

The Burdekin is located just 70km south of Townsville, where unspoilt natural beauty meets a thriving rural community right on the doorstep of the Great Barrier Reef. Famous for its abundant sunshine and rich agriculture, the shire's most important asset is water. The Burdekin River combined with a massive underground aquifer and the Burdekin Falls Dam make the district drought resistant.

Council is seeking applications for a Plant Operator to be an enthusiastic, productive and reliable member of the Works section. Primarily the successful applicant will be required to operate a backhoe however other items of plant may include a loader, mini excavator, roller and tractor slasher/broom.

The key responsibilities include:

- Demonstrate an ability to make judgements on routine work conditions and processes, independent from senior staff and accepting responsibility for those judgements.
- Ensure the efficient use of materials, plant and labour at all times on Council works.
- Completion of plant defect reports, as necessary.
- Perform other duties which contribute to the effectiveness of Council's operations (e.g., labouring, operation of other plant for which the position holder is qualified).
- Drivers and Operators of machinery are responsible for the daily machinery maintenance prior to machinery start-up (six-point check).
- Conduct startup and shutdown procedures as per operator manuals.
- Ensure all servicing and maintenance of plant is performed and is consistent with manufacturer's recommendations.

Applicants should familiarise themselves with the entire position description.

The gross fortnightly wage for this position is \$2,251.89 exclusive of applicable allowances and overtime.

Applications for **21/25 – Plant Operator - Works** should include:

- A cover letter.
- A current resume.
- Statements addressing the selection criteria.
- Copies of relevant qualifications and licences.

Applications can be submitted using one of the following methods (Word or PDF format is preferable):

- Email – [employment@burdekin.qld.gov.au](mailto:employment@burdekin.qld.gov.au)
- Mail – Confidential Application No. 21/25, PO Box 974, Ayr Qld 4807

Applications close on Tuesday, 27 April 2021 at 9.00am.

For further information please contact the Works Overseer – Robert Potter on (07) 4783 9800.

It is essential to respond to each criterion explaining how you have demonstrated each skill or quality and including examples from your work experiences. Short-listing of candidates will be based upon an assessment of how well the following selection criteria are addressed.

**Essential**

1. Current licence or a certificate of competency for relevant machine.
2. Current Class MR (Medium Rigid) Drivers Licence.
3. General Construction Induction White Card (CPCCWHS1001).
4. Demonstrated experience in operation of relevant machine during road construction activities.
5. Proven ability to work under minimum supervision and in a team-based environment.
6. Proven ability to recognise and follow both verbal and written instructions.
7. Demonstrated commitment to maintaining a safe working environment.

**Desirable**

1. Traffic Management Implementation (RIIWHS302E).

<b>Position Number</b>	30105
<b>Certified Agreement</b>	Burdekin Shire Council Certified Agreement
<b>Award</b>	Queensland Local Government Industry (Stream B) Award – State 2017
<b>Award Descriptor Group</b>	Operations
<b>Award Descriptor Level</b>	Level 5
<b>Reports To</b>	Overseer - Works
<b>Place of Employment</b>	Council Depot – 25-51 Jones Street, Ayr

## Position Objective

As an enthusiastic, productive and reliable member of the Burdekin Shire Council Works Team operate and maintain Council's plant and machinery in an efficient and safe manner within safety and environmental guidelines. Operate specific mechanical plant requiring the operator to hold a licence or a certificate of competency for the item of plant to which the incumbent has been appointed.

## Key Responsibilities

Council is committed to a One Team One Council approach where all departments work collaboratively together to achieve value for money for the rate payers of the Burdekin.

Accordingly, the key responsibilities may be modified from time to time to ensure the expected outcomes are coordinated with Council's operational and corporate plans. Without limiting the above, the key responsibilities shall include:

- Undertake components of the Department's works programme, demonstrating an ability to make judgements on routine work conditions and processes, independent from senior staff and accepting responsibility for those judgements.
- Ensure the efficient use of materials, plant and labour including completion of plant defect reports, as necessary.
- Report all lost or stolen items and on security issues in relation to the project to the Works Overseer or Supervisor.
- Report immediately to the Overseer or Supervisor any incidents, accidents, hazards, defects on roads/road works, and problems and participate in accident investigations and make recommendations on changes to work procedures.
- Perform other duties which contribute to the effectiveness of Council's operations e.g., labouring, operation of other plant for which the position holder is licensed, as directed by Supervisor.
- May be required to work overtime & when required, attend out-of-hours emergencies as requested by the Works Overseer or Supervisor.
- Check the location of services (Power, Water, Fibre Optic etc.) before digging.

- Carry out directions efficiently and accurately, exercising initiative in the application of established work procedures.
- Establish desired outcomes for works for which responsibility has been allocated and ensure their achievement.
- Under limited supervision carry out general allocated works and utilise plant and equipment to ensure its most efficient use and maintenance.

#### **Machinery Maintenance**

- Drivers and Operators of machinery are responsible for the daily machinery maintenance prior to machinery start-up (six-point check).
- Conduct start-up and shutdown procedures as per operator manuals.
- Conduct basic preventative maintenance and clean allocated item of plant. All servicing and maintenance of plant to be to Manufacturer's specification.
- Ensure allocated plant, tools and equipment are used and maintained to Council policy and return or re-assign after use.

#### **Award Classification**

These classification characteristics are drawn directly from the Queensland Local Government Employees Award and are used as a guide to determine the level of this position, but may not form a specific part of the key responsibilities:

Employees perform work at the trade or equivalent level. This would generally involve the selection and application of appropriate skills to suit varying demands of the work. Supervision or direction of other employees would often be a feature of this level. The work would be performed under limited supervision.

#### **Position Requirements**

##### **Knowledge**

- Basic mechanical knowledge including service levels, pre-start requirements and preventative maintenance for plant and machinery.
- Knowledge of various earthmoving equipment e.g., excavator, loader, grader, bobcat, truck, road roller.
- Knowledge of road pavement construction and control practices relying upon experience and training relating to the objectives of this position.
- Knowledge of procedures relating to civil construction/maintenance work.
- Sound knowledge of the Works Section organisational structure.
- Sound knowledge of work practices of the Works Section.
- Knowledge of and ability to apply Council's Traffic Control Procedures.
- Knowledge of the Work Health and Safety Act and Regulations and the Traffic Act relevant to this position including Work Health and Safety requirements, considerations, and responsibilities.
- Knowledge of and commitment to Councils' policies, procedures and other legislative requirements in relation to Equal Employment Opportunities (EEO), Anti-Discrimination, and Work Health and Safety.

- Understanding of quality control procedures.
- Knowledge of and ability to apply Council's Emergency and Accident Reporting Procedures.
- Knowledge of personal protective equipment necessary to minimise risk of injury and illness.
- Understanding of location of underground services.
- Understanding and appreciation of customer focus in Council operations.

#### **Skills**

- Time management skills to effectively plan and complete own activities to a high-quality finish within set timeframes.
- Working in a group to achieve predetermined goals.
- Skilled in using mechanised equipment.
- Active learning for continuous improvement.
- Reading comprehension.
- Literacy and numeracy skills necessary to complete timesheets, construction records and documents and participate in training.
- Record keeping.
- Communication skills including two-way radio and telephone.
- Leadership skills to enhance teamwork and promote public relations.

#### ***Essential Skills – Operation (Backhoe)***

- Load all materials into vehicles in a safe and efficient manner.
- Excavate trenches to job specifications.
- Backfill trenches to job specifications.
- Operate backhoe as a lifting device.

#### ***Essential Skills – Operation (Mini Excavator)***

- Competent excavator operation skills.
- Excavate trenches to job specifications.
- Backfill trenches to job specifications.
- Operate excavator as a lifting device.

#### ***Essential Skills – Operation (Front End Loader)***

- Load all materials into vehicles in a safe and efficient manner.
- Operate the Front-End Loader in site cleaning operations.
- Operate the Front-End Loader in a quarry/stockpiling environment.
- Operate the Front-End Loader as a lifting device.

#### ***Essential Skills – Operation (Road Roller)***

- Competent road roller operation skills.
- Knowledge of road making materials.
- Knowledge of both rolling for maintenance works and construction works.
- Operate road roller to achieve site specific compaction standards.

#### **Essential Skills – Operator (Tractor Slasher / Tractor Broom)**

- Considerable experience in the operation of both tractor mounted slasher & rotary road broom.
- Traffic Management Implementation.

#### **Abilities**

- Ability to achieve productivity and quality of work when operating a range of plant.
- Ability to prioritise workload.
- Ability to follow directions and work unsupervised to achieve satisfactory outcomes.
- Ability to read, write and perform numerical calculations (weights, volume, ratio and quantities) to a standard commensurate with the requirements and classification of the position.
- Ability to assess risks and safety aspects associated with works.
- Ability to discuss and resolve problems within the team and with the Supervisor.
- Ability to train and develop others.
- Ability to use and train others in the use of hand tools and small-motorized plates, generators, compressor, jackhammer, air tamper.

