

# POSITION DESCRIPTION



<b>POSITION TITLE:</b>	Heavy Plant Operator (Road Services)
<b>DEPARTMENT:</b>	Infrastructure and Delivery
<b>POSITION HOLDER:</b>	
<b>REPORTS TO:</b>	Coordinator Road Services
<b>TERM OF EMPLOYMENT:</b>	Permanent - Full Time
<b>APPROVED BY:</b>	Manager Works
<b>DATE:</b>	August 2024
<b>CLASSIFICATION:</b>	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: .....  
**Director Infrastructure & Delivery** .....  
Date

Agreed by: .....  
**Manager Works** .....  
Date

Agreed by: .....  
**Acting Coordinator Road Services** .....  
Date

Agreed by: .....  
**Heavy Plant Operator** .....  
Date