

POSITION DESCRIPTION

Section 1 – POSITION DESCRIPTION

Position Title	Light Plant Operator (OSR)
Doc ID	13129
Department	Open Space and Recreation
Grade	5
Status	Full Time
Hours of Duty/days worked	8.5 hrs per day with a 9 day fortnight
UV Rating	High
Directorate	Infrastructure
Supervisor	Open Space and Recreation Team Leader
Date Compiled	November 2009
Date Modified	*November 2010*June 2011*May 2012*November 2014* March 2015*December 2017*March 2022*September 2022

Vision

ACHIEVING TOGETHER

Corporate Values
“ECLAIRS”

- Ethical
- Caring
- Loyalty
- Accountability
- Integrity
- Respect
- Safety

Purpose of Position

This section should contain an encompassing statement of the major focus of the position. It should not define/list tasks, or responsibilities.

To operate council's plant and equipment and to assist with all OSR activities and to be actively involved in team building and development programs.

Key Result Areas for Position of Plant Operator

The key responsibility areas (KRA's) are the major outputs for which the position is responsible and are not a comprehensive statement of the position activities. Ideally, each KRA should cover a separate area of the work function. Most positions should be adequately covered by 5-8 KRAs. No position should require more than 8 – maximum. The KRA's are each broadly defined explaining the essential functions of the position. In addition each KRA may also be accompanied by detailed lists of tasks of how work is to be carried out.

Key Responsibility Areas		
	<i>What</i>	<i>How</i>
1.	Efficient operation of council plant.	Previous experience in plant operation and know the plant limitations. Familiarisation in plant maintenance and the ability to carry out minor repairs.
2.	WH&S	By identifying potential hazards and performing risk assessment, taking correct safety measures to minimise or isolate a risk in accordance to councils WH&S safety plan and procedures
3.	Assist with labouring duties	By assisting team members to complete projects by being actively involved and carryout labouring activities safely.
4.	Assist with Organising Council resources	By identifying plant required to complete set tasks. Communicating with OSR Supervisor
5.	Quality Assurance	By ensuring that all work carried out is to the highest possible standard. Ensuring work safety.
6.	Record Management	By completing appropriate council documentation for MMS and Plant Log/Fault books.

Position Attributes

Experience / Knowledge / Attributes: List the required experience and clearly indicate whether it is mandatory or desired by highlighting (underlining) the word 'Essential' or 'Preferable'.

Qualifications: Include all educational and training qualifications, licences, and professional registration or accreditation, criminal record checks etc. required for the position.		Essential/ Preferable
1	Class C Drivers Licence	Essential
2	Workcover Induction Card (White)	Essential
3	First aid certificate	Preferable
4	Ability to operate tractor and attachments and other small plant	Preferable
5	MR Drivers Licence	Preferable
6	Backhoe/Front-end loader or skidsteer certification	Preferable
7	Traffic controller's certificate (blue card)	Preferable

Experience / Knowledge / Attributes: Required by the incumbent to successfully perform the positions key responsibilities. Most positions should be adequately covered by 8 Criteria's	
1	2 years relevant work experience, preferably in Local Government
2	Well developed written and verbal communication skills.
3	Demonstrated strong work ethics.
4	Demonstrated sound knowledge of specialised plant and equipment.
5	Demonstrated sound knowledge of WH&S policies.
6	Demonstrated sound knowledge of Council's policies.
7	Demonstrated understanding and implementation of job instructions.
8	Demonstrated previous experience in plant operation.

Required Vaccinations:		Essential/ Preferable/Not required
1	COVID-19 Vaccination (or medical Exemption)	Essential
2	Influenza Vaccination	Preferable
3	Hepatitis A	Essential
4	Hepatitis B	Essential
5	Tetanus (dT or dTpa)	Essential
6	Q Fever	Preferable

Supervision Reporting Relationships:

This position' reports to supervisor/manager: A brief description of the breadth of supervision should be provided

1	OSR Team Leader
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Positions reporting to this position: A brief description of the roles of the staff supervised (and titles if relevant) should also be stated.

1	Nil
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Location of Work:

Provide a description of the places that this position will be working at.

1	Narrandera Works Depot
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2	Various other locations within the Shire
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Extent of Authority

To what extent does this position have authority? For example, specific delegations, budget, expenditure authorisation, special decision-making authority.

Specific Authority/ delegations

1	Nil
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Liaise With

Internal:

The internal positions that this position comes in contact with regularly.

