

Maintenance Worker - Plant Operator Band 3

Position Number: 500125

Directorate: Development and Infrastructure

Department: Infrastructure Operations

Reports to: Roads Team Leader

Classification: Band 3

Employment Status: Permanent

Location: **Mitchell Shire Council Depot's** – all employees may be directed to move either permanently or for temporary periods to other offices within the Shire due to operational requirements.

Date created/amended: May 2018

Employee signature: _____ **Date:** / /

About the Organisation

Mitchell Shire

All employees at Mitchell Shire are expected to provide the highest standards of performance and customer service to ensure Council achieves its Vision, Values and meets organisational objectives.

Vision

Together with our Community, create a sustainable future.

Values

Mitchell has adopted the following values as fundamental to the way in which all staff within the Council will operate in their dealings with each other and the community. These are:



Working Together



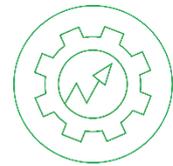
Respect



Customer Service
Excellence



Accountability

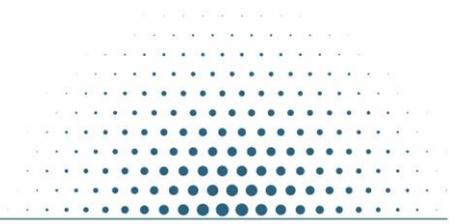


Continuous
Improvement

Structure

Mitchell Shire Council is broken into three Directorates being:

- > Governance and Corporate Performance
- > Development and Infrastructure



- > Advocacy and Community Services

About the Role

Objectives

As a member of the Roads Maintenance works team, this position will be responsible to the Team Leader of Roads Maintenance and will involve the maintenance and at times construction of Council's Roads infrastructure.

The position also requires the appointee to assist other teams to complete various other work-related activities as directed. The key objectives are;

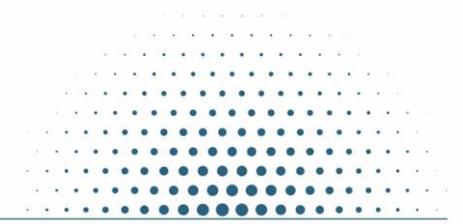
- > To strengthen Mitchell Shire Council in the delivery of high quality general road maintenance activities.
- > The provision of specialist plant operating skills, which complement and enhance the existing Road Maintenance Team.
- > To provide good customer service to both internal and external stakeholders.

Key Responsibility Areas

- > Undertake the safe and competent operation of medium and heavy mechanical plant. This may include routine maintenance, of heavy vehicle plant including various trucks, backhoe, loaders, skid steer, general plant and equipment (e.g. grader, rollers and tractors).
- > Prepare estimates of resource requirements (labour, plant, materials and time) for various works as required.
- > Provide basic direction and supervision of other team members allocated to projects if required.
- > Ensure compliance with Mitchell Shire Council and Business Unit policies and procedures.
- > Adhere to the Business Unit's values in all interactions with fellow employees and the general public.
- > Undertake all paperwork and administration associated with the position which may include entering information into computer records.
- > Comply with occupational health and safety legislation, risk management requirements and all Council policies.
- > Other duties as directed.

Organisational Relationships

- **Reports to:** Roads Team Leader and or Plant Operator Band 4.
- **Supervises:** Team members including Plant Operators Band 2 or 3, which may be assigned for various projects.
- **Internal Relationships:** Operations Manager, Road Maintenance Coordinator and Team Leaders, Mitchell Shire Council staff as required.
- **External Relationships:** Ratepayers, subcontractors, authorities, suppliers and the general public.



About You

Key Selection Criteria

- > Demonstrated experience in operation of heavy mechanical plant (listed below) and tools including MIG/Arc welders, grinders, chainsaw etc.
- > Demonstrated experience in developing work schedules in an autonomous manner.
- > Demonstrated experience in prioritising works for self and small teams.
- > Demonstrated experience in delivery of construction and maintenance of small to medium size projects/works.
- > Demonstrated capacity to provide accurate resource estimates.
- > Demonstrated experience in maintaining records in support of OH&S, quality assurance, environmental accreditation and other requirements.
- > Demonstrated experience to use computers including Microsoft excel, Microsoft word and outlook (desirable).
- > Demonstrated experience in road maintenance activities, drainage or concrete works (desirable)
- > Willingness to undertake National Police Check and Working with Children's Check

