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# Diamantina Shire Council

## POSITION DESCRIPTION

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SUSTAINABLY DEVELOPING THE OUTBACK

<b>1.0 TITLE:</b>	Plant Operator (Labourer)
<b>2.0 AWARD:</b>	Queensland Local Government Industry (Stream B) Award - State 2017
<b>3.0 SECTION:</b>	Operational Services
<b>4.0 DESCRIPTOR</b>	Not Applicable
<b>5.0 CLASSIFICATION:</b>	Level 4
<b>6.0 DEPARTMENT:</b>	Infrastructure
<b>7.0 BRANCH:</b>	Works
<b>8.0 LOCATION:</b>	Bedourie or Birdsville

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### 9.0 POSITION OBJECTIVE

To operate a variety of plant in all situations and perform various labouring jobs as required by the supervisor.

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### 10.0 REQUIREMENTS OF THE JOB

#### a) Skills/Capabilities

- Ability to carry out machine operation, daily servicing checks and basic maintenance as per Operators handbook and DSC workshop guidelines.
- Ability to operate a range of hand tools associated with road maintenance and construction works.
- Ability to perform a range of concreting tasks including form work, mixing, pouring and finishing.
- Ability to work within stipulated guidelines.
- Ability to work as a team member and contribute to team outcomes.
- Willingness to learn.
- Ability to complete manual tasks.
- Ability to be flexible, reliable, honest and committed.

#### b) Knowledge

- The Local Government Act 1993.
- Good knowledge of road maintenance and construction techniques.
- Good knowledge of Workplace Health and Safety Act – 2011 and safe work practices.
- Good knowledge of Council's policies and procedures or a demonstrated ability to learn.

#### c) Experience and/or qualifications

- Proven experience in the high standard of operation and maintenance of various plant including Backhoe, Skid Steer.
  - Experience in road construction and maintenance including concreting, and constructing kerb and channel.
  - Construction Industry Induction Card (White Card).
  - Civil Construction qualifications are desirable, but not necessary.
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## 11.0 KEY RESPONSIBILITIES OF THE POSITION

- 1) Operate various plant within operating parameters as advised by manufacturer, including but not limited to:
  - Conducting pre-start checks;
  - Minor maintenance including greasing, oiling and minor repairs.
  - Keeping the interior and exterior of the allocated plant clean and tidy.
- 2) Operate and maintain any vehicle/plant in a safe and efficient manner in accordance with traffic regulations, operators' handbook, and DSC workshop guidelines.
- 3) Carry out various duties including labouring and manual handling tasks as directed by Supervisor.
- 4) Carry out installation of temporary signs and barricades as required
- 5) Undertake training in accordance with council requirements.
- 6) Communicate, solve and discuss work problems with other team members and the Supervisor.
- 7) Project a helpful and positive image of the Council and its staff.
- 8) Complete Timesheets in a clear and accurate manner.
- 9) Ensure that Councils Quality Assurance Program is adhered to.
- 10) Ensure that Councils Workplace Bullying and Harassment Policy, Workplace Health and Safety Policy is upheld and all operations are carried out in accordance with this policy
- 11) Perform other Council work as directed

### Workplace Health and Safety Responsibilities

- 12) Undertake the responsibilities relevant to the position as specified in Schedule 1 – WH&S Obligation and Responsibility Statement as amended from time to time.

**Note:** An employee may be directed to carry out such duties as are within the limits of the employee's skill, competence and training. All employees have a legal obligation and are required to observe Council policies and procedures in relation to Code of Conduct, Confidentiality, Anti-Discrimination, Equal Employment Opportunity; Workplace Health & Safety; Employee Welfare; the Environment and Service Delivery Standards. Employees must also fulfil all recordkeeping responsibilities in accordance with relevant Information Standards and associated guidelines.

## 12.0 KEY SELECTION CRITERIA

- 1) Demonstrated ability to operate a variety of plant and hand tools associated with road maintenance and construction works.
- 2) Demonstrated ability to perform various laboring tasks associated with construction activities.
- 3) Demonstrated ability to measure and take levels for preparation of site work.
- 4) Ability to operate effectively in a team, contributing positively to team operations and working relationships in a friendly and flexible manner.
- 5) Ability to work under limited supervision whilst exercising initiative, judgement and enthusiasm.
- 6) Demonstrated commitment to Workplace Health and Safety policies and procedures.
- 7) Current Queensland 'HR' Class Drivers Licence.
- 8) Current Construction Industry Induction Card (White Card)

**Note:** As part of any recruitment for this position, Council may require the applicant to undertake a Criminal Records Check, Working with Children Check, Physical fitness/medical test, drug or alcohol test, relevant skill test, personality profile and/or psychometric testing prior to appointment. It is a condition of employment with DSC that all applicants agree to this requirement before appointment. Some positions require incumbent to undergo mandatory immunisation or provide medical documentary evidence of suitable immunisation as the work environment may involve exposure to areas identified as "at risk" work areas.

## 13.0 PHYSICAL DEMAND CATEGORY

SEDENTARY WORK		
Light Duty	Frequent lifting / carrying of objects weighing up to 5kgs.	<input type="checkbox"/>
Work	Frequent lifting / carrying of objects weighing up to 10kgs.	<input type="checkbox"/>
Heavy Work	Frequent lifting / carrying of objects not exceeding 25kgs	<input type="checkbox"/>

WORK ENVIRONMENT							
ATTRIBUTE			MANOEUVRE	FREQUENT	OCCASIONAL	NONE	
Chemicals	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Bending	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Cold	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Squatting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Dampness	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Climbing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Fumes/gases	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Twisting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Heat / Humidity	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Reaching	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Heights	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	<b>PLANT OPERATION</b>				
Noises	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Maximum seat rating of 120kgs				
SPECIFIC ACTIONS REQUIRED				AUDIO – VISUAL DEMANDS		REPETITIVE MOTIONS	
This job may include:							
Standing/Walking		Sitting		Driving			
<input type="checkbox"/>	None	<input type="checkbox"/>	None	<input type="checkbox"/>	None	Hearing	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Occasional	<input type="checkbox"/>	Occasional	<input checked="" type="checkbox"/>	Occasional	Depth Perception	<input type="checkbox"/>
<input type="checkbox"/>	1-4 hrs	<input type="checkbox"/>	1-4 hrs	<input type="checkbox"/>	1-4 hrs	Colour Discrimination	<input type="checkbox"/>
<input type="checkbox"/>	4-6 hrs	<input type="checkbox"/>	4-6 hrs	<input type="checkbox"/>	4-6 hrs	Peripheral Vision	<input type="checkbox"/>
<input type="checkbox"/>	6-8 hrs	<input checked="" type="checkbox"/>	6-8 hrs	<input type="checkbox"/>	6-8 hrs		Foot Movement
							<input type="checkbox"/>
							Fine Manipulation
							<input type="checkbox"/>
							Pushing/Pulling
							<input type="checkbox"/>
							Finger Dexterity
							<input checked="" type="checkbox"/>
							Simple Grasping
							<input type="checkbox"/>

I declare that I am physically capable of undertaking the duties as outlined in this position description.

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

Print name: .....

### 1. ORGANISATIONAL RELATIONSHIPS / ACCOUNTABILITY

Reports to: Supervisor

Internal Liaisons: All Council Departments

External Liaisons: State and Local Government authorities as appropriate, suppliers and contractors, and members of the general public.

### 2. EXTENT OF AUTHORITY

As per Council's Delegation Register

### 3. APPROVALS

Approved by: Director of Infrastructure

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

I have read and understood this Position Description – Plant Operator (Labourer) and accept the objectives and responsibilities of this position.

Signed: .....

Date: ..... / ..... / .....

Print name: .....

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