Burdekin Shire Council is currently seeking applications to fill the role of Plant Operator in the Works section.

The Position
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 start up and shutdown procedures as per operator manuals.
- Ensure all servicing and maintenance of plant is performed and is consistent with manufacturer’s recommendations.

The Person
The successful applicant will possess the following attributes at a minimum:

- Current certificate of competency for items of plant that may include Front End Loader, Bobcat, Backhoe, Excavator, Tractor Slasher, Tractor Broom or Road Roller.
- Demonstrated experience in the operation of plant during road construction activities.
- General Construction Induction White Card.
- Proven ability to follow instructions, work under minimum supervision, and in a team-based environment.
- Demonstrated commitment to maintaining a safe working environment.

Applicants should familiarise themselves with the entire position description.

The gross fortnightly wage for this position is $2,200.85 including Construction Allowance.

Applications for 19/37 – Plant Operator - Works should include:

- A cover letter
- A current resume
- Statements addressing the selection criteria

Applications can be submitted using one of the following methods:

- Email – employment@burdekin.qld.gov.au
- Mail – Confidential Application No. 19/37, PO Box 974, Ayr Qld 4807

Applications close on Tuesday, 13 August 2019 at 5.00pm. Word or PDF format is preferable.

For further information please contact the Works Overseer – Robert Potter on (07) 4783 9800.
Applications for this position must include responses to the selection criteria.

It is essential to respond to each criterion listed below. You should explain and include examples of how your skills, qualifications, knowledge and experience meet each criterion.

**Essential**

1. Current certificate of competency for items of plant that may include Front End Loader, Bobcat, Backhoe, Excavator, Tractor Slasher, Tractor Broom or Road Roller.
2. Demonstrated experience in the operation of plant during road construction activities.
4. Proven ability to follow instructions, work under minimum supervision, and in a team-based environment.
5. Demonstrated commitment to maintaining a safe working environment.

**Desirable**

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 role 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:

- 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.
- 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 qualified, 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.
Position Description
Plant Operator - Works

- Establish desired outcomes for particular 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.

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 regularly clean allocated item of plant.
- Ensure all servicing and maintenance of plant is performed and is consistent with manufacturer's recommendations.
- Ensure allocated plant, tools and equipment are used and maintained to Council policy.

Position Requirements

Knowledge
- Basic mechanical knowledge including service levels, pre-start requirements and preventative maintenance for plant and machinery.
- Operational 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 the work practices within the Works Section.
- Knowledge of and ability to apply Council's Traffic Control Procedures.
- Knowledge of the legislated Work Health and Safety responsibilities relevant to this position.
- Knowledge of and commitment to Councils’ policies, procedures and other legislative requirements in relation to Equal Employment Opportunities (EEO) and Anti-Discrimination.
- Understanding of quality control procedures.
- Knowledge of and ability to follow Council's Emergency and Accident Reporting Procedures.
- Knowledge of mandatory personal protective equipment required to minimise risk of injury and illness when performing assigned tasks.
- Understanding of the requirement to locate underground services prior to commencement of work tasks.
- 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.
- Skilled in the use of hand tools and small-motorized plates, generators, compressor, jackhammer, and air tamper.
Position Description
Plant Operator - Works

• Sound literacy and numeracy skills with the 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.
• Literacy and numeracy skills necessary to complete timesheets, construction records/documents and participate in training.
• Reading comprehension.
• Teamwork skills.
• Sound problem solving skills.
• Communication skills including two-way radio and telephone.
• Leadership skills to enhance teamwork and promote public relations.

**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 tractor mounted slasher & rotary road broom.
• Traffic Management Implementation.

**Abilities**
• Active learning abilities for continuous improvement.
• 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 assess risks and safety aspects associated with works.
• Ability to train and develop others.
• Ability to read and understand the Manual of Uniform Traffic Control Devices (MUTCD) Part 3 – Work on Roads.

**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.
Experience and Qualifications

- Possession of a current certificate of competency for a Front-End Loader and a Road Roller; or logbook records demonstrating competency to be able to obtain certificate of competency.
- Considerable experience in road construction industry.
- Experience operating screens and crushers.
- Current MR (Medium Rigid) Drivers Licence.
- General Construction Induction White Card.

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.

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.