



## POSITION DESCRIPTION

<b>POSITION TITLE:</b>		Multi skilled Operator – Excavator and Bobcat Operator			
<b>POSITION NO:</b>		902129	<b>CLASSIFICATION:</b>		Band 4
<b>DIVISION:</b>		Infrastructure & Environment			
<b>BRANCH:</b>		Infrastructure, Traffic & Civil Engineering			
<b>UNIT:</b>		Road Maintenance			
<b>REPORTS TO:</b>		Civil Works Supervisor			
<b>POLICE CHECK REQUIRED:</b>	Yes	<b>WORKING WITH CHILDREN CHECK REQUIRED:</b>	No	<b>PRE-EMPLOYMENT MEDICAL REQUIRED:</b>	Yes

*Yarra City Council is committed to being a child safe organisation and supports flexible and accessible working arrangements for all.*

*This includes people with a disability, Aboriginal and Torres Strait Islanders, culturally, religiously and linguistically diverse people, young people, older people, women, and people who identify as gay, lesbian, bisexual, transgender, intersex or queer.*

*We draw pride and strength from our diversity, remain open to new approaches and actively foster an inclusive workplace that celebrates the contribution made by all our people.*

### POSITION OBJECTIVES

To make a significant contribution to the Infrastructure, Traffic and Civil Engineering Branch in maintaining the condition and general appearance of Council’s assets and associated infrastructure.

The position is responsible for the day to day operation of Excavators and Bobcats of Council’s machinery, working to a high standard and ensuring a safe workplace through compliance with Council’s Occupational health and safety systems. This does not preclude the position occupant being transferred to alternate duties consistent with their banding either temporarily or permanently.

## ORGANISATIONAL CONTEXT

Yarra City Council is committed to efficiently and effectively servicing the community to the highest standards, protecting, enhancing and developing the City's physical and social environment and building the population and business base. A major imperative of the Organisation is the introduction of a best value framework with an emphasis on customer service and continuous improvement.

The Infrastructure, Traffic and Civil Engineering Branch forms part of the Infrastructure & Environment Division that contributes directly to the achievement of these organisational goals.

<b>Position Reports To:</b>	Civil Works Supervisor.
<b>Positions Reporting to this Position:</b>	Civil Construction Worker/Operators
<b>Internal Relationships:</b>	All Council employees
<b>External Relationships:</b>	Contractors, Statutory Authorities, general public and Yarra community

## KEY RESPONSIBILITY AREAS AND DUTIES

### Civil Construction and Maintenance Activities

- **Excavator and Bobcat Operation:**
  - Perform skilled operation of excavators and bobcats to complete various civil construction and maintenance tasks.
  - Ensure all activities and works undertaken are in full compliance with OHS requirements and industry best practices.
  - Conduct daily maintenance and inspections of all plant and equipment allocated to the position.
  - Report any damage or malfunction of plant and equipment to the Fleet Coordinator and Supervisor immediately.
  - Ensure that all prestart checklists are completed to maintain plant tools and equipment to a high standard.
  - Provide accurate quantity estimates for materials to ensure no waste.
  - Work with staff onsite to ensure all Prestart checklists are undertaken to ensure plant tools and equipment are maintained to a high level.
  - Provide accurate quantity estimates for materials to ensure no waste.
  - Supervise and deliver works in accordance with Council Standard, Policy and Best Practice.
  
- **Plant Operation:**
  - Safely and competently operate mechanical plant, including excavators and bobcats.

- Ensure plant and equipment, including tool boxes, are locked and secured at the end of the working day and keys returned to the designated location.
- Ensure that you and crew members have the appropriate driving/operating licenses, competency levels, training, and experience when operating equipment and plant.

### **Support Duties (as needed):**

#### Asphalting:

- Perform saw cutting, manual or mechanical excavating asphalt, and laying asphalt where required in accordance with Council Standards and Policy.
- Communicate as necessary with other crews if required for scope of works.

#### Concreting:

- Maintaining a good level of stock to ensure works can continue and report to supervisor if orders are required.
- Perform saw cutting, manual or mechanically excavating concrete and screeding concrete in accordance with Council Standards and Policy.

