

Position Description

POSITION TITLE:	Heavy Plant Operator
DEPARTMENT:	Engineering Services
SECTION:	Infrastructure Services
CLASSIFICATION:	Band 1 Level 4 Grade 7
REPORTS TO:	Site Leader
DATE OF LAST REVIEW:	21 February 2026

PURPOSE OF THE POSITION

To operate trucks and plant to maintain and construct transport infrastructure and other locations such as public spaces, sporting fields and natural landscapes.

SELECTION CRITERIA

Essential

1. Class HR drivers licence
2. WHS Construction Induction certificate
3. Competency in multiple truck and or plant operations such as back hoe, excavator, loader, roller, watercart and posi track
4. Experience in road construction and maintenance techniques
5. Physically fit and able to perform manual duties
6. Able to work productively in a team environment and foster good relationships with team members, other staff and external clients/stakeholders

Desirable

7. Class HC drivers licence
8. Competent to perform grader final trim activities
9. Competent to operate a large excavator
10. Accreditation in working safely near overhead power lines
11. Current First Aid Certificate
12. Traffic control certification
13. Knowledge of sediment/erosion control techniques
14. Chainsaw operation accreditation and experience
15. Building industry experience
16. Demonstrated ability to use a tablet or phone to document work tasks

KEY RESPONSIBILITIES

- Operate road construction and maintenance trucks and plant as required
- Use knowledge of civil construction techniques to solve problems and perform quality work
- Load trucks and secure loads
- Use small items of motorised equipment including but not limited to pumps, vibrating compactors, jackhammers and hand tools.
- Perform labouring duties as required
- Ensure timesheets, plant pre-starts, and site-specific pre-start risk assessments and work accomplishments are completed as necessary.
- Assist with traffic Control as required
- Ensure that a first aid kit in allocated plant items or truck is appropriately stocked.
- Ensure correct signage is in place in accordance with appropriate traffic control plans whilst conducting works
- Work with other teams undertaking public spaces, sporting fields and natural landscapes construction and maintenance
- Install and maintain erosion and sediment control measures
- 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 your supervisor and/or Fleet Coordinator
- Ensure the currency of allocated fire extinguishers, chains, lifting equipment
- Routinely drive the teams MR and HR trucks to put out TGS signage, pick up and drop off materials and to transport the team to and from site.
- Be proficient in at least two of the following skills, operate a large excavator, perform a final trim with a grader or drive the teams truck and dog or float as required

OTHER KEY CORPORATE RESPONSIBILITIES

Work Health and Safety	• 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

- Completed work conforms to job specification and performs as required
- Plant achieves maximum hourly use whilst in operation
- Operating and maintenance costs reflect that machine is properly maintained and looked after

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: