



## General Hand Plant Operator / MC Truck Driver Position Description

### 1 Incumbent

Name: \*\*\*

Date Commenced: \*\*\*

### 2 Industrial Instrument and Level

Shire of Corrigin Enterprise Agreement 2022, Level 4.1

### 3 Position Summary

To operate trucks, plant and equipment, and undertake manual labouring duties in a competent and safe manner to ensure that the town maintenance and road and civil works programs are completed to the required standards.

### 4 Requirements of Position

#### 4.1 Skills

- Basic written and verbal communication skills.
- Developing interpersonal and customer service skills.
- Basic problem solving, conflict resolution and decision-making skills.
- Developing skills in the operation of construction equipment including graders, loaders, trucks, rollers, and other plant.
- Working knowledge of occupational safety and health practices in a town maintenance environment.
- Willingness to work on a range of manual tasks.

#### 4.2 Knowledge and experience

- Working knowledge of occupational safety and health practices in a town maintenance and road and civil construction / maintenance environment.
- Knowledge of traffic management standards and procedures.
- Demonstrated experience in town maintenance, road maintenance, civil construction and basic design.
- Demonstrated experience in the operation of construction equipment including graders, loaders, trucks, rollers, and other plant.

#### 4.3 Qualifications and / or training

- Hold current WA Construction White Card.
- Current Basic Worksite Traffic Management Certificate desirable.
- Current Certificate of Competency for relevant plant operation.
- Hold a current MC Driver's Licence.

## 5 Key Roles and Responsibilities

The principle responsibility areas of this position are outlined in the table below:

<b>Leadership</b>
To assist the Manager of Works and Services and the Leading Hands to maintain a strong work ethic of outside staff.
Ensure that safe work practices are adhered to.
To assist the Manager of Works and Services and the Leading Hands to arrange contractors, materials, and plant as required for the efficient execution of the works program.
<b>Plant Operation and Maintenance</b>
Operate graders, loaders, trucks, plant, and equipment in a safe and competent manner.
Maintain a high standard of plant and machinery operation and maintenance and ensure that regular maintenance is carried out.
Report damage or faults in relation to the plant and machinery to the Manager of Works and Services as soon as possible.
Coordinate repairs of damage or rectify faults in relation to the plant and machinery within the works and services section.
Operate plant and equipment in a manner compliant with Occupational Health and Safety guidelines including: loading and unloading, load restraints, use of personal protective clothing and equipment.
<b>Road and Civil Maintenance</b>
Undertake manual labouring tasks including road and footpath construction, drain and culvert cleaning, paving, and concreting as directed.
Operate plant and equipment for construction of roads, streets, footpaths, and crossovers.
Assist with maintaining drainage and culverts.
Undertake spraying and pest weed control on town and rural roads and intersections.
Assist with the erection of temporary and permanent signage including traffic management if certified.
Provide assistance with verge clearing when required.
Provide assistance with workshop and stock control when required.
Provide assistance with works requests.
Machinery and equipment maintenance / management as required.
Fuel management as required.
<b>Parks, Gardens and General Town Site</b>
Assist in maintenance of the cemetery, parks, gardens, ovals, reserves, playgrounds, and streetscapes within the Shire.
Complete works requests as directed by the Leading Hands or the Manager of Works and Services.
Assist in maintaining reticulation, dams, and water management.
Assist in street bin and verge rubbish collections as required.
Assist with tree management and maintenance, blowing, brush cutting, and slashing as directed.
Undertake manual labouring tasks including cleaning, painting, gardening, raking, town and road maintenance, and other tasks as directed by the Leading Hands or the Manager of Works and Services.
Assist in the maintenance of civic buildings and grounds including: Administration Office, Corrigin Recreation Centre, Swimming Pool, and other public buildings as required.

<b>Occupational Safety and Health</b>
Take reasonable care to ensure personal safety and health at work, and that of other persons in the workplace.
Observe all safe working practices as directed by the Leading Hands and the Manager of Works and Services.
Ensure the use of personal protective equipment as provided.
Report ALL accidents, incidents, near misses and hazardous situations arising in the course of work.
<b>Other Duties</b>
Any other manual labouring or plant operation duties consistent with the level of this position and the principles of multi-skilling.
Attend bushfires as directed to operate machinery to assist in fire suppression.
Assist with the transporting of equipment, furniture, and supplies for functions and events.

## **6 Key Performance Requirements**

- Level of compliance with Road Hierarchy, Maintenance and Renewal Policy.
- Quality and effectiveness of relationships with staff, community groups, business owners, ratepayers, and residents.
- Quality and timeliness of the completion of tasks.
- The standard of operation of plant and equipment including maintenance and general condition.
- The level of compliance with occupational health and safety guidelines.

## **7 Key projects**

- Identify and implement effective strategies to improve the overall standard of road and civil works and town maintenance projects within the Shire of Corrigin.
- Identify and implement efficient use of financial and physical resources including water, power, and general maintenance expenditure to reduce overall expenditure.

## **8 Organisational Relationships**

### **8.1 Position is responsible to:**

Manager of Works and Services  
 Leading Hand Road Works Construction  
 Leading Hand Parks, Gardens and Town Maintenance

### **8.2 Position supervises:**

May be required to supervise small work teams as assigned from time to time.

### **8.3 Key Relationships:**

Internal: Chief Executive Officer  
 Deputy Chief Executive Officer  
 Manager of Works and Services  
 Leading Hand Road Works Construction  
 Leading Hand Parks, Gardens and Town Maintenance  
 Other staff as employed from time to time

External: President and Councillors  
 Other Local Governments  
 General Public (including ratepayers and residents as appropriate)  
 Suppliers of goods and services, contractors.

**9 Extent of Authority**

Operates under the direction of the Manager of Works and Services within established guidelines, procedures and policies of Council as well as statutory provisions of the Local Government Act 1995 (WA) and other legislation.

**10 Public Responsibilities**

To promote a favourable public image of Council’s personnel, operations, and the Shire in general.

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	<i>Signature</i>	<i>Date</i>
Employee	_____	_____
Supervisor	_____	_____
CEO	_____	_____

**Position Description Review History**

Created		
Reviewed and updated	08/01/2020	Kirsten Biglin
Reviewed and updated	27/05/2020	Kirsten Biglin
Reviewed and updated	12/07/2022	Tanya Ludlow
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