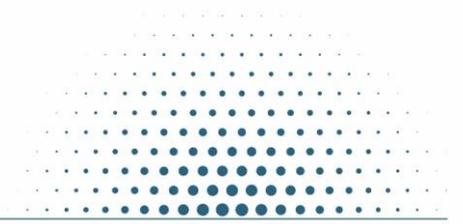
Qualifications and Experience

• Essential

- > Certificate of competency/licence for the operation of a range of heavy mechanical plant which may include:
 - Rigid trucks
 - Skid Steer
 - Backhoes/Loader
 - Truck & Trailer combinations
 - Tractor (slasher or roller combinations)
 - Graders
- > Current Victorian Drivers Licence
- > Capacity to lift and carry items within approved weight
- > Able to walk on uneven ground (outdoor work)
- > Able to undertake repetitive manual tasks
- > Able to drive equipment for several hours (with appropriate breaks)
- > Capacity to operate heavy machinery and small plant

• Desirable

- > Secondary education and industry based training or experience in operations or construction.
- > Good literacy and numeracy appropriate to role



Position Requirements

Accountability and Extent of Authority

- > Provide high quality work and assistance to others within agreed established timeframes.
- > Accuracy of resource estimates (commensurate with relevant experience).
- > Ensure care for resources under control of position including proper operation and routine maintenance of assigned plant.
- > Provide assistance, direction and information to other members of staff and able to direct assigned staff on the job.
- > Plan own work and ensure proper co-ordination and workflow on assigned jobs only requiring general supervision and direction.
- > Ensure compliance with all policies, regulations and legislation in relation to area of responsibility. This includes following Staff Code of Conduct, EEO, Quality Assurance, Environment and OHS requirements listed in respective policies to ensure a safe and healthy work environment.

Judgement and Decision Making

- > Able to apply and follow a range of clearly defined methods, procedures and processes available which may require some personal judgement as to the most suitable approach.
- > Able to undertake activities in a manner which is safe for self and others.
- > Able to organise any assigned resources to achieve the most effective result for the Business Unit.
- > Determine and ensure the compliance of on the job road safety signage in accordance with current standards.
- > Ensure all assigned work is organised and undertaken in a safe manner.

Specialist Skills and Knowledge

- > Able to competently operate tandem tip truck (including truck and trailer combinations), crane truck, and backhoe/loader and a range of other heavy items of plant including graders, rollers, tractors.
- > Working knowledge of the requirements of Unsealed and Sealed Road maintenance works including line marking, drainage, signage installation and traffic management.
- > Able to set out and transfer levels.
- > Knowledge and experience with formed concreting works e.g. drainage pits (desirable).



Management Skills

- > Able to discuss and identify resource requirements for assigned works
- > Provide leadership and direction to other team members on specific projects as required
- > Ability to conduct basic training courses (e.g. relief plant operators).
- > Ability to accurately complete any required administrative forms (e.g. timesheets, task sheets, orders SWMS, JSA's)

Interpersonal Skills

- > Customer focus and able to provide information and explanation to public in keeping with direction provided
- > Good written and verbal communication
- > Approachable team oriented manner in accordance with Council values.
- > Positive problem solving approach towards work and the organisation.

Appendix A - Conditions of Employment and Responsibilities

Agreements, Legislations and Awards

Employment conditions for all employees are in accordance with the relevant award, employment contract, industrial agreement, organisational policies and procedures as amended.

Current Certified Agreements at Mitchell Shire Council are:

- > Mitchell Shire Council Enterprise Agreement No 7 2017-2020
- > Early Education Employees Agreement 2016

Current Awards at Mitchell Shire Council are:

- > Victorian Local Authorities Award 2001
- > Nurses (ANF Victorian Local Government) Award 2002
- > National Training Wage Award 2000

Asset Management

Employees are expected to familiarise themselves with and abide by the Council's Asset Management policies, plans and strategies.

Charter of Human Rights Compliance

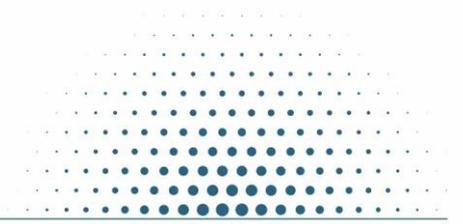
Council employees should demonstrate, respect and promote the human rights set out in the Charter of Human Rights and Responsibilities by:

- > Making decisions and providing advice consistent with human rights
- > Actively implementing, promoting and supporting human rights

Child Safe Standards

Mitchell Shire Council is committed to ensuring the implementing of Child Safe Standards within our organisation. As such:

- > All children, regardless of their gender, race, religious beliefs, age, disability, sexual orientation, or family or social background, have equal rights to protection from abuse and neglect



