

## Plant Operator

<b>Classification:</b>	Level 4
<b>Agreement:</b>	The Shire of Broome Outside Staff Enterprise Agreement
<b>Department:</b>	Works Department
<b>Directorate:</b>	Infrastructure
<b>Location:</b>	Depot
<b>Date reviewed:</b>	September 2024
<b>Approved by:</b>	Director Infrastructure

### Commitment to the Shire

#### **Our Vision for the Shire of Broome**

A future, for everyone.

#### **Our Aspirations**

To achieve our vision, we have four supporting aspirations. Our aspirations align with our core pillars – people, place, prosperity and performance. These pillars are interrelated, and each must be satisfied to deliver excellent quality of life in Broome.

<i>People</i>	We will continue to enjoy Broome-time, our special way of life. It's laid-back but bursting with energy, inclusive, safe and healthy, for everyone.
<i>Place</i>	We will grow and develop responsibly, caring for our natural, cultural and built heritage, for everyone.
<i>Prosperity</i>	Together, we will build a strong, diversified and growing economy with work opportunities, for everyone.
<i>Performance</i>	We will deliver excellent governance, service and value, for everyone.

#### **Our Values**

We live by Broome's PEARLS. These are the values and behaviours that the Shire of Broome and the local community cares deeply about. We always strive to be:

<i>Proactive</i>	Proactive, forward thinking, open-minded and innovative.
<i>for Everyone</i>	for Everyone; inclusive and welcoming of all people.
<i>Accountable</i>	Accountable, transparent and ethical.
<i>Respectful</i>	Respectful of everyone and everything.
<i>Listening</i>	Listening to people's needs and ideas; community focused.
<i>Sustainable</i>	Sustainable, aiming to meet present needs without compromising the ability for future generations to meet their needs.

## **Position Purposes and Objectives**

- To provide and maintain to a high standard to the Shire public road and public infrastructure in a safe and serviceable condition.
- To operate Shire Plant and Equipment and work in the most efficient and effective manner as part of the Works Department team.
- To ensure that Council's policies and procedures are adhered to providing the best possible service to Council and the ratepayers.

## **Position Key Responsibilities and Duties**

### **Corporate / Organisational:**

- To carry out general plant operation throughout the Shire road network for all construction and maintenance activities.
- To construct and maintain on-road and off-road drains.
- Construction and maintenance of road assets and reserves including formations, subgrades, pavements and drainage
- To maintain all existing roads and drains as per the maintenance and construction programs.
- To construct/maintain fire access roads.
- To assist in other areas of works, including, operation of other equipment, general maintenance jobs, concrete asset construction, clean up (commensurate with training and licenses held) when and as requested.
- To carry out private works as required, under standard Shire policy conditions.
- To be responsible for and to operate and maintain in a safe and serviceable condition, all Shire plant and equipment used
- To work as part of a team under limited supervision.
- To keep and maintain records as required by Council
- To be responsible for assessing weights of materials and loads and to ensure that the load does not exceed the GVM for each vehicle loaded or operated.
- Any other duties across Shire operations as required, within skillset.

## **Organisational Responsibilities**

### **Human Resource Management**

- When required relieve positions within the department during periods of absences.
- Work to foster a cooperative and harmonious team environment through effective communication and relationship building skills.
- Ensure Annual Performance Review is completed on time and within the bounds of the Shire Performance Review Policy.

### **Work Health & Safety**

- Comply with all statutory obligations, including the Local Government, Equal Employment Opportunity (EEO), Organisational Risk Management and current WHS Acts, regulations and code of practice

- Demonstrate safety leadership as a priority and seek guidance for all new or modified work practices
- Not willfully place at risk the health or safety of any person in the workplace
- Ensure safety is an agenda item at meetings
- Attendance at OSH Committee if requested.
- Complete safety observation's and ensure that any hazardous conditions, near misses and injuries are reported immediately and closed out in a timely manner
- Participate in incident investigations

### Compliance

- Ensure compliance with relevant legislation, policies and procedures.
- Ensure all documentation is appropriately recorded and stored.
- Ensure compliance with software licence requirements.
- Ensure compliance with the *State Records Act 2000* by ensuring corporate documents are recorded in the Shire's Record Management System.
- Carry out duties in accordance with the Shire's Code of Conduct, relevant legislation, policies, procedures and guidelines.

### Organisational:

- Contributes to the achievements of the Directorate generally.
- To undertake special projects within skill base and qualifications when required.

### Organisational Relationship/Context

<b>Reports to:</b>	Construction Team Leader
<b>Supervises:</b>	N/A
<b>Internal Contacts:</b>	Civil Operations Supervisor Operations Coordinator
<b>External Contacts:</b>	Operations Manager All staff as required Councilors
<b>Performance Review:</b>	Ratepayers Members of the Public Probation period – first three months of employment Performance Appraisal conducted annually

## Key Selection Criteria

### Essential:

- Minimum five years experience in road construction and plant operation
- Knowledge of servicing and maintenance of trucks and plant.
- Knowledge of safe working practices and ability to follow them at all times.
- Basic verbal communication skills
- Ability to follow instructions accurately
- Ability to work in a team effectively

### Qualifications and/or Training:

- Current HR Class Driver's Licence.
- Current grader, dozer or loader tickets, or similar

**Please note:** it is a requirement of all Shire roles that the successful applicant is able to provide a National Police Clearance valid within three months, as well as submit to a drug and alcohol test as part of pre-employment screening.