

# POSITION DESCRIPTION



**POSITION TITLE:** Plant Operator  
**CLASSIFICATION:** Band 1 Level 4  
**DEPARTMENT / DIRECTORATE:** Works / Infrastructure  
**PRIMARY LOCATION:** Moama / Mathoura

**CHIEF PEOPLE OFFICER:** .....  
*Signature & Date*

**DIRECTOR:** .....  
*Signature & Date*

**CHIEF EXECUTIVE OFFICER:** .....  
*Signature & Date*

---

## POSITION OBJECTIVES

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.

## KEY RESPONSIBILITIES

**At MRC, responsibility focuses on defined roles and processes that must be in place to achieve accountability.**

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

## POSITION DESCRIPTION

---

- 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 2023.
- Contributes and participates in annual performance reviews and discussions.
- Ability to participate in performance discussions and willing to give and receive constructive feedback.

### 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 machines

### ORGANISATIONAL RELATIONSHIPS

Reports to: Works Superintendent

Direct Reports: Nil

Internal Liaisons: All Staff  
MRC Leadership Team  
Council Departments

External Liaisons: External Stakeholders  
Contractors

### 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.**

## **POSITION DESCRIPTION**

---

### **JUDGEMENT AND DECISION MAKING**

- Make decisions based on knowledge of department goals and objectives.
- Use previously acquired experience and knowledge to solve problems.
- Guidance and advice would usually be available within the time required to make a decision.

### **SPECIALIST KNOWLEDGE AND SKILLS**

- Ability to use technology, and follow relevant policies, procedures, processes, regulations, and precedents relevant to the unit.
- Well-developed organisational skills with the ability and willingness to adapt within a team environment of fluctuating workloads and changing priorities in order to meet operational outcomes.
- Experience in Microsoft Office 365 including Outlook, Word, Excel and willingness to learn additional programs as required.
- Ability to work independently with minimal supervision, whilst managing tasks and priorities. Demonstrated problem solving and decision-making skills.

### **MANAGEMENT SKILLS**

- Effective time management and prioritisation skills with the ability to balance competing workloads and deliver within deadlines.

### **INTERPERSONAL SKILLS**

- Outstanding written and verbal communication skills, including the ability to communicate, negotiate and resolve conflict with a wide range of stakeholders; and establish and maintain effective professional relationships with internal customers across all levels of Council.

### **WORK HEALTH AND SAFETY**

- Follow Council's WHS policies and procedures as instructed.
- Ensure their actions do not adversely affect the health and safety of themselves or any other person.
- Report all WHS hazards and incidents to their supervisor as soon as possible.
- Participate in all required WHS training.
- Follow all reasonable directions from supervisors, managers and others in regard to safety.

### **QUALIFICATIONS AND EXPERIENCE**

- MR licence (or higher)
- Traffic Controller and implement Traffic Control Plans certification Safework NSW Work Health & Safety Traffic Control Work IMP, TCR ticket.
- National Police Check
- Pre-employment Medical
- OHS Construction Induction Card (or equivalent)

## POSITION DESCRIPTION

### KEY SELECTION CRITERIA

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

### 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

RESPECT	ACCOUNTABILITY	INTEGRITY	SUSTAINABILITY	EXCELLENCE
Building trust to foster positive relationships that create an inclusive and supportive workplace and community.	Taking responsibility for decisions and actions and being transparent about processes and outcomes.	Acting honestly and ethically in all council activities.	We promote sustainability by committing to practices that support the long-term health of the environment, economy and society.	We demonstrate excellence by committing to high standards in the delivery of all our services.
				

### Organisational Expectations

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

Vision, Mission, Values	<ul style="list-style-type: none"><li>• Abide by and actively live 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>

## POSITION DESCRIPTION

---

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>

## Employee Declaration

I have read and understand the contents of the position description for my role and agree to work in accordance with the requirements of the position.

I understand that this position description may change with organisational requirements and the responsibilities and accountabilities outlined in the position description may vary from time to time.

**INCUMBENT:**

.....

*Signature & Date*

.....