LOWER EYRE COUNCIL

JOB DESCRIPTION

1	**TITLE:**	General Duties & Plant Operator- Casual (major projects)
2	**STREAM:**	Local Government Employees Award
3	**GRADE:**	2
4	**DEPARTMENT:**	Works and Infrastructure Department- Major Projects Team

5 POSITION OBJECTIVES:

To carry out construction duties within the Major Projects team, including:

- Road Construction - sealed roads;
  - Placing, Laying, Compacting, Trimming Pavement Material
  - Kerbs,
  - Stormwater infrastructure (grates, entry pits, headwalls and outfalls)
  - Installation of roadside furniture.
  - Tidying and Landscaping Works
- Bulk Earthworks;
  - Cut to fill
  - Conditioning, Placing and compacting material
- Footpath and road verge Construction;
- Installation of Civil Infrastructure;
  - Installation of common services
  - Installation of CMWS Infrastructure.
- Participate in adhoc weekend and holiday works depending on project requirements during these periods.

6 KEY RESPONSIBILITIES:

NOTE: Responsibilities will vary depending on the scope of the project

- Site Preparation and Earthworks
  - Clearing and leveling: Clear vegetation, debris, and old materials from work sites. Spread and level soil, gravel, sand, and asphalt.
  - Digging and trenching: Dig holes, trenches, and footings manually or using small plant machinery. Backfill and compact earth around pipes and foundations.
  - Traffic and site safety: Set up traffic control signs (under supervision), guide vehicles, and ensure compliance with workplace health and safety (WHS) rules. Clean up the site at the end of the shift.

- Material Handling and Concrete Work
  - Loading and moving: Load, unload, and transport heavy construction materials, supplies, and tools around the site.
  - Concreting: Mix, pour, screed, and finish concrete for paths, kerbs, pits, and road bases.

- Infrastructure and Drainage Installation
  - Pipe laying: Assist tradespeople with laying stormwater, sewer, and water pipes, and fit valves or pits.
  - Temporary structures: Erect and dismantle temporary site setups, safety barricades, and formwork.

- Equipment Operation and Safety
  - Plant use: Operate small civil equipment and compaction tools like whackers, rollers, jackhammers.

- Plant Operation & Earthworks
  - Operate Heavy Machinery: Control excavators, skid steers, backhoes, graders, and rollers to dig trenches, shape land, and move materials.
  - Road Construction: Spread, level, and compact Rubble, gravel, or soil to build and repair roads according to grade levels and specifications.
  - Use Attachments: Select, fit, and remove specific machine buckets, rippers, or tools for the task.

- Site Safety & Maintenance Pre-Start Checks:
  - Conduct daily safety and mechanical inspections of fluid levels, tracks, and controls before operating.
  - Basic Servicing: Refuel machinery, grease joints, and perform minor on-site repairs or routine maintenance.
  - Identify Hazards: Locate underground services, set up traffic controls, and maintain a safe workspace.

- Site Communication & Compliance
  - Interpret Plans: Read site drawings, project specifications, and surveyor marks.
  - Team Coordination: Join daily toolbox talks and communicate effectively with crew members and supervisors.
  - Safety Protocols: Follow strict workplace health and safety (WHS) guidelines and wear required personal protective equipment (PPE)

- Organisational Requirements
  - Understand, uphold and support the Staff Values and Employee Code of Conduct
  - Willingness to receive and respond to constructive feedback
  - Fill out Timesheets and Plant Returns
  - Carry out any other work as directed from time to time

7 REQUIREMENTS OF THE JOB:

Essential:

- Class C Licence;
- Experience in the operation and maintenance of plant and equipment;
- Agreement to commence and conclude work from the project site (as directed by the Manager, Major Construction or Site Supervisor);
- Must be able to undertake a reasonable amount of overtime in peak periods or as required for project;
- Self-motivated;
- Ability to follow instructions and plans;
  The ability to undertake training to acquire skills and qualifications necessary for the position.; and
- Knowledge of Work Health and Safety requirements.

7 REQUIREMENTS OF THE JOB: (Cont')

Desirable:

- HC/HR Licence;
- Experience in survey and levelling for construction activities;
- Experience in road building and road building materials;
- Experience in construction of civil infrastructure; and
- Knowledge of Work Zone Traffic Management and experience in implementing.

8 QUALIFICATIONS

- Construction Industry white card.

Council may 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;
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 Lower Eyre Council 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 Major Projects Site Supervisor
2. 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 ……