- > There is zero tolerance for all forms of abuse and neglect towards children
- > All allegations, concerns and complaints brought to the attention of Mitchell Shire Council will be taken seriously and acted upon in a timely manner and reported to the relevant authority
- > Best practice standards will apply in the recruitment of staff, volunteers and contractors
- > People engaged in child-related work, including volunteers and contractors, are required to hold the applicable Working with Children Check and to provide evidence of this check
- > A statement of our commitment to child safety requirements is included in induction
- > Mitchell Shire Council have risk management strategies in place to identify, assess, and take steps to minimise risks to children
- > Allegations of abuse, neglect and safety concerns will be recorded using incident reporting systems, including investigation updates
- > All personal information considered or recorded will respect the privacy of the individuals involved under the Privacy Act and the best interests of the child will be considered when sharing information with relevant authorities and agencies

Corporate Recordkeeping Responsibilities

Mitchell Shire employees should demonstrate the following;

- > Understanding records management obligations and responsibilities
- > Making and keeping accurate and complete records of business activities and decision making
- > Creating records proactively including those resulting from telephone conversations, verbal decisions, meetings, emails and letters
- > Ensuring the quality and accuracy of the data used or entered on Council databases and systems
- > Destruction of Council records are not to occur without authority from the Corporate Information Department.

Code of Conduct

The Code of Conduct outlines standards of conduct and behaviour that must be demonstrated by all Mitchell Shire Council employees, volunteers and contractors. You need to familiarise yourself with the Code and observe its provisions. Breach of the Code may result in counselling and disciplinary action. A substantial breach may result in termination of employment.

Corporate Induction

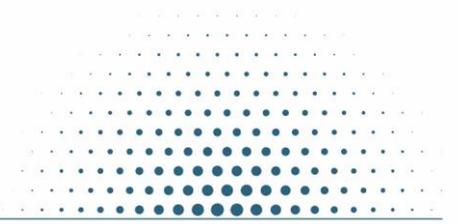
You will be required to attend a Corporate Induction within your first month at Council, commencing at 9am at Mitchell Shire Council Civic Centre on a date to be advised.

The People and Culture team also conduct quarterly bus tours of the Shire. This gives new employees the opportunity to see the shire in full and be familiar with our sights and operations.

Customer Service

Customer Service Excellence is one of Mitchell Shire Council's values and therefore staff are required to;

- > In accordance with Council's Customer Service Procedure, be proactive in the delivery of services ensuring that quality customer service is provided always whether the communications are delivered personally, electronically, written or by telephone with the customer



- > Ensure a high quality customer focused service at all times
- > Contribute to excellence in service delivery and present a positive image for Council
- > As required, maintain effective and co-operative communication with all customers, community groups/organisations, business, Council and other Government authorities
- > Provide service in accordance with Council's Customer Service standards

Drivers Licence

If you are required at any point to drive a council or personal vehicle for business use, it is a condition of employment that a current Driver's licence is maintained. *Loss of your driver's licence may result in the termination of employment.* If your driver's licence is suspended or cancelled you must inform your manager immediately.

Emergency Management

As part of the duties associated with this position, the incumbent may be requested to assist Mitchell Shire Council in responding to an emergency, should one arise, affecting the operation of council and/or the wellbeing of the Community.

Hours of Work

It is appropriate that you arrange your ordinary hours of duty with your Manager to meet the demands of the position. Mitchell Shire Council offers flexible working arrangements (where operationally viable) to encourage work life balance. A standard full time employee works 76 hours per fortnight (this varies depending on department), with additional hours each day if a monthly ADO is being accrued.

Accrued Day Off (ADO) and Rostered Day Off (RDO)

An ADO/RDO is applicable for some positions, with the following arrangement;

Monthly ADO

A Monthly ADO is available to full time staff. As a full time indoor staff member, the standard working day is 7.6 hours. By working an additional .4 hours per day, you are able to accrue one day off per month. For full time library staff, the standard working day is 7 hours. By working an additional 0.36 hours per day, you are able to accrue one day off per month.

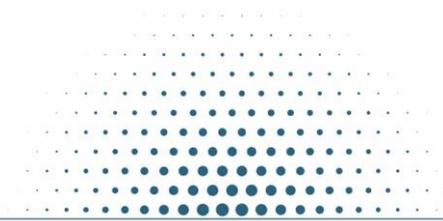
ADO's must be taken at a mutually convenient time. Your Manager will approve when the ADO is to be observed, based on service delivery requirements of the unit. Hours cannot be increased via a reduction in standard break times.

Fortnightly ADO

A 9-day fortnight generally applies to outdoor staff. This is accrued by working 8.5 hour days for 9 days per fortnight, with the 10th day being the RDO. Your Manager will determine and roster the day that is to be observed to suit service delivery requirements of the unit. Hours cannot be increased via a reduction in standard break times.