#### Bluestone:

- Communicate as necessary with other crews if required for scope of works.
- Ability to excavate manually or mechanically and lay bluestone in accordance Council Standards and Policy.

#### General Duties:

- Assist in all manual activities associated with road maintenance and civil construction activities including but not limited to:
  - Placing of signage in the vicinity of road construction or event activities
  - Removal of branches overhanging onto footpath or roads
  - Shovel and wheelbarrow works
  - Traffic control
  - Entering and receiving of accurate data for works orders using an iPad

### **Plant Operation**

- Undertake requirements from and complete the Daily Plant Inspection Sheet for all plant and equipment allocated to the position.
- Daily maintenance of all plant and equipment allocated to the position including changing of flat tyres (where appropriate), filling with fuel and oil and daily greasing.
- Ensure plant and equipment, including tool boxes, are locked and secured at the end of the working day and keys returned to designated location.
- Safe and competent operation of mechanical plant including but not limited to:
  - Flocon
  - Rollers
  - Tip Trucks
  - Bobcat and attachments Profiler, Agitator Bucket and Broom
  - Excavator
  - Concrete cutting saws
  - Vibrating plates and jumping jacks
- Report any damage or malfunction of plant and equipment to the Fleet Coordinator and Supervisor immediately.

- Ensure that you and crew members have the appropriate driving/operating licences, competency levels, training, and experience when operating equipment and plant.

### **Other Responsibilities and Duties**

- Where practical, complete minor maintenance and cleaning requirements outside normal area of responsibility so as to avoid the need for other employees to attend.
- Ensure compliance with response timeframes for activities as specified in Council's Road Management Plan.
- Report the need for maintenance and/or repair of Council assets, street cleansing or graffiti removal observed during the course of undertaking normal duties.
- Complete Daily Activity Sheets daily and return to Coordinator/Supervisor weekly.
- Be courteous, co-operative and polite to members of the public, and at all times act in a responsible manner presenting an efficient and professional image.
- Make regular contact with Coordinator/Supervisor before the end of each working day to discuss current issues or next day work requirements.
- Other duties as directed by the Coordinator/Supervisor that require skills within the range of this Position Description.

### **Supervision and Reporting**

- Plan work to minimise disruption to vehicle and pedestrian traffic and to optimise the efficiency of tasks.
- Provide on-the-job supervision and guidance to fellow employees undertaking road and asset maintenance activities as required.
- Provide advance notice to residents and commercial/businesses of any works that may cause inconvenience.
- Effectively use "on board" computer information collection systems as provided to receive and complete work requests and report on street amenity issues for pro-active cleaning, quality and planning purposes.

### **Occupational Health and Safety**

- Actively encourage a culture of safety awareness throughout the team via identification of unsafe work practices and implementation of alternate safer work methods or processes using Hazard identification risk assessment and control process (HIRAC).
- Reporting of incidents including near misses/close calls to supervisor.
- Work with your supervisor and Operational OHS advisor to implement improvements and reduce the level of OHS risks in the workplace.
- Implement activity based SWMS on all sites.
- Input to preparation & review of SWMS.
- Application of Road Safety (Traffic Management ) Regulations.
- Implementation of Traffic Guidance system - Traffic management competency.
- Implementation of all applicable council Policies & Procedures including all applicable legislation & Codes of Practice.

## **ACCOUNTABILITY AND EXTENT OF AUTHORITY**

- Accountable for the safe operation and care of plant and equipment under their control.
- Provide direction, guidance and on-the-job training to fellow team members and apprentices within the work environment in line with developed skills and procedures.

## **SAFETY AND RISK**

- Minimise risk to self and others and support safe work practices through adherence to legislative requirements and Council policies and procedures.
- Report any matters which may impact on the safety of Council employees, community members, or Council assets and equipment.
- Yarra City Council is committed to prioritising and promoting child safety. We adhere to the Victorian Child Safe Standards as legislated in the Child, Wellbeing and Safety Act 2005 and have robust policies and procedures in order to meet this commitment.
- Demonstrate leadership in reducing Yarra's emissions and building a climate resilient future by embedding climate considerations into all of Councils activities.

