)
- 4 DEPARTMENT :** Works and Infrastructure Department

5 POSITION OBJECTIVES:

To carry out maintenance and construction duties within the team, including:

- Road maintenance - sealed roads;
 - Surface repairs,
 - Kerbs,
 - Stormwater infrastructure (grates, entry pits, headwalls and outfalls)
 - Directional and other sign infrastructure/assets
- Road maintenance - unsealed roads:
 - Stormwater infrastructure (pipes, headwalls and outfalls)
 - Guideposts, directional signs and other sign infrastructure/assets
- Footpath and road verge maintenance (weed control, mowing, tree trimming);
- Parks, gardens, cemeteries, public toilets and playgrounds;
- Jetties, boat ramps and other coastal infrastructure;
- Minor construction projects (e.g. footpaths, playground equipment);
- Support the operation of other Council facilities (such as Community Wastewater Management Schemes, Waste Transfer Stations or Port Lincoln Airport); and
- Participate in routine weekend and holiday rosters to cover Council operations during these periods.

6 KEY RESPONSIBILITIES:

- 1 Understand, uphold and support the Staff Values and Employee Code of Conduct
- 2 Willingness to receive and respond to constructive feedback
- 3 Safe Operation of vehicles and plant
- 4 Safe Operation of Power Tools
- 5 Safe Operation of Hand Tools
- 6 Gardening and Vegetation Maintenance
- 7 Maintenance of Council Infrastructure
- 8 Construction and Upgrade of Council Infrastructure
- 9 Relieve Maintenance Team Leader from time to time in their absence
- 10 Fill out Timesheets and Plant Returns
- 11 Carry out any other work as directed from time to time

7 REQUIREMENTS OF THE JOB:

Essential:

- 1 Agreement to commence and conclude work from any depot of Council as the work requires (as directed by the Northern Coordinator from time to time);
- 2 Must undertake a reasonable amount of overtime in peak periods or as required for discreet projects;
- 3 Experience in rural and urban road maintenance procedures on open surface and sealed roads;
- 4 Class C Licence
- 5 Experience in the operation and maintenance of plant and equipment;
- 6 Self motivated
- 7 Ability to follow instructions and plans
- 8 The ability to undertake training to acquire skills and qualifications necessary for the position;
- 9 Knowledge of Work Health and Safety requirements, and
- 10 Knowledge of the requirements for traffic control at road works and experience in their application.

Desirable:

- 1 HC/HR Licence
- 2 Experience in the operation of earthmoving equipment
- 3 Experience in survey and levelling for construction activities
- 4 Experience in road building and road building materials;
- 5 Experience in horticulture or landscape maintenance

8 QUALIFICATIONS

- 1 Load shifting equipment operators accreditation;
- 2 Work Zone Traffic Management Accreditation;
- 3 Construction Industry white card.

Council will provide training to ensure these qualifications are gained by the successful applicant, as required.

9 WORK HEALTH AND SAFETY RESPONSIBILITIES:

As an Employee:

1. To take reasonable care of personal safety and that of others at work;
2. To use safety devices and protective equipment correctly and in accordance with health and safety procedures;
3. To obey all instructions from the supervisor issued to protect personal health and safety and that of others and not to perform any procedure or task unless appropriate training and instruction has been received;
4. To take such action as is within known competence and responsibility to report or make such recommendation to a higher level as they deem necessary to avoid, eliminate or minimise hazards of which are apparent in regard to working conditions or methods;
5. To report any accident or injury which arises in the course of work;
6. To keep work areas in a safe condition;

(continued)

9 WORK HEALTH AND SAFETY RESPONSIBILITIES: cont'd:

7. To ensure personal safety or that of others is not endangered by the consumption of alcohol or drugs;
8. To not interfere with, remove or displace any safety guards, safety devices or protective equipment unless it is as part of an approved maintenance or repair procedure;
9. Participate in an environment where all employees of the District Council of Lower of Lower Eyre Peninsula assume responsibility for managing risk; and,
10. Comply with Council's Grievances & Harassment Policy, as adopted by the Work Health & Safety Committee.
11. To actively engage in consultation regarding WHS practices and related documents
12. To support the promotion of a positive safety culture
13. To elect Work Health & Safety representatives, and
14. To support and use appropriate consultative structures.

10 ACCOUNTABILITY

1. This incumbent is accountable for fulfilling the requirements of Key Responsibilities as set out in this job description
2. The incumbent is responsible for complying with all Council codes, guidelines, policies and procedures that relate to the work they undertake or the Council as a whole
3. This position is accountable for the timely and accurate preparation and maintenance of records, reports and functions as specified in the Key Responsibilities section of the Job Description.
4. The incumbent is responsible and accountable for adequately managing the corporate records they create, capture and dispose according to relevant policies, procedures and legislation

11 ORGANISATIONAL RELATIONSHIPS:

The Employee:

1. Is directly responsible and is supervised by the Depot Supervisor
2. Responsible to the Northern Coordinator
3. Liaises with the other Council employees.

12. PERFORMANCE INDICATORS

Performance will be measured and assessed against the position responsibilities and objectives set during annual performance appraisals.

13 AUTHORITY

To act within the limits established by the Works Department Management to achieve the objectives and satisfy the requirements of the position.

I, _____, understand the requirements set out in this Job
(Print Name)

Description.

Signature:

Date