GENERAL OVERVIEW:

Position Title/Number:	Plant Operator
Directorate/Division:	Operations
Industrial Instrument:	*Shire of Donnybrook Balingup Outdoor Works and Services EA (IA) or its successor*
Classification/Banding:	Level A, B, C, or D
Reports to:	Supervisor Shire Works
Primary Location:	Donnybrook Depot – Cherrydale Way, Donnybrook

OUR VISION:

"A proud community enjoying our rural lifestyle, cultural heritage, and natural environment."

POSITION OVERVIEW:

To operate the majority of construction and maintenance plant and equipment in a safe and efficient manner, as a pro-active member of the Shire's road construction and maintenance teams.

POSITION OBJECTIVES:

GENERAL

- Undertake works and services activities under the direction of the Supervisor Shire Works and/or Leading Hand to maintain, preserve, and enhance Shire infrastructure.
- Contribute positively as a member of the Works and Services team by supporting a culture of safety, continuous improvement, teamwork, and high performance.
- Support the achievement of the Shire's strategic objectives by aligning daily activities with the Shire's Vision, Values, and Plan for the Future.
- Operate Shire plant, machinery, and equipment safely and efficiently to achieve the construction and maintenance task.
- Hold and maintain all licences, tickets, certifications, and accreditations relevant to the position.
- Undertake general labouring, traffic management, and associated operational duties.
- Promote and demonstrate a strong commitment to workplace health and safety, contributing to a safe working environment for employees, contractors, and the community
- Comply with all Shire risk management, work health and safety, and operational policies, procedures, and legislative requirements

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- Carry out grave excavation and backfilling activities as required, ensuring all works are undertaken with professionalism, care, and sensitivity.
- Complete required administrative tasks accurately and in a timely manner, including timesheets, plant pre-start inspections, defect reporting, maintenance records, work orders, and safety documentation.
- Attend and actively participate in toolbox meetings and other team forums relating to workplace safety, work practices, operational planning, service delivery, team culture, and continuous improvement.
- Perform other duties within the scope of the position, skills, and competency level as directed by the Supervisor Shire Works or their delegate.

ORGANISATIONAL RELATIONSHIPS:

Responsible for:	Nil
Internal Relationships:	All Shire of Donnybrook Balingup employees
External Relationships:	Federal and State government agencies, other local governments, community groups, agencies, contractors, staff associations and organisations, private sector stakeholders, ratepayers, local residents, media, and general public.

POSITION BENEFITS:

Rostered Day Off (RDO):	Yes (9-day fortnight)	**Vehicle:**	No
Mobile Telephone:	No (allowance paid)	**Laptop/computer:**	No
Gym Membership:	Yes	**Wellbeing Program:**	Yes

CORPORATE RESPONSIBILITIES:

Budget:	Council adopted
Code of Conduct:	All employees are responsible for adhering to the Shire's Code of Conduct and the policies and procedures that support it.
Workplace Health and Safety (WHS):	The Shire of Donnybrook Balingup is committed to ensuring the health and safety of its employees. All employees have responsibilities and accountabilities which are identified in Operational Procedure EXE/OP-7 Work Health and Safety Responsibilities.
Equal Opportunity:	Comply with the Shire's EO requirements and provide, so far as practicable, an environment that is fair, equitable and free of harassment for staff and those we serve.

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TRAINING MATRIX:

Training can be achieved through many different mediums, including previous experience, formal qualifications and education. The following programs are provided to you, and are compulsory, as a new employee of the Shire of Donnybrook Balingup:

Shire of Donnybrook Balingup Induction:	To be completed within one (1) week of commencement of employment as per contract.
Workplace Health and Safety (WHS) Induction:	To be completed within two (2) weeks of commencement of employment as per contract.
Site/Depot Induction:	To be completed within the first week of commencement of employment as per contract.

ANNUAL PERFORMANCE REVIEW:

At least once in every calendar year, an evaluation of the position holder's performance will be conducted by the Manager / Supervisor. The annual review will include an assessment of achievement of the key duties, responsibilities, and key performance indicators (KPIs) and will be used to identify training and development needs.

SELECTION CRITERIA:

Essential Requirements

The following selection criteria are identified as being required to achieve the outcomes in the context of this position. Applicants will need to provide evidence of their capability to transfer their knowledge and skills to achieving the outcomes of this position.

> Current 'HC' class driver's licence or ability to obtain one.
> Demonstrated experience in safe and efficient operation of typical road construction plant and equipment.
> Willingness, physical capacity and fitness to carry out key duties of the position including manual labour.

Desirable Experience and Qualifications

> Training and/or qualifications in road construction.
> Gravel road maintenance grading and/or final trim road grading.

ACKNOWLEDGEMENTS:

The details contained in this position description are an accurate statement of the key duties and responsibilities and other requirements of this position and consideration has been given to any relevant KPIs and objectives.

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Manager Name:	
Signature:	**Date:**
I have noted the statement of the key duties and responsibilities and other requirements as noted in this position description. I also acknowledge that other duties, KPIs and objectives may be assigned to this position as required from time to time to meet the business needs of the organisation.	
Position Holder Name:	
Signature:	**Date:**

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