

# Position Description



## Plant Operator

### The Role

The objective of this role is to carry out general labouring and plant operation duties associated with road construction, road maintenance, town maintenance and road drainage duties in accordance with Murray River Council's works program and policies and procedures.

<b>Position Title</b>	Plant Operator
<b>Classification</b>	Band 1 Level 4
<b>Employment Type</b>	Permanent - Full time
<b>Directorate*</b>	Infrastructure
<b>Primary Location*</b>	Barham/Moulamein
<b>Reports To*</b>	Superintendent West
<b>Supervises*</b>	Nil

\*may change over time depending on organisational requirements

### Position Benefits

- 9-day fortnight
- Generous Long Service Leave provisions
- Salary Sacrificing opportunities (includes remote area benefits)
- Uniform allowance as per current Council policy
- Employee Assistance Program (EAP)
- Learning and Development Program

## Council overview

Murray River Council is an exciting place to work, live and play. Located in the Southern Riverina and bordering Victoria our Council is situated among majestic sweeping plains, magnificent red gum forests and is surrounded by the mighty River Murray and its tributaries.

With an area covering 11,685 square kilometres, where over 11,887 people call home there are opportunities to enjoy a vast and growing region.

Council provides exciting opportunities for innovative, customer focussed individuals to be part of a modern, dynamic organisation that serves its community well.

## Council vision and values

Murray River Council's vision is to enable a healthy, liveable and prosperous community.

Our mission is to work with each of our unique communities to foster economic growth and prosperity, support community health and wellbeing, and protect and enhance our environment.

While planning effectively for the future to ensure appropriate infrastructure and services that will support quality lifestyles and provide recreational opportunities for our Murray River community (for all ages).

We have four core values that drive us and our behaviours.

### Murray River Council values and behaviours

#### Collaboration



We achieve our goals through collaboration.

#### Responsibility



We take responsibility of our contribution to servicing our community.

#### Integrity



We act with integrity.

#### Excellence



We demonstrate excellence by delivering our best.

#### Our behaviours – how we demonstrate the above values

I build trust by sharing information professionally and appropriately.  
I pitch in to help the team.  
I seek out the expertise of others.  
I build effective relationships.

I follow through on decisions.  
I see things through.  
I step up when action is required.  
I make timely decisions based on the evidence.

I am honest and trustworthy.  
I am consistent and fair in what I say and do.  
We value the rights, cultures, difference and dignity of all those within our community.

I adapt to change.  
I use creativity and initiative to do my job.  
I keep learning to meet current and future needs.  
I seek out diverse views.  
I look for solutions.

## Organisational Expectations

As a member of the Murray River Council Team, we expect you to respect and undertake the following responsibilities:

Vision, Mission, Values	<ul style="list-style-type: none"><li>• Abide by and actively portray Council's Vision, Mission and Values.</li></ul>
Dignity & Respect	<ul style="list-style-type: none"><li>• Treat everyone in the workplace and community the way you would like to be treated, with kindness and courtesy. Ensure this is a part of every interaction you have.</li></ul>
Work, Health & Safety	<ul style="list-style-type: none"><li>• Adhere to relevant Work, Health &amp; Safety policies and practices and carry out responsibilities outlined in Council's Safety Management Plan.</li></ul>
Risk Management	<ul style="list-style-type: none"><li>• Read, understand and comply with conditions as set out in the Risk Management Policy and undertaken all relevant risk management training.</li></ul>
Records Management	<ul style="list-style-type: none"><li>• Employees are responsible for capturing full and accurate records that adequately document business activities and support any decisions made at Murray River Council in the Corporate Record Management system.</li></ul>
Customer Service & Communication	<ul style="list-style-type: none"><li>• Ensure a high level of customer service through effective and efficient use of equipment.</li><li>• Liaise with internal and external service providers and always represent Council in a positive and professional manner.</li><li>• Commitment to meeting the needs of the customers (internal or external).</li></ul>
Code of Conduct & EEO	<ul style="list-style-type: none"><li>• Encourage and promote behaviours consistent with Council's Code of Conduct and create a positive and equitable work environment that is safe, flexible, fair, culturally appropriate, inclusive and free from discrimination and harassment.</li></ul>
Teamwork	<ul style="list-style-type: none"><li>• Treat all colleagues professionally and respectfully at all times.</li><li>• Support other Department activities as required by Murray River Council's Delivery Plan.</li></ul>
Report writing	<ul style="list-style-type: none"><li>• Contribute to, complete or update Monthly Operational Reporting (MOR) as required.</li><li>• Contribute to additional reporting as required.</li></ul>