1	OSR Staff
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2	OSR Supervisor
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3	OSR Manager
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4	Deputy General Manager Infrastructure
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5	Other Managers
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6	All other employees
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External:

The external people or organisations that this position comes in contact with regularly

1	Contractors
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2	Residents living in the Narrandera LGA
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3	Volunteers
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Section 2 - POSITION REQUIREMENTS FOR ALL EMPLOYEES

Key Result Area Compulsory for all employees		
Task – Describe the Task	Standard – To what qualitative or behavioural standard should the task be performed at.	
1	Customer Service	Achieve customer service standards in accordance with Council's customer service charter
2	EDRMS/ Record Keeping	All Staff are responsible for ensuring all records and documents in their use are accurate and recorded according to Council procedures. All EDRMS operators are to undertake an annual competency assessment to ensure EDRMS record keeping skills are to required standards
3	Equal Employment Opportunity (EEO)	As per Council's EEO Management Plan in accordance with the EEO and the Anti-discrimination Act 1977
4	Policies, Procedures & Code of Conduct	Adhere to ALL Council Policies, Procedures and Code of Conduct
5	Enterprise Risk and Work Health & Safety (WHS)	In accordance with Enterprise Risk requirements and the WH&S Act 2011. Refer to Section 4 of this Position Description for a list of the responsibilities
6	Training and Development	Attend all required skill development training. Provide evidence of all licence and certificates to Human Resources.

Section 3 – ESSENTIAL SCHEDULE OF TASKS

Position Tasks

Key Result Area - Efficient operation of Council Plant	
Task – Describe the Task	Standard – To what qualitative or behavioural standard should the task be performed at.
1	<p>Operating Plant</p> <p>Carryout pre-start check list</p> <p>Assure that plant is serviced in accordance to service schedule.</p> <p>Defects are reported to OSR Supervisor</p> <p>Operate council plant in accordance with manufacture's specifications and council procedures.</p>
2	<p>Maintenance & Storage of Plant, Tools & Equipment</p> <p>Perform regular maintenance of plant, tools and equipment as per operating Instructions</p> <p>Ensure plant, tools and equipment are securely locked away when not in use as per Council's policy and procedure</p> <p>Tools and equipment kept in a clean and tidy state</p>

Key Result Area - Assist with labouring duties	
Task – Describe the Task	Standard – To what qualitative or behavioural standard should the task be performed at.
1	<p>Assist in the Maintenance of parks & gardens, sporting facilities, urban areas and amenities</p> <p>Parks & gardens, sporting facilities, urban areas and amenities are maintained in accordance with the objectives and measures outlined in the Plan of Management for Marie Bashir Park.</p> <p>Park maintenance regime undertaken to a high quality and in a timely manner.</p> <p>Removal of rubbish lying around parks and sporting facilities</p> <p>Ovals maintained to acceptable standards consistent with the level of sport being played for each code.</p> <p>Respond to request for maintenance or repair as directed.</p>
2	<p>Undertake labouring duties as required.</p> <p>Labouring duties are carried out in the correct manner preventing injuries or damage to staff or equipment.</p>

Key Result Area - Assist with organising Council resources		
Task – Describe the Task		
Standard – To what qualitative or behavioural standard should the task be performed at.		
1	Identify appropriate plant required to complete set tasks	Tasks are carried out efficiently with minimal breakdown of plant.
2	Communicate with OSR Team Leader / OSR Supervisor	Minimal interruptions to work schedules due to plant related issues. Information is provided to OSR Supervisor regarding progress. Advise other department Coordinators/Team Leaders when required.

Key Result Area - Quality Assurance		
Task – Describe the Task		
Standard – To what qualitative or behavioural standard should the task be performed at.		
1	Maintain a high standard of work practice.	Tasks are not revisited before time. No complaints from customers or staff regarding poor work. Worksites re-established before completion.
2	Ensure safety at worksites.	No incidents The correct PPE is used at all times, when required.

Key Result Area - Records management		
Task – Describe the Task		
Standard – To what qualitative or behavioural standard should the task be performed at.		
1	Assist with the accurate maintenance of Council's records	Keep a daily record of the activities and the amount of work achieved. Record plant and materials used daily. Provide information to OSR Team Leader/Supervisor of completed tasks.

Section 4 – ENTERPRISE RISK AND WORK HEALTH AND SAFETY RESPONSIBILITIES – WORKERS/STAFF

Position Tasks

Key Result Area Enterprise Risk and WHS Responsibilities	
Task – Describe the Task	Standard – To what qualitative or behavioural standard should the task be performed at.
1	<p>Comply with safe working procedures</p> <p>Comply with the WH&S Act section 28, Duty of workers;</p> <p>(a) Take reasonable care for his or her own health and safety; and</p> <p>(b) Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and</p> <p>(c) Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this act; and</p> <p>(d) Co-operate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.</p> <p>Follow safe work procedures established by Council</p>
2	<p>Use of appropriate personal protective equipment and safety systems</p> <p>Where PPE is required to control exposure to hazards in the workplace, wear and maintain the PPE as directed, as indicated in a risk assessment, or as required in WH&S procedures, or as in the safe work method statements.</p>
3	<p>Assist with the preparation of risk assessments and safe work method statements</p> <p>Before commencing work or job where there is an identified risk, conduct a risk assessment to identify, assess and control the hazards associated with the work or job. This must be conducted in conjunction with other relevant staff, and the supervisor;</p> <p>Assist in the annual review of safe work method statements.</p>
4	<p>Report WH&S</p> <p>Report workplace hazards to the supervisor or manager and WHSO as soon as possible after they occur or are identified; and</p> <p>Report injury or illness arising from workplace activities using the Incident /Injury/ Near miss report form as soon as possible after incident.</p>
5	<p>Enterprise Risk and WHS Training</p> <p>Attend all required Enterprise Risk and WHS training.</p>

Section 5 – PERFORMANCE AGREEMENT – POSITION OF PLANT OPERATOR – OPEN SPACE AND RECREATION

I _____ have discussed this performance plan with my immediate supervisor and agree to the tasks, goals and standards that have been set.

