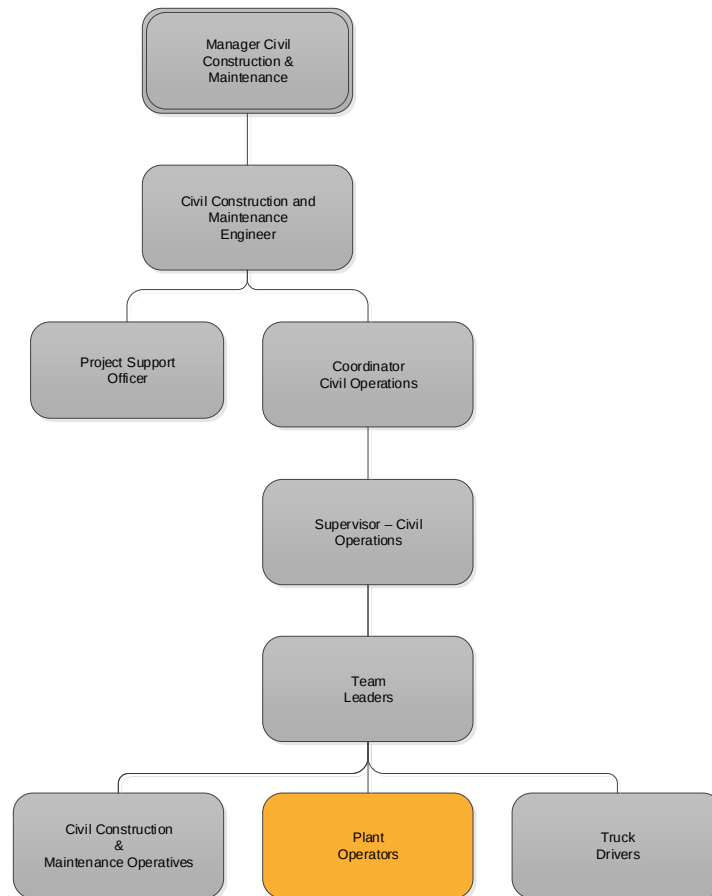


growth opportunity excellence

POSITION DESCRIPTION

Position Title	Plant Operator (Backhoe/Excavator/Loader)
Position Number	31187 & 31171 & 31181
Division/Directorate	Community Assets
Branch	Civil Construction & Maintenance
Grade	8
Band and Level	Band 1 / Level 4
Special Requirements	• Licencing or registration requirements • Attending a pre-employment medical • Participating in a call out roster • Current Drivers Licence
Physical and Environmental Demands	There is a requirement for physical, sensory, psychosocial and environmental demands. Mobility around a construction work site Manual Handling
Reports To	Team Leader Civil Construction and Maintenance
Authorities	As detailed within the Delegation Register as delegated by the General Manager
Key Direction/s	Welcoming - Embracing our vibrant and diverse community Liveable – Strong and integrated connections between our people and our services
Position Purpose	
To provide quality service in the delivery and maintenance of infrastructure assets in the local government area.	
Key Result Areas	
Customer Service – Create a customer centric service environment and reward service excellence. Planning & Prioritise – Plan to achieve priority outcomes and respond flexibly to changing circumstances. Deliver Results – Achieve results through efficient use of resources and a commitment to quality outcomes. Display Resilience & Courage – Be open and honest, prepared to express your views, and willing to accept and commit to change. Manage Self – Show drive and motivation, a measured approach, and a commitment to learning. Value Diversity – Show respect for diverse backgrounds, experiences, and perspectives.	

Reporting Structure



Key Duties & Responsibilities

1. Operate plant and equipment associated with the work.
2. Ensuring vehicle and associated plant/equipment is locked when not in use, refueled regularly for maximum utilisation, and always maintain the inside and outside of the vehicle in a clean condition.
3. Carry out checks on the plant before the commencement of work.
4. Reports breakdowns, routine maintenance, and repairs to the workshop.
5. Undertake routine checks and basic maintenance to ensure tools and equipment under your control are always kept in serviceable and safe condition.
6. Provide assistance to the Team Leader in any general labouring work. Undertake physical manual labouring tasks as required by the Team Leader

Tasks may include but not limited to:

- i. general earthworks including but not limited to hand digging, sweeping, shovelling, levelling, clearing, lifting, and spreading materials
- ii. preparing, setting up, installing and completing concreting works including basic formwork,
- iii. drainage and stormwater works, road maintenance and repairs
- iv. placing, screeding, and finishing asphalt and concrete
- v. signage installation and maintenance
- vi. traffic control
- vii. customer response work requests
- viii. emergency response

ix. community event preparations 7. Undertake record keeping activities using Council mobile devices and applications including future technology enhancements to facilitate civil construction and maintenance activities as required 8. Other relevant duties which may be required by the Team Leader or Manager from time to time 9. Demonstrate a strong customer focus which is accurate, responsive, timely and courteous 10. Continuously display Councils Corporate Core Values of Leadership, Innovation, Partnership, Commitment, Safety and Customer Focus.	
WHS Responsibility	
Implement, monitor and, or comply with Councils WHS Management System, including but not limited to WHS Policies, Standard Operating Procedures, Risk Assessments/Work instructions and associated systems tools in their relevant work area.	
Risk Management Responsibilities	
1. To act at all times in a manner which does not place at risk the health and safety of anyone in the workplace. 2. Responsible and accountable for taking practical steps to minimise Council's exposure to risks in so far as is reasonably practicable. 3. Must be aware of operational and business risks. Particularly: - o understand and adhere to the principles of Risk Management within their job role; - o assist Managers and Team Leaders in identifying risks and risk treatments in their job role; - o provide input into various risk management activities; - o report all emerging risks, issues and incidents to their manager or appropriate officer; and - o follow Council policies and procedures.	
Records and Information Management Responsibilities	
All staff must keep full and accurate records in accordance with Section 12(1) of the State Records Act 1998 and maintain legislative compliance. Records in any format created or received must be captured into Council's business systems approved for record keeping in a timely manner ensuring compliance with Council's Policies, standards, procedures, and business rules.	
Essential Criteria	
1. Considerable experience operating Backhoe and/or Excavator with certificate equivalent to LB, LE Workcover licence 2. Demonstrated ability to apply WHS and EEO principles 3. Customer service focused 4. Experience in general labouring work 5. Manual handling skills 6. Demonstrated ability to work as part of a team 7. OH&S General Induction for Construction Work Certificate	
Desirable Criteria	
1. MR or HR Drivers licence 2. Traffic Control Certificate 3. Ability to operate plant and equipment associated with road construction/maintenance work	
Prepared By	Manager Civil Construction and Maintenance
Date Prepared	September 2025

I have read and understand the contents of the position description for my role and agree to work in accordance with the requirements of the position.

I understand that this position description may change with organisational requirements and the tasks and responsibilities outlined in the position description may vary from time to time.

Employee Name:

Employee Signature:

Date: