

POSITION DESCRIPTION	
Position Name	Trainee Plant Operator
Position Number	To be completed
TRIM Reference	
Reports to	Works Supervisor
Classification	<i>Local Government (State) Award 2020</i> T4 to T8 dependant on level of education completed and relevant previous work experience
Term of Employment:	Temporary Full-Time
Approximate number of direct reports:	Nil
Location:	Warialda, NSW
Operational Expenditure:	Nil
Capital Expenditure:	Nil
Delegations	In accordance with Council's Delegations Register

Overview of the Gwydir Shire Council

Located on the Fossickers Way between the New England and North West regions of NSW, the Gwydir Shire encompasses 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 nurture career avenues within the organisation. Council strongly supports a flexible-family friendly work environment.

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, in order to reach their full potential.

Our Vision

To be the recognised leader in Local Government through continuous learning and sustainability.

Our Mission

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

Our Values

1. For Our Community and Visitors

We will provide a safe, clean and healthy environment in which all people have the opportunity to participate, and share in the Council's services and facilities.

2. For Our Community Committees

We will seek their opinion in relation to the services in which they assist us, offer relevant and timely support, and recognise their valuable contribution.

3. For Our Staff

We will create an atmosphere of team support, which encourages frank and honest communication, and the use of common sense and innovation in a safe and friendly working environment with the aim of efficiency.

4. For Our Councillors

We will treat all Councillors equally and ensure that they are provided with accurate and timely advice and expect that they will treat each other and the staff with due respect.

Core Responsibilities of Employees

Council has core responsibilities and it is a requirement that all employees will adhere to Council's current guiding behaviour standards and expectations. In particular, but not exclusive too, the following:

Work Health and Safety

- Ensure that all employees fulfil their specific responsibilities, duties and due diligence requirements under the NSW Work, Health & Safety legislation and Council's relevant safe work instructions, policies and procedures.
- Ensure that Workplace Health and Safety is always at front of mind and a number one priority, working with care and consideration to safeguard the health and safety of all staff and members of the general public.
- Follow safe practices/procedures to perform duties in a manner so as not to put yourself or others at risk of harm.
- Immediately report any hazards, incidents and accidents to the relevant supervisor and take appropriate action.
- Participate in delivering a positive safety culture, including having a proactive involvement in reviewing safe systems of work compliance and the implementation of continuous improvements in health and safety.

Community and Customer Focused

- Convey a professional image of Council at all times.
- Provide customer centred services in line with organisational objectives and agreed service standards which is focused on continuous improvement
- Deliver quality customer service and service delivery which exceeds community expectations.

Code of Conduct, Anti-Discrimination and Equal Employment Opportunity

- Comply with all legislative requirements of the role.
- Store and maintain corporate records in Council's electronic document management system in accordance with relevant protocols, procedures and the State Records Act.
- Convey a professional and positive image of Council and the local government sector at all times, including dressing appropriately for the role and wearing designated uniform (Personal Protective Equipment) if required.
- Support and promote a professional working environment free from discrimination, harassment and victimisation. It is the responsibility of all employees to ensure that proper standards of conduct are upheld in the workplace.
- Eliminate and ensure the absence of discrimination in employment on the grounds of race, sex, marital or domestic status and disability in councils, and promote equal employment opportunity for women, aboriginal and Torres Strait Islander people, people from a non-English speaking background, and persons with disabilities.

Work Performance

- Productively and cooperatively contribute to the outcomes of work teams.
- Attend and positively contribute to team meetings.
- Take responsibility for and manage own work and contribute to a productive team and work environment.
- Work cooperatively and proactively to achieve the objectives of Council's Plans and the priorities identified in the Community Strategic Plan.

- Regularly review and appraise own performance against required levels.
- Proactively engage in a performance planning and review process on a regular basis in line with Council policy.

Innovation

- To identify new and improved ways to do business.
- Fostering continuous improvement in all areas of operations and service delivery.
- Actively share information and knowledge on issues, training and practices with relevant staff.
- Identify and subsequently remove, mitigate against or minimise exposures to risk when introducing new and improved work practices.

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).

Primary Purpose of the Position

This is a training position. The traineeship will cover a two (2) year period. Continued employment on completion is not guaranteed but will be subject to organisational need. Throughout the traineeship the occupant will obtain the skills and knowledge required to operate and maintain Council's heavy plant including Excavator, Front End Loader, Backhoe, Truck etc in line with Council's works program. This position is also required to undertake general labouring duties, when required.

Key Position Accountabilities

- It is a requirement of the position that the operator has a good attitude toward their supervisor, colleagues, work practices and the public;
- It is a requirement of the position that the operator is reliable and punctual;
- General Labouring;
- Work with other staff in Council's operations team to achieve a high level of service;
- Operate and maintain small plant and equipment
- Participate in the construction and maintenance of roads, including traffic control procedures, kerb and gutter, footpath, concrete drainage etc
- Record information clearly and concisely to ensure accuracy
- Provide effective customer service to both internal and external customers
- Participate as a member of Council's multi-skilled Workforce and undertake other duties as required
- Safe, efficient and effective operation of Council's plant, ensuring that it is kept in a clean and tidy condition
- Ensure that daily routine maintenance and pre-start checks are carried out
- Carry out routine services and minor repairs to the item of plant operated in consultation with workshop staff
- Report and fault or damage to the Works Supervisor/Workshop Supervisor

- Ensure the safety of other team members and the general public in accordance with legislative requirements
- Set out all necessary work signs in accordance with the Traffic Control Plan
- Ensure that accurate records are kept of your daily work schedule and activities for use in preparation of your weekly timesheet, private works forms, requisitions and orders.

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.

Qualifications

Other requirements of the Position

- Drivers Licence - possession of a current valid Class C Driver's Licence.
- Communication skills with the ability to complete standard documents, read, interpret and follow directions in line with skills, competence and training.
- Manage tasks in accordance with operational 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.
- 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 requirements of the position.
- Willingness to undertake Certificate III in Local Government Operational Works or equivalent.

Selection Criteria

Applicants for the position are required to address all of the Essential and Desirable Selection Criteria.

Essential

1. OHS White card
2. Current valid 'C' Class driver's licence.
3. Knowledge and/or competency in Traffic Management
4. Experience in manual work activities, road construction and maintenance works.

5. Basic written and verbal communication skills with the ability to discuss and resolve problems politely and respectfully.
6. Ability to read and interpret documents, instructions and procedures.

Desirable

- A. Mechanical Knowledge and ability to perform basic plant maintenance
- B. Heavy Vehicle Licence would be highly regarded

Signature Block

Prepared by	Human Resource Officer
Approved by General Manager (or delegate) – Name:	
Approved by General Manager (or delegate) - Signature:	
Date Approved/Reviewed:	
Version Number and Date:	Version 1 – August 2021
Employee Declaration I agree with and understand the requirements of my employment with Council, as contained in this Position Description. I declare that I: <ul style="list-style-type: none">• have had the opportunity to ask questions regarding my terms and conditions of employment and received satisfactory responses.• understand that the Position Description describes in general the nature of my employment and that other duties may be required of me from time to time consistent with my position classification level, experience, and qualifications.	
Employee Name (Please Print):	
Employee Signature:	
Date:	