

**POSITION: CIVIL WORKS PLANT OPERATOR**

**REPORTS TO: COORDINATOR CIVIL WORKS**

**ACCOUNTABLE TO: MANAGER WORKS**

**GROUP: INFRASTRUCTURE & WORKS**

**DATE REVISED: MARCH 2022**

## ROLE CHARTER

This role charter is a broad description of the accountability and duties of an employee of Maitland City Council. The role will evolve and change over time, in line with the changing strategic and operational requirements and outcomes of the organisation.

Council has a set of Guiding Principles that assist staff to understand the behaviours that are expected to create an organisational culture that helps our customers and people thrive.

### OUR GUIDING PRINCIPLES ARE:



#### MAKE THINGS EASY

Do the hard work to make things intuitive for me.



#### BE WELCOMING

Care for me as a person, not a task or a number.



#### BE OPEN MINDED

Listen to me and work with me to find solutions.



#### LOOK OUT FOR ME

Thoughtfully anticipate what will make my days go smoother.



#### KEEP YOUR PROMISES

Follow through on your commitments to me.

### PRIMARY PURPOSE

Operate a loader / backhoe, skid steer, excavator, grader (not for final trim) or other plant in a safe and effective manner and, when required, undertake general labouring duties to assist in construction and maintenance of Council's infrastructure and other municipal works.

### CORE ACCOUNTABILITIES

1. Operate a loader / backhoe, skid steer, excavator, grader or other plant including basic grader operation skills, using the correct work practise and procedures and according to the appropriate motor traffic and WorkCover regulations, and as directed by the Team Leader or Coordinator, to ensure quality of workmanship with maximum productivity and minimum inconvenience to the public.

2. Maintain and clean the item of plant to a satisfactory condition, including daily checks of oil, tyres, and ensuring the item of plant is regularly serviced. Report promptly any defect, malfunction or repair work necessary to keep the plant in a safe and roadworthy condition. Maintain other equipment and tools normally housed on the plant in a satisfactory condition and safeguard them against loss, theft or damage.
3. Keep an accurate record of duties to be reported on the weekly time sheet and plant sheet and submit them weekly or as otherwise directed by the Coordinator.
4. Assist with and undertake labouring duties, as required, using correct work practices and procedures.

Undertaking any other duties, projects or tasks as directed by the Coordinator which are within the employee's skills, competence and training.

The incumbent is to behave in alignment with Council's Guiding Principles, comply with the organisations policies and procedures and undertake training and development.

### **ESSENTIAL CRITERIA**

1. Certificate of Competency LL (Front End Loader) or LB (Backhoe) or LE (Excavator) or LS (Skidsteer).
2. Contemporary industry knowledge and demonstrated experience in the operation of earthmoving plant with particular focus on Front End Loader, Backhoe, Excavator and Skidsteer operation.
3. Proven ability to work productively as a member of a team and contribute to team goals.
4. Demonstrated solid experience in civil construction and / or maintenance works.
5. Current Class C Driver's Licence.

### **DESIRABLE CRITERIA**

1. Current licences/tickets including:
  - Traffic Controller
  - HR Driver's Licence
  - WHS General Construction Induction
  - WorkCover Dogging Certificate of Competency

Date:

Agreed:

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Employee Name

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Employee signature