#### **Other Requirements**

- On appointment, a satisfactory result from a pre-placement medical fitness for driver/operator (truck, plant, labourer, medium to heavy lifting).
- Physical ability to continue to perform the duties of the position.
- Physical ability necessary to undertake manual handling and labouring for extended period in direct sunlight if required.
- Wear all personal protective equipment in the workplace and maintain it to a high standard, obtaining replacements as needed.

#### **Experience and Qualifications**

- Possession of current LB (Backhoe), LL (Loader) & LR (Road Roller) licences or certificates of competency or logbook records demonstrating competency to be able to obtain certificate of competency.
- General Construction Induction White Card (CPCCWHS1001).
- MR (Medium Rigid) Drivers Licence.
- Traffic Management Implementation (RIIWHS302E).
- Department of Main Roads Working in Proximity to Traffic Parts 1 & 2.
- Considerable experience in road construction industry.

## Core Competencies

These competencies relate to positions at Level 2 and 3 of the Officers Award and Level 5 and above of the Employees Award.

#### **Teamwork**

- Participate in team-based activities and suggest improvements to team activities.
- Respect, encourage, and support other team members.
- Perform successfully in a range of team roles.

- Contribute willingly to team activities.
- Accept decisions, even those with which you disagree.

#### Customer Service

- Treat both internal and external customers with courtesy and respect.
- Work according to agreed customer service standards within your team.
- Contribute towards setting customer service standards within your team.
- Explore customers' expectations and base the service on this knowledge.

#### Communication

- Write in a clear and concise style, which is grammatically correct, well punctuated, and rarely contains passive sentences.
- Clearly express opinions, ideas, and information to colleagues.
- Actively listen.

#### Quality

- Work according to agreed quality standards within your team.
- Contribute towards setting quality standards within your team.
- Monitor your work and identify opportunities for improving quality.
- Suggest improvements through the customer request system.
- Implement strategies for improving quality.

#### Environment

- Work according to agreed environmental standards within your team.
- Contribute towards setting environmental standards within your team.
- Monitor your work for opportunities to reduce adverse impacts on the environment.
- Report incidents and suggest improvements through the customer request system.
- Implement strategies for reducing adverse impacts on the environment.

#### Work Health and Safety

- Work safely and in accordance with the relevant work method statements and procedures.
- Encourage your colleagues to work safely.
- Identify hazards and assess risks in the workplace.
- Use organisational systems, such as customer service requests, to identify and rectify hazards, near misses, and non-compliances with procedures.
- Anticipate problems and risks and modify work methods appropriately.

#### Efficiency

- Undertake tasks in an efficient and timely manner.
- Suggest improvements through the customer request system.

### General

1. This is a description of the job as it is at present constituted. It is the practice of this organisation periodically to examine employees' job descriptions and to update them to



ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those reporting directly to him or her. Therefore, you will be expected to participate fully in such discussions. It is the Organisation's aim to reach agreement to reasonable changes where identified.

2. Whilst employment is in the position described in this document it is understood that employment is with Burdekin Shire Council. In the event of organisational change or restructure, Council may require employees to undertake other roles for which they are qualified and capable of performing.
3. Employees may be required to undertake a variety of duties not related to their substantive role in times of disaster.
4. All employees are responsible for making and keeping records in accordance with legislation, information standards and other relevant guidelines and procedures, and ensuring they are captured in the authorised recordkeeping system, Technology One Enterprise Content Management (ECM).
5. Failure to maintain any licence or certificate, which is a condition of your employment, may result in demotion or termination as Council is unable to guarantee your transfer to a position not requiring the said licence or certificate.
6. All employees are expected to participate in Council's Induction Program and future training opportunities to maintain a current knowledge base and provide excellent service levels for internal and external customers.
7. All employees are to actively participate in the Employee Performance Development Program.
8. All employees must work in accordance with the standards contained within Council's Code of Conduct. Failure to do so may lead to disciplinary action up to and including termination of employment.
9. All employees are encouraged to be a contributing member to the wider Burdekin community and therefore it is highly recommended that you take up permanent residency within three months of the successful completion of your probationary period.
10. Abide by all existing policies, guidelines, and Operational Standards and as amended from time to time.