## **At Yarra Every Job is a Climate Job**

Acting on the climate emergency requires that we change the way we think, make decisions, and prioritise action. We must embed proactive climate responses in the ways we govern, live our lives, and conduct our work. Every choice we make today and into the future will have an impact; this is true for Council and the community.

Acknowledging the scale of this crisis, at Yarra we are committed to ensuring that every job is a climate job meaning that each staff member will play a key role in shaping our climate response.

## **YARRA VALUES**

- Behave according to the following values which underpin our efforts to build a service based culture based on positive relationships with colleagues and the community:
  - Respect
  - Accountability
  - Courage

## **JUDGEMENT AND DECISION MAKING**

- The nature of the work is clearly defined with established procedures that are well understood.
- Guidance is always available in time to make a decision.
- The position occupant is required to exercise an understanding of the performance of tasks and use of equipment, in accordance with clearly documented training manuals and/or the application of previously encountered procedures and practices from recurring work situations.
- The occupant is required to select the appropriate work process from a well defined range of maintenance techniques to achieve the best possible outcome.

- The position occupant is required to identify work practice improvements and assist in their implementation.

## **SPECIALIST KNOWLEDGE AND SKILLS**

- Competency and relevant licences in the operation of all associated plant and vehicles.
- Ability to work to a program.
- Demonstrated high level knowledge on methodologies, delivery and standards for specialist activities in the municipal maintenance environment specific to plant operations, bluestone construction, concrete and asphalt placement.
- Awareness of industry productivity benchmarks for similar activities.
- Ability to provide leadership onsite by problemsolving, providing direction and maintaining safety requirements
- An understanding of appropriate Occupational Health and Safety Statutes, Regulations and Codes of Practice.
- Ability to calculate and provide accurate material quantities and timelines.
- Competent and qualified to implement and maintain a traffic management plan that is fit for purpose.

## **MANAGEMENT SKILLS**

- The ability to supervise the day to day activities of the Road Services Crew staff.
- The ability to capture and accurately record data in Councils Road Management Plan database.
- Ability to solve on the job day to day problems and have the freedom to plan work at least one week in advance.
- Ability to inspect and identify potential risks and maintenance requirements in line with Councils Road Management Plan.
- Ability to maintain and manage requirements set out in Council policies including OH&S, Equal Opportunities and other working conditions.
- Ability to accurately record data and information regarding operations and conditions.
- Provide on the job training with fellow team member in line with experience and procedures.

## **INTERPERSONAL SKILLS**

- Outstanding verbal communication skills to practice public courtesy at all times in the performance of duties.
- Ability to gain cooperation and assistance from the public and other employees in performing well defined activities.
- Ability to work unsupervised, demonstrating initiative and responsibility.
- Ability to participate in the promotion of the Infrastructure, Traffic and Civil Engineering Branch to the local community.
- Ability to solve problems utilising previous experience.
- Demonstrated customer service skills.

## **QUALIFICATIONS AND EXPERIENCE**

- Current Medium Rigid (MR) heavy vehicle licence or higher is required.
- Undertake appropriate training suitable to the level required to manage onsite Occupational Health and Safety requirements.
- Relevant Plant operators competencies and experience.
- Trade qualification in concreting, bituminous surfacing, civil construction, plant operations or equivalent experience.
- Certificate III in Civil Construction or equivalent is preferred but not required.

## **KEY SELECTION CRITERIA**

- Demonstrated ability to deliver the position's key responsibilities and duties in a municipal maintenance works environment.
- Ability to efficiently lead the working crew's time, plan and organise work, organise materials and equipment and arrange work to be completed in accordance with the required timelines and standards
- Ability to focus on continuous improvement while working to Council Standards and industry best practice.
- Well developed customer service and verbal communication skills.
- Demonstrated high level experience, quality and specialisation in civil construction, and/or plant operations.
- Demonstrated specialist experience in one of the following disciplines - Plant Operations, Concreting, Bituminous Surfacing, Bluestone Reconstruction and maintenance.