## Key Accountabilities

Accountabilities align to the key services council must provide both internally and externally. At MRC we have defined the accountabilities for each area into S, B, P & O Accountabilities;

**S – Strategic Accountability Holder.** Strategy, Concept, Direction

**B – Business Manager Accountability Holder.** Development, Planning and Business Management

**P – Projects Accountability Holder.** Projects, Implementation with Fixed Start/End Date

**O – Operationalising Accountability Holder.** Doing, Delivery, Finalisation, Ongoing.

**This position contributes to the business unit portfolio accountabilities.**

## Principal Role Responsibilities

This role will be responsible for undertaking the following:

- Carry out general labouring and plant operation activities including, but not limited to:
  - trenching, backfilling
  - laying pipes, culverts
  - forming kerb and guttering
  - traffic control
  - vegetation clearing
  - painting assets, road furniture, survey pegs
  - slashing
  - replacing/repairing signs, guideposts
  - gutter clearing
  - tree branch lopping
- Operate plant and equipment where appropriately licenced or certified
- Ensure that all plant and equipment is operated in a safe and competent manner within regulations
- Ensure that all plant and equipment is maintained in a sound condition to maximise production, including minor servicing according to manufacturer's specifications
- Immediately report any faults/plant defects requiring maintenance and/or servicing to the Workshop
- Operate Council's two-way communication system responsibly and correctly
- Ensure all new staff are instructed in the correct procedures for performing required duties
- Prepare and provide any reports as required by management.
- Contribute to, complete, and update Monthly Operational Reporting (MOR) as required.

It is expected there be allocated duties not specifically mentioned in the documents, but within the capacity, qualification and experience normally expected from persons occupying positions at this classification and the Local Government (State) Award 2020.

## Specialist Knowledge and Skills

The number of work areas in which the position operates makes the work complicated and a variety of skills are required in its completion. Position may require competence in operation of complex machinery

## Key Relationships

### Key Internal Relationships

MRC Leadership Team	Achievement of key performance indicators (KPI's) and accountabilities as identified in position description and performance reviews. Work collaboratively within the team.
Council Departments	Establish positive working relationships with internal community and customers. Obtain direction, assistance with problem solving, achievement of KPIs and progression, ensuring compliance with specifications. Plant operations and maintenance.
Direct Reports	Nil

### Key External Relationships

External Stakeholders and Committees	Represent Council and provide high standard of excellence and professionalism to all stakeholders.
Contractors	Engage and work in with some contractors on worksites

## Key Selection Criteria

- **Role specific**

Mandatory Skills and Experience	Desirable Skills and Experience
Experience in road construction, road maintenance and road drainage operations such as plant operation and plant maintenance	Previous experience working in Local Government
Demonstrated ability to work effectively in a team environment under minimal supervision	Traffic Controller / Implement Traffic Control Plans

## **General skills**

- Suitable level of written and verbal communication skills, including the ability to communicate, with a wide range of community members and stakeholders; and establish and maintain effective professional relationships with internal customers across all levels of Council.
- Ability to manage own behaviours in line with Councils values.
- Understanding of and adherence to Workplace Health and Safety legislation

## **Certificates & Certifications**

- Current Manual Driver's Licence
- MR licence (or higher)
- Traffic Controller and implement Traffic Control Plans certification
- National Police Check
- Pre-employment Medical
- OHS Construction Induction Card (or equivalent)
- WHS White Card