Motor Vehicle

Where a position is allocated a **full private use vehicle** entitlement, the employee may opt to take a cash option of their vehicle allowance and utilise their own private vehicle.



Where a position is allocated **commuter use of a council vehicle**, that vehicle is not to be utilised for any personal use without prior arrangement from the Director.

More information on Vehicle and Travel allowances can be found in the Motor Vehicle Policy.

Policies and Procedures

The terms of the Council's policies are not incorporated as terms of this Agreement and are not intended to create any legally enforceable rights on the part of the Officer, but the Officer must abide by them because they are lawful and reasonable directions of the Council.

Pre-Employment Checks

Your employment is dependent upon successful completion of a National Police Check prior to commencement. The cost of this check will be borne by Mitchell Shire Council.

Working with Children Checks are compulsory for some staff, and must be provided prior to commencement. These are to be maintained at the employee's own expense.

A Pre-Employment Medical Check *may* be conducted on staff, to ensure they are able to operate in their role safely and effectively.

Qualifications Required for the Role

It is a condition of your employment that you maintain the qualification and memberships that are identified in the Position Description. The cost of maintaining those qualifications and memberships will be borne by the employee. Any Continuing Professional Development (CPD) hours required to maintain your qualification and memberships are to be undertaken outside of normal working hours.

Qualifying Period

All employees are required to complete a six-month qualifying period from the commencement of their employment. Management shall assess employees' performance on the job, including the satisfactory achievement of the performance objectives set in the employee's commencement plan, skills and knowledge represented, the commitment to and how the employee's work reflects the core values, attendance, and cultural fit.

Management shall determine during the qualifying period whether the employee has/is successfully achieving the requirements of the role. Where, in the opinion of management, the employee will not or has not successfully achieved these requirements, employment may be terminated during the qualifying period.

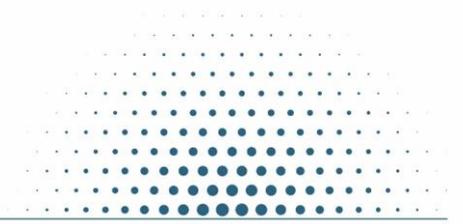
Recognition of Prior Service

Recognition of Prior Service can be made for those employers listed as applicable under the Local Government (Long Service Leave) Regulations 2012.

An application for RPS must be made to the payroll department on your Employee Registration Form upon commencement (no later than 2 months after commencement).

Payroll

Payment of salary is made on a fortnightly basis (currently every second Wednesday), by electronic transfer to your nominated financial institution account.



Risk Management and Occupational Health and Safety

Council Employees should comply with Occupational Health and Safety Legislation, Risk Management requirements and all Council policies, procedures and guidelines. This includes (but is not limited to) the following:

- Perform all duties in a manner which demonstrates due care for your own and others health and safety
- Comply with Risk and OHS documentation and legislative requirements
- Identify and report hazards, risks, incidents or health and safety issues as soon as possible.
- Participate in Risk, Safety and Health Initiatives including investigations, implementation of corrective actions, risk assessment or return to work arrangements.
- Wear and maintain all issued personal protective equipment.

Superannuation

Council will contribute to the Vision Super Scheme or an approved superannuation fund of your choice on your behalf at the rate of 9.5% of the base salary offered (excluding staff who have agreed a Total Remuneration Package (TRP)). This contribution amount is in addition to (not deducted from) your base salary.

Types of Employment

Employees should be aware that Mitchell Shire Council employs staff on several types of employment contract. This includes the following types;

Casual Employees will be employed on an hourly basis to work on an intermittent or irregular basis. We cannot guarantee set hours of work. In order to manage our casual staff, we undertake periodic database checks. Any casual employee who has not worked within that period may automatically be removed from the system.

The hourly rate of a casual employee includes the 25% loading in lieu of annual leave, personal leave, public holidays and severance entitlements.

Part Time Employees can work hours in addition to their contracted hours. These hours will be paid at ordinary rates. Employees can work ordinary rates to a maximum of 38 hours within a week, for library staff 35 hours. Any hours worked in addition to maximum hours will be paid at overtime rates or time in lieu will be calculated in accordance with the Enterprise Agreement, Award and policy as amended from time to time.

Variances to Duties

In line with operational requirements of Council it may be necessary, to vary your work duties and/or position description. Such changes would be discussed with you prior to initiation and will be compliant with the nature of the work for which you were employed.

You may be required to work from or relocate to any Council work site within the Council municipality depending on operational requirements.