

## Position Description

<b>Position:</b>	Labourer/Plant Operator
<b>Incumbent:</b>	
<b>Key Result Area:</b>	Asset Management
<b>Classification:</b>	Band 2 (plus 25% casual loading)
<b>Award name:</b>	Victorian Local Authorities Award 2001 varied by the Towong Shire Council Enterprise Agreement 2014
<b>Hours:</b>	As required
<b>Employment term:</b>	Casual
<b>Location:</b>	Towong Shire Council depots
<b>Reports to:</b>	Team Leader
<b>Supervises:</b>	Nil
<b>Document type:</b>	Position Description
<b>Reference:</b>	Personnel
<b>Approved by:</b>	Chief Executive Officer
<b>Date approved:</b>	July 2017

### Position Objectives

- Demonstrate positive and supportive behaviours, consistent with Council's values, towards all staff, contractors and Councillors.
- Embrace innovation, technology and sustainability in delivering the objectives and key responsibilities of the role.
- To contribute to the efficient construction, maintenance and operation of community infrastructure assets.
- To efficiently and effectively operate and maintain the allocated tools and equipment.

### Key Responsibilities and Duties

- Carry out works associated with the construction and maintenance of infrastructure.
- Accurately record work related activities on timesheets daily.
- Complete forms accurately and legibly.
- Participate in and contribute to activities to improve individual, team and organisational performance.
- Carry out other duties as directed that are within the limits of the employees skills, competence and training.
- Operate allocated equipment to the satisfaction of the Team Leader.
- Maintain allocated equipment in accordance with the manufacturers recommendation or as directed, including daily start-up and shut-down procedures.
- Identify potential malfunctions in the equipment and initiate appropriate corrective action.

### Other

- Fulfill any other duties as directed by the Team Leader that are reasonably within the limits of the employee's skills, competence and training.

### **Risk Management**

- Ensure Council's Risk Management Policy and Procedures are observed and complied with at a personal level.
- Ensure compliance with the Information Privacy Act 2000 and treat all information of a sensitive nature concerning the business of Council, Ratepayers or Residents in a professional and confidential manner.

### **Occupational Health and Safety**

- Ensure Council's Occupational Health and Safety Policy and Procedures are observed and complied with at a personal level.
- Ensure that no actions taken by the officer interfere with or place at risk the health and safety of any person at the workplace.

### **Accountability and Extent of Authority**

- Under the guidance of the Team Leader, authority is extended to decision and policy making within areas managed not requiring a direct Council resolution, within the constraints of the Council Plan, policy and delegations, statutory obligations and budget.
- Taking appropriate action in an emergency.

### **Judgment and Decision Making Skills**

- Selects the best method to carry out construction and maintenance tasks within documented guidelines and procedures.

### **Management Skills**

- Ability to manage own time, set priorities and plan and organise one's own work to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable.

### **Interpersonal Skills**

- Excellent written and oral skills.
- Ability to work as a team member, and maintain effective communication with staff.
- Ability to communicate within all levels of Council, community and external sources as required

### **Qualification and Experience**

- Experience in municipal or similar work.
- Current Class C Drivers licence.

### Work Environment

- Outdoors in all weather conditions.
- Out of hours calls for assistance.

### Physical Working Conditions

Type of Hazard	Frequency					
	Rarely		Regular		Often	
	1	2	3	4	5	6
Noise eg. chainsaw		X				
Manual Handling eg. lifting						X
Operation of heavy machinery eg. tractor						X
Confined spaces eg. sewerage lines	X					
Hazardous substances eg. herbicide			X			
Heat and exposure eg. outdoors						X
Isolation eg. tip supervision	X					
Sedentary eg. computer operation	X					
Dusty environment eg. quarry	X					

Key: Rarely: once monthly for say ½ hour  
 Regularly: once weekly for say 1 - 2 hours  
 Often: once daily for say at least 3 hours

### Performance Indicators

Indicator	Measure
To be punctual and well prepared at the commencement of each shift	<ul style="list-style-type: none"> <li>• Advance notice of absence</li> </ul>
To request appropriate tools and materials	<ul style="list-style-type: none"> <li>• No returns for extras</li> </ul>
To complete tasks on time to quality standards	<ul style="list-style-type: none"> <li>• Non conformance reports</li> </ul>
To maintain equipment in a serviceable condition	<ul style="list-style-type: none"> <li>• No wear indicative of poor maintenance</li> </ul>
Commitment to Council's OHS system	<ul style="list-style-type: none"> <li>• Incident reports</li> </ul>
Commitment to risk management	<ul style="list-style-type: none"> <li>• Participation in risk assessments</li> </ul>
Commitment to Value Adding	<ul style="list-style-type: none"> <li>• Participation in process improvement groups</li> </ul>

This position description has been approved by the Chief Executive Officer.

### Juliana Phelps

Chief Executive Officer

Date: