



Position Description

POSITION TITLE:	Trainee Plant Operator
DEPARTMENT:	Engineering Services
SECTION:	Infrastructure Services
CLASSIFICATION:	Band 1 Level 1
REPORTS TO:	Site Leader
DATE OF LAST REVIEW:	5 December 2024

PURPOSE OF THE POSITION

- To carry out activities associated with infrastructure construction and maintenance such as roads and bridges and includes manual work, traffic control, use of hand tools and minor and large plant
- To undertake and complete Certificate III in Civil Construction Plant Operations

SELECTION CRITERIA

Essential

1. Interest in pursuing a career in the civil construction industry
2. A passion for hands-on work, enjoy working outdoors and not afraid of hard work
3. Enthusiastic, punctual, reliable and keen to learn
4. Physically fit to perform manual duties
5. Current drivers licence
6. Able to work within a team, take direction from the team leader and communicate well with others
7. Eligibility for enrolment in Certificate III in Civil Construction Plant Operations
8. WHS Construction Induction Certificate
9. Be prepared to undertake a pre-employment medical and drug and alcohol test and ongoing drug and alcohol testing at work
10. Australian Citizen or Permanent Resident

Desirable

11. Higher School Certificate
12. Experience in use of hand tools
13. Current first aid certificate
14. Mechanical knowledge

KEY RESPONSIBILITIES

- Assist with the construction and maintenance of Council infrastructure
- Assist with traffic control if required
- Assist with operations at Council's waste facility
- Use hand equipment and tools including but not limited to shovels, crowbars, brooms, axes, chainsaws and hammers
- Use small items of motorised equipment including but not limited to, concrete mixers, vibrating compactors, jackhammers
- Operate Council plant and equipment within competency level
- Erect guardrails, guide posts, sign posts and signs
- Erect fencing
- Paint items such as street seats, guide posts and handrails
- Assist in the laying of storm water pipes
- Carry out minor repairs to structures (seats, picnic tables, fences etc)
- Carry out manual excavation
- Assist with work on bridges
- Undertake placement of stone rip-rap and siltation traps
- Spread gravel
- Assist trades people
- Clean drains
- Clean any vehicle as allocated from time to time
- Keep records of work carried out including daily running sheets
- Record all daily works in a diary
- Complete daily timesheet and plant sheet
- Carry out preventative maintenance of any plant and/or equipment including any routine checks with regard to safe and legal operation, fluid levels and lubrication points and report any problems to the relevant Coordinator and/or Depot Coordinator

OTHER KEY CORPORATE RESPONSIBILITIES

Work Health and Safety	<ul style="list-style-type: none"> • Follow safe practices/procedures to perform your duties in a manner, so as not to put yourself or others at risk of harm • Participate in development of safe work methods and risk assessments with your supervisor when required; • Actively participate in WHS inductions and training when required; • Wear personal protective equipment (PPE) in the prescribed manner and when specified; • Participate in workplace inspections if required; • Take care of any plant or equipment of any kind, including computer and other telecommunication devices; • Participate in emergency preparedness training, including any required knowledge for business continuity plans • Report all hazards, near misses and damage to Nambucca Valley Council's property to the General Manager (or delegate). • Where required for the position, either by legislation or through Nambucca Valley Council's policies and procedures, maintain all certificates, licences, operative training etc, and advise the General Manager (or delegate) of any change to these, including vehicle licences. • Report all injuries/illnesses to the General Manager (or delegate) immediately; • If injured at work, actively cooperate and participate to comply with obligations imposed under injury management and return-to-work plans where applicable. • Report any potential public liability and professional indemnity exposures in your workplace to the General Manager (or delegate).
Council's Policies and Procedures	Comply with all Council policies and procedures which are relevant to the position. Identify where these are out-of-date and where improvement is needed
Customer Service	Promote a professional and positive image of Council. Take a pro-active approach to providing excellent customer service – to both internal and external customers.

Equal Employment Opportunity	Comply with the requirements of the Anti-Discrimination legislation and Council's policies and procedures relating to EEO and Anti-Discrimination. Take appropriate action to ensure a harassment-free workplace.
Ethical Conduct	Comply with the requirements of Council's Code of Conduct. Take appropriate action to ensure a workplace free from corruption, maladministration and serious and substantial waste.
Environmental Protection	Comply with the requirements of legislation and Council's policies and procedures relating to environmental protection. Take appropriate action to ensure the protection of the environment.
Statutory Obligations	Ensure that all statutory obligations are met in an appropriate and timely manner and are applied fairly and impartially.
Records Management	Ensure that all corporate records are fully and accurately captured and maintained, to comply with legislative requirements and business needs.
Teamwork	Support and promote teamwork through co-operation and communication.

OUTPUT MEASURES

Worked performed in accordance with instructions, safely and efficiently
Adherence to Council policies and procedures
Satisfactory progress in traineeship.

COUNCIL VALUES

Council is committed to creating a workplace where staff demonstrate the following values in our behaviour and conduct:

Professionalism	Show drive and motivation, innovation, risk awareness, an awareness of strengths and weaknesses and a commitment to learning
Accountability	Take responsibility for own actions, act in line with legislation and policy and be open and honest
Community Focus	Commit to delivering customer and community focused services in line with strategic objectives
Teamwork	Be a respectful, inclusive and reliable team member, collaborate with others and value diversity
Safety	Strive towards a safety focused workplace culture to ensure the wellbeing of staff, their families and the community
Value for money	Achieve results through efficient use of resources and a commitment to quality outcomes

ACCEPTANCE

I, _____ confirm I have read and understood the Position Description. As the incumbent of this position, I agree to work in accordance with the requirements of the position and will abide by Nambucca Valley Council's policies and procedures.

I understand this Position Description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list. I acknowledge that the organisation, in response to changing priorities, may vary tasks and responsibilities from time to time.

Signature:

Date: