

POSITION DESCRIPTION



POSITION TITLE:	Heavy Plant Operator (Road Services)
DEPARTMENT:	Infrastructure and Delivery
POSITION HOLDER:	
REPORTS TO:	Coordinator Road Services
TERM OF EMPLOYMENT:	Permanent - Full Time
APPROVED BY:	Manager Works
DATE:	November 2025
CLASSIFICATION:	Band 3 in accordance with the Buloke Shire Council Enterprise Agreement

POSITION OBJECTIVE:

- Carry out routine, preventative maintenance and improvements to local Council roads to ensure safe local road networks.
- Local road patrol maintenance in accordance with Councils Road Management Plan.
- Contribute to continuous improvement in road patrol standards and road maintenance techniques.

KEY RESPONSIBILITIES AND DUTIES:

- Routinely inspect and maintain local roads to ensure Council provides a safe road network and to satisfy the provisions of Council's Road Management Plan.
- Routinely inspect and maintain urban and rural drainage systems to minimise potential for flooding to protect property and assets.
- Operate heavy sized mechanical plant to carry out road repairs and material movement on road works and civil projects.
- Maintain functional infrastructure to support traffic and pedestrians in business / commercial areas.
- Carry out construction and maintenance works on road sides, Council properties and properties under Council control.
- Undertake routine maintenance on Council controlled work-sites.
- Provide and maintain good record keeping and documentation for sealed road patrol maintenance including but not limited to: activities undertaken and maintenance of assigned plant and equipment.
- Ensure good housekeeping is consistently used.
- Carry out the duties of After-Hours Duty Personnel, as part of Council's after-hours emergency response team.
- Carry out all other duties as reasonably requested in accordance with Council's policies and the functional requirements of the Works and Technical Services department.

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ORGANISATIONAL ENVIRONMENT:

Reports to: Manager Works, Coordinator Roads, Team Leader Roads

Directly Supervises: Nil

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- Extent of authority is limited to the task at hand and to the application of established procedures and techniques. Use of discretion is supervised and monitored regularly.

JUDGEMENT AND DECISION MAKING:

- Decisions are made by choosing from available methods and equipment. Occasionally judgement is required to vary a method based on experience and modifying established techniques to resolve a problem.
- This position works under general supervision and guidance is always available.

SPECIALIST SKILLS AND KNOWLEDGE:

- Previous experience in the application of road maintenance techniques.
- Previous experience in the operation of heavy mechanical plant, including but not limited to: jet patcher, flowcon, road patrol truck, and ancillary bituminous sealing equipment over 4.5 tonnes GCM but under 13.9 tonnes GCM.
- A good understanding of OH&S requirements in the workplace.

MANAGEMENT SKILLS:

- Ability to manage time efficiently.
- Capability to plan your work priorities.
- Identify potential hazards and rectify.

INTERPERSONAL SKILLS:

- Good oral and written communication skills are required for this position.

QUALIFICATIONS AND EXPERIENCE:

- Certificate III in Rural Operations and/or a willingness to undertake.
- Previous experience in the application of road maintenance techniques.
- Demonstrated capability to work to work plans
- CFA maintain safety at an accident scene.
- Chainsaw operation competency.
- Chemical handling training.
- Construction Induction card.
- Front end loader licence.

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- Traffic controller card.
- Current Heavy Combination licence.

ORGANISATIONAL RESPONSIBILITIES:

- At all times, behave in a manner consistent with Council's Code of Conduct and human resource policies and guidelines (including Council's Bullying/Equal Opportunity/Discrimination/Sexual Harassment policy).
- Ensure compliance to relevant OHS regulatory requirements and implement, promote and maintain Council's OHS and Return to Work policies, procedures, training programs and initiatives
- Ensure compliance to relevant regulatory or legislative requirements; including but not limited to Information Privacy and Freedom of Information.

CHILD SAFE STANDARDS:

- The Buloke Shire Council is committed to creating a child safe and child friendly environment where children and young people are respected, valued and encouraged to reach their full potential.
- All staff must adhere to Council's Child Safe Policy and procedures and ensure that any reasonable suspicion of abuse to children or young people is reported.

VARIATIONS TO CONDITIONS OF EMPLOYMENT:

The position description, which includes conditions of employment, your duties and your working location may be varied by Council from time to time during your employment.

ANNUAL PERFORMANCE REVIEW:

Every staff member is required to actively participate in the annual performance review/appraisal process with his or her supervisor.

KEY SELECTION CRITERIA:

- A current Victorian driver licence is essential.
- Satisfactory National Police Records check.
- Previous experience in the application of road maintenance techniques.
- Previous experience in the operation of heavy mechanical plant, including but not limited to: jet patcher, flowcon, road patrol truck, Water Cart and Truck & Dog tipper truck over 13.9 tonnes GCM.
- Knowledge and understanding of OH&S issues relevant to road maintenance and worksite activities.
- Demonstrated capability to work to work plans.
- Good oral and written communication skills.
- Construction Induction card.
- Current Heavy Combination licence.

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VERIFICATION:

This section verifies that the position holder and supervisor/s have read the above position description and are satisfied that it accurately describes the position.

Agreed by:
Date
Director Infrastructure & Delivery

Agreed by:
Date
Manager Works

Agreed by:
Date
Coordinator Road Services

Agreed by:
Date
Heavy Plant Operator