



SHIRE OF KULIN

Road Maintenance / Plant Operator

Applications are invited for the position of a full time Road Maintenance/Plant Operator with the Shire of Kulin.

The successful applicant will be required to hold a HC licence (MC will be held in high regard) and completion of appropriate training as required by the *Code of Practice on Fatigue Management for Commercial Vehicle Drivers*. Applicants will be encouraged to undertake on the job training to become proficient in operating other items of Council plant and machinery, while appropriate off the job training will be provided as required. You will be responsible for the day to day running of council's machinery and equipment, while working an 85 hour / 9 day fortnight.

Conditions of employment are in accordance with the Local Govt. Industry Award 2010. The successful applicant will be offered a total cash remuneration package of between \$60,000 - \$65,000 for an 84-hour fortnight spread across nine days and includes an RDO and housing allowance. There is the potential for higher earnings should the applicant be willing to complete further hours of overtime. Subject to availability at the time of the offer, subsidised housing may also be available to the successful candidate.

Kulin is located three hours south east of Perth, has a district population of 1000 and is well serviced in terms of health care and schooling (to year 10), has recreation facilities second to none and an energetic community provides the opportunity for plenty of active participation and quality living.

Further information may be obtained by contacting Judd Hobson, Manager of Works, on 0427 801 241.

Applications outlining employment history and other relevant details, including the names of 2 recent referees must be received by 4pm Tuesday 1 December 2020.

J Hobson
Manager of Works
PO Box 125
KULIN WA 6365
works@kulin.wa.gov.au



Shire of Kulin

SECTION 1 – POSITION IDENTIFICATION

Title:	Road Maintenance / Plant Operator
Department:	Works
Responsible to:	Shire of Kulin – Works Manager
Position:	Full time - 76 hours per fortnight
Award:	Local Government Industry Award 2020

SECTION 2 - POSITION FUNCTION

Overall

As a member of the Shire of Kulin Works crew, undertake road maintenance works in conjunction with other staff and operate various items of plant in the delivery of quality roadwork and other services including the preparation of construction and maintenance programs and to ensure the efficient and effective utilisation of the plant in a safe and effective manner.

Within Section

Under direction of the Works Manager or leading hand, apply best efforts to other duties and requirements that may include more than purely plant operation, to ensure that the overall operation of the Works crew is efficient and functional for the whole of the work scope in a Shire wide operation.

Within Organisation

Liaise with fellow operators, workers and/or contractors to ensure the overall work product of the Shire works crew brings credit to the teams efforts, all the while ensuring that the work is conducted in a safe and health conscious manner that reflect creditably on the organisation.

SECTION 3 - KEY DUTIES

Plant (as required) – Operate the plant and the equipment on-board within the scope and limitations of its licensed capacities as described by the manufacturer and outlined by the Shire during induction and other familiarisation conversations and within normal expectations of a Shire plant item doing standardised Shire construction and maintenance work.

Construction and Maintenance Programs

In association with construction crew undertake construction projects – as required dependent on plant operated.

Support maintenance grading programs in accordance with the Works Manager or leading hands instruction; subject to the nature of the plant operated. Winter grading will require staff to camp at the Shires Holt Rock Depot (120km east of Kulin) for approximately 6 – 10 weeks of the year.

Drive plant for the purpose of supporting other activities like carting gravel, sand and other road making materials.

Assist with the transport of machinery on float as required.

Machine Servicing and Maintenance

Undertake daily serviceability checks prior to commencing use of the machine in accordance with Shire operational and Occupational Health and Safety requirements and policy.

Maintain high operational standard of cleanliness including cleaning cab, degreasing, engine oil, water checks etc. including power washing when plant is in the depot.

Ensure that all support tools and equipment like tyre changing equipment, chains, fire extinguishers, first aid equipment is in a serviceable state, ready for immediate use.

Report all machine and equipment maintenance issues through the arranged processes for the Works crew and dependent on nature, seriousness and urgency of the matter be responsible for the follow-up to ensure the item is resolved and corrected.

Occupational Health and Safety

Ensure own safety and avoid adversely affecting the safety and health of any other person through any act or omission at work;

Ensure compliance to Main Roads WA Traffic Management standards and Worksafe High Risk Construction Standards when involved in roadworks;

Undertake risk assessment, hazard identification and control, and conduct accident/incident/near misses investigation and documentation as required within scope of this position;

Maintain Safe Work Procedures and combined with Job Safety Analysis sheets (JSA's) as required within scope of the work for this position.

Other

Undertake some manual work with other shire crew e.g. install pipes, guide posts, general road maintenance, as directed from time to time.

Other special projects and duties as directed.

SECTION 4 - PERFORMANCE INDICATORS

This position is subject to ongoing performance appraisal and supervision via daily crew work and JSA meetings with your direct supervisor or leading hand. A formal review of the duties, position description and ongoing compliance will be assessed every 6 months from appointment.

You will be assessed on your performance in:

1. Successfully carrying out the duties as described above.
2. Continued eligibility to meet the Selection Criteria and Appointment Factors as defined below.
3. Your continued capacity to undertake the work without your personal health being affected by work stresses. No evidence of developing personal health issues as a result of unbalanced work requirements and/or work stresses.
4. Continued compliance with legislative requirements that apply to this position as an employee of the Shire and the upholding of the Shire of Kulin Code of Conduct and organisation policies that apply to the position.
5. Client feedback and/or formal complaints during the period of review.
6. Your capacity to work as a valued team member of the Shire Works Department.

SECTION 5 - SELECTION CRITERIA

Essential	<p>Skills Highly developed plant operation capacities. Evidence of plant operator training. Evidence of capacity to maintain work machine in a serviceable condition. History of plant operation in a roadworks context.</p> <p>Knowledge Working knowledge of the operation and practices of a Local Government Works Department including road construction and maintenance techniques and other associated requirements;</p> <p>Knowledge of plant and equipment maintenance requirements.</p> <p>Knowledge of project management and project operations.</p> <p>Developing knowledge of Occupational Health and Safety operations at a works crew operational level and underlying legislative requirements.</p> <p>Experience Experience in Local Government or similar organisations in the Works/Services Department,</p> <p>Experience in construction and maintenance projects operating a truck or plant; preferably in a works environment;</p> <p>Qualifications and/or Training Qualifications and/or relevant experience in plant operation.</p> <p>Current First Aid qualifications.</p> <p>POLICE CLEARANCE It is a requirement for all employees of the Shire of Kulin to provide a National Police Clearance (at interview or within 3 months of appointment) and maintain a clear record as it pertains to the requirements of the role, duties and obligations of the position.</p> <p>DRIVERS LICENCE Minimum MR required (HC desirable but not essential) – copy to be provided upon interview or at commencement.</p>
Desirable	<p>Experience in the operation of other plant and machinery.</p> <p>Hands on experience in Local Government;</p>

SECTION 6 - APPOINTMENT FACTORS

Location	Shire of Kulin Works Depot, KULIN WA 6365.
Organisational Relationships	<p>Responsible to: Manager of Works Responsible for: Nil</p> <p><u>Internal and External Liaison:</u> Internal All Council Staff External General Public, Contractors and Suppliers on occasions.</p>
Extent of Authority	Under direct supervision of the Manager of Works or leading hand.
Delegation Authority	Nil
Employment Terms	<p>The Local Government Industry Award 2010 applies to this position.</p> <p>A Probationary period of 3 months will apply to this position in accordance with Shire policy.</p>
On-going Eligibility	<p>It is a condition of employment with the Shire of Kulin that it will not appoint or allow the continued employment of a staff member where the person;</p> <p>a. No longer holds the Motor Vehicle Driver's License necessary for the continuance of meeting the majority of the position description for a period exceeding one month beyond available leave entitlements.</p>

SECTION 7 - CERTIFICATION

The details contained in this document are an accurate statement of the purpose, duties and role specifications and other requirements of the position.

CEO

Date

I have read and understood the requirements of the position as detailed in this document.

Employee

Date Appointed