



Position Description

General Plant Operator	
Position Code	Numerous
Classification/Grade/Band	Band 1 Level 4 (Grade 4) <i>Local Government (State) Award 2023</i>
Reports to	Works Supervisor
Location	Bingara and Warialda NSW
Content Manager Reference	20/30589
Direct Reports	NIL
Budget (Operating and Capital expenditure)	NIL

Overview of Gwydir Shire Council

Located on the Fossickers Way between the New England and North West regions of NSW, the Gwydir Shire encompassing a diverse landscape that is both picturesque and productive. With affordable housing, a strong sense of community and diverse leisure and recreation activities, the Shire offers an idyllic and fulfilling lifestyle. Bingara and Warialda are the main towns in the Shire.

The Gwydir Shire Council prides itself on being an award-winning organisation that supports its community through the provision of high-quality services. Council offers employees a rewarding career that allows staff to make a positive impact in the communities in which they live; and provides exciting opportunities to explore and suture career avenues within the organisation. Council strongly supports a flexible-family work environment.

Gwydir's Vision

Council's vision is to be a recognised leader in Local Government through continuous learning and sustainability. Council embraces this mantra by ensuring all staff have access to training and education, to reach their full potential.

Gwydir's Mission

To ensure that the Council's long-term role is viable and sustainable by meeting the needs of our residents in a responsible and caring way, attract sustainable development while maintaining the traditional rural values, character and culture of our people.

Primary purpose of the position

The position is responsible for undertaking allocated tasks operating Council's Plant and equipment, working in a cohesive team, to deliver high quality maintenance and construction work in a productive and efficient manner.

Department and Branch Description

Forming part of the Infrastructure and Planning Services Department, Construction and Maintenance is an integral part of the engineering service of Council as it is responsible for the coordination of construction and maintenance of roads, drainage, and bridges which are assets of Council as well as coordination of all similar works undertaken as part of the State Road Maintenance Council Contracts (RMCC).

Key accountabilities

Within the area of responsibility, this role is required to:

- Drive and operate designated plant and carry out operations as directed.
- Maintain all plant and equipment, inside and out to the conditions specified by the Works Supervisor.
- Monitor plant and equipment by ensuring daily checks are completed with regard to safe legal operation, fluid levels and lubrication points and liaising with the Workshop Supervisor for servicing and maintenance requirements and undertaking basic plant maintenance in accordance with agreed practice.
- Carry out manual labouring tasks and other duties when directed to by the Works Supervisor and/or Works Coordinator.
- Carry out all duties and functions in a manner that promotes a positive attitude, team-based approach with strong support for organisational values.
- Maintain accurate timesheets ensuring labour and plant hours are recorded correctly, toolbox and pre-start documentation, risk assessments and safety documentation as required.
- Ensure traffic management plans and Safe Work Method Statements (SWMS) are completed and appropriate traffic control measures are provided at work sites.

All positions in Council involve multi-skilling and consequently the interchange of duties where and when required for the effective operation of the Department. The duties described above are indicative of the primary duties that a person appointed to the position would be expected to perform and should not be regarded as the sole duties applicable to the position. Other duties may be assigned in accordance with skills, competence, and training.

Selection Criteria

Essential

- Certification III in Local Government Operational Works or an equivalent qualification
- OHS White card.
- Current valid 'HR' Class driver's licence.
- Knowledge and/or competency in Traffic Management
- Experience in manual work activities, road construction and maintenance works.
- Basic written and verbal communication skills with the ability to discuss and resolve problems politely and respectfully.
- Ability to read and interpret documents, instructions, and procedures.
- Successful completion of year 10 or equivalent

Desirable

- Mechanical Knowledge and ability to perform basic plant maintenance.
- MC Licence would be highly regarded.
- Traffic Control (Stop/Slow)

Common requirements of the position

- Willingness to have Council conduct a Criminal History Check.
- Agree to undertake a medical assessment by Council's nominated medical practitioner if required and to be medically fit to undertake the full requirements of the position.
- Manage projects in accordance with corporate standards.
- Willingness to work flexible hours to meet the requirements of the position.
- Behaviour in accordance with Council's policies and the Code of Conduct.
- Report environment issues that may become evident when carrying out the position duties.

Qualifications

- Certificate III in Local Government Operational Works or an equivalent qualification.

Capabilities for the position

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <http://capability.lgnsw.org.au>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities

Local Government Capability Framework		
Capability Group	Capability Name	Level
	Manage Self	Intermediate
	Display Resilience and Courage	Foundational
	Act with Integrity	Foundational
	Personal attributes Demonstrate Accountability	Intermediate
	Communicate and Engage	Intermediate
	Community and Customer Focus	Foundational
	Work Collaboratively	Intermediate
	Relationships Influence and Negotiate	Foundational
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Foundational
	Create and Innovate	Foundational
	Results Deliver Results	Adept
	Finance	Foundational
	Assets and Tools	Intermediate
	Technology and Information	Foundational
	Resources Procurement and Contracts	Foundational

Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Group and Capability	Level	Behavioural Indicators
Personal Attributes Act with Integrity	Foundational	<ul style="list-style-type: none"> • Is open and honest. • Tells the truth and admits to mistakes. • Follows the code of conduct, policies and guidelines. • Has the courage to speak up and report inappropriate behaviour and misconduct
Relationships Works Collaboratively	Intermediate	<ul style="list-style-type: none"> • Focuses on key points and communicates in 'Plain English'. • Clearly explains and presents ideas and technical information. • Monitors own and other's non-verbal cues and adapts where necessary. • Listens to others when they are speaking and asks appropriate, respectful questions. • Shows sensitivity in adapting communication content and style for diverse audiences.
Results Deliver Results	Adept	<ul style="list-style-type: none"> • Takes responsibility for the quality and timeliness of the team's work products. • Ensures team understands goals and expectations. • Shares the broader context for projects and tasks with the team. • Identifies resource needs, including budget, information and tools. • Allocates responsibilities and resources appropriately. • Gives team members appropriate flexibility to decide how to get the job done.
Resources Assets and Tools	Intermediate	<ul style="list-style-type: none"> • Uses a variety of work tools and resources to enhance work products and expand own skill set. • Ensures others understand their obligations to use and maintain work tools and equipment appropriately. • Contributes to the allocation of work tools and resources to optimise team outcomes.

Prepared By	Human Resource Officer
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