I will raise with my immediate supervisor any difficulties arising with the delivery of this performance plan.

I undertake to review my performance plan with my immediate supervisor annually or more frequently if necessary.

I understand that the standards set in this performance plan will form the basis of my annual performance review.

Signed
Employee:

Date: ____/____/____

Signed
Immediate Supervisor

Date: ____/____/____

POSITION: OSR Plant Operator

GRADE: 5

LEVEL	COMPETENCIES	Yes	No
Entry			
<p><i>The employee has the basic skills to meet the requirements of this type of work Entry will display the selection criteria of the position</i></p>	Implements daily/weekly/monthly works regimes in accordance with department schedules	<input type="checkbox"/>	<input type="checkbox"/>
	Follows WHS procedures and safe working practices	<input type="checkbox"/>	<input type="checkbox"/>
	Demonstrate ability to work with minimal supervision	<input type="checkbox"/>	<input type="checkbox"/>
	Documents activities	<input type="checkbox"/>	<input type="checkbox"/>
	Demonstrate ability to use specialised plant eg. Quick spray unit, Boom spray, Mowers, chainsaw, EWP, Tractors, front end loaders	<input type="checkbox"/>	<input type="checkbox"/>
	Liaises and co-operates with fellow employees to satisfactorily complete tasks in a timely fashion	<input type="checkbox"/>	<input type="checkbox"/>
	Hold qualifications relevant to the OSR Plant Operator Position. Eg Traffic control certificate, Operation of skid steer and backhoe certificate, operation of truck, EWP, tree pruning (in accordance with relevant standards)	<input type="checkbox"/>	<input type="checkbox"/>
Step 1			
<p><i>The employee has all the skills to do this job at NSC (using Council's systems, equipment, policies, standards)</i></p>	Have proven competencies for Entry Level	<input type="checkbox"/>	<input type="checkbox"/>
	Demonstrate basic knowledge of pest, disease and weed identification and control methods	<input type="checkbox"/>	<input type="checkbox"/>
	Implement control programs for pest, disease and weeds including vehicle hygiene in accordance with relevant standards and regulations	<input type="checkbox"/>	<input type="checkbox"/>
	Hold chemical certificate 3	<input type="checkbox"/>	<input type="checkbox"/>
	Provides accurate information to staff	<input type="checkbox"/>	<input type="checkbox"/>
	Conducts tree pruning in accordance with the relevant standards	<input type="checkbox"/>	<input type="checkbox"/>
	Refers to management and maintenance plans to achieve department goals.	<input type="checkbox"/>	<input type="checkbox"/>
Step 2			
<p><i>The employee has the skills that foster multiskilling in a team/section/department</i></p>	Have proven competencies for Step 1	<input type="checkbox"/>	<input type="checkbox"/>
	Demonstrate ability to co-operate with fellow employees in completion of tasks	<input type="checkbox"/>	<input type="checkbox"/>
	Demonstrates a basic knowledge of relevant policies and regulations eg , Pesticide Notification Policy, Tree Policy, Cemetery policy	<input type="checkbox"/>	<input type="checkbox"/>
	Implements quality control procedures to ensure service levels are met.	<input type="checkbox"/>	<input type="checkbox"/>
	Compiles and records inspections	<input type="checkbox"/>	<input type="checkbox"/>

Step 3			
<i>The employee has skills to confidently undertake higher duties</i>	Have proven competencies for Step 2	<input type="checkbox"/>	<input type="checkbox"/>
	Literacy and numeracy skills to add data to reports and worksheets as required	<input type="checkbox"/>	<input type="checkbox"/>
	Knowledge of plant health and requirements	<input type="checkbox"/>	<input type="checkbox"/>
	Undertakes additional relevant personal development, education and training programs to ensure best practice methodologies are obtained and maintained eg Irrigation installation and maintenance, turf establishment and maintenance, tree assessment	<input type="checkbox"/>	<input type="checkbox"/>
	Ability to competently undertake higher duties	<input type="checkbox"/>	<input type="checkbox"/>
	Monitors work activities to ensure efficient and effective use of Council resources.	<input type="checkbox"/>	<input type="checkbox"/>
	Implements maintenance programs in accordance with specific industry standards	<input type="checkbox"/>	<input type="checkbox"/>
	Conducts grave digging in accordance with the relevant standards	<input type="checkbox"/>	<input type="checkbox"/>

Completed Competencies

I have reviewed the competencies for this employee and indicated the step that their skill set currently meets.

Signed:..... Date:.....

Employee:..... Date:.....