



MOUNT ISA CITY COUNCIL POSITION DESCRIPTION

POSITION:	Batch Plant Operator
EMPLOYMENT STATUS:	Full Time
AWARD CLASSIFICATION:	Level 7 Yard <i>Queensland Local Government Industry (Stream B) Award – State 2017</i> in conjunction with Mount Isa City Councils Certified Agreement 2018
DEPARTMENT:	Infrastructure Services
SECTION:	Concrete and Material Sales

POSITION OBJECTIVE

To assist in all aspects of the daily operation of the concrete batch plant including deliveries and general labouring duties as well as providing a high level of customer service to both internal and external customers.

ORGANISATIONAL RELATIONSHIPS

Reports to: Batch Plant Coordinator

Supervises: Nil

REQUIREMENTS OF THE POSITION

Skills, Knowledge and Experience

- Fault diagnostic capability;
- Ability to make and coordinate running adjustments to mixes and plant when instructed;
- Proficiency to ensure and oversee that all orders are delivered to site on time and to a high quality;
- Very sound record and documentation keeping capability with the intent to provide full traceability of inward and outward products and materials;
- Good housekeeping aptitude;
- Ability to manage multiple orders;
- High level of confidentiality and ability to exercise discretion in a professional manner essential;
- Well-developed interpersonal communication skills with a high level of customer service aptitude;
- Possess a team approach and a strong work ethic;
- Self-motivated with strong time management, problem solving and decision making abilities;
- Sound knowledge of maintenance of concrete batch plant and supporting plant;
- Sound numerical and literacy capabilities to read, interpret and calculate quantities for batching;
- Familiarisation of computerised batching and dispensing equipment;
- Good working knowledge of Quality Assurance fundamentals and implementation;
- Sound knowledge of garden material types and properties to address customer enquiries;
- Sound knowledge of safety processes and procedures in mechanical and plant operative areas of work;
- Good knowledge of material handling and transportation to ensure material is kept clean and uncontaminated;
- Concrete industry experience essential;
- Proven experience in adjusting batches as required, or in consultation with Batch Plant Coordinator.

Qualifications

- Current QLD "HR" class manual Driver's Licence is mandatory;
- Possession of a current 30215 Queensland General Safety Induction (Construction Industry White Card) essential;
- Forklift operator's licence is desirable or prepared to obtain one;
- Deemed competent in operating front end loader or bob cat loader.

Training

- Must be willing to undertake and successfully complete training deemed essential for the position in accordance with Councils Training Matrix.

KEY RESPONSIBILITIES

This position is responsible for the following areas and includes but is not limited to:

- Accurately load and weigh quantities of cement, sand, gravel, other additives and water using manual scales or console controls;
- Adjust batches as required when instructed and in consultation with the Batch Plant Coordinator;
- Operate the Batch Plant to transfer weighed concrete materials to agitator truck;
- Record and confirm batch details ensuring accurate and complete dockets are issued for each load batched;
- Ensure that all quantities of batching material are accurately recorded as used on the appropriate paperwork and batch sheets;
- Determine composition and quantities of concrete from batch blend sheets;
- Add pigments for colouring when required;
- Operate computerised batching and dispensing equipment;
- Ensure delivery of all orders to site is achieved on time and of high quality;
- Load customer material purchases as per Council's purchasing procedures established for the concrete and material supply business;
- Daily housekeeping and cleaning of plant area and support machinery area;
- Check raw material status and report quantities to supervisor;
- Ensure stock control by notifying supervisor when stock levels need to be replenished;
- Provide and maintain a high level of confidentiality;
- Actively contribute to the team and promote best practice;
- Assist the Batch Plant Coordinator to undertake other duties as directed;
- You may at any time and as required be instructed by the Manager Capitol Works and Operations to undertake any duties within the Council Depot to ensure that daily operational requirements are met;
- Ensure compliance with all environmental policies, procedures and requirements;
- Operation of front end loader to load mixes and concrete truck;
- Operation of bogie axel truck;
- Operation of front end loader and skid steer loader to load internal and external customer vehicles.
- Provide preventive and predictive maintenance of batch plant and auxiliary units (loader, skid steer loader, delivery truck and concrete truck).
- Out of ordinary hours work may be required;
- You are required to follow any other lawful and reasonable directives provided by your supervisor or more senior officer;
- Council reserves the right to change these duties at any time.

Physical Requirements

It is an inherent requirement of the position to be able to occasionally lift weights in accordance with Work Health and Safety requirements;

- Work outdoors in all weather conditions;
- Walk on uneven terrain.

This position requires the incumbent to maintain a level of fitness to be capable of carrying out the physical requirements of the position.

KEY PERFORMANCE INDICATORS

- Control of stock levels maintained to meet organisational needs;
- Quantities of materials accurately recorded on relevant paperwork and batch sheets;
- Plant and support machinery areas cleaned daily;
- All orders are delivered to site on time and of high quality;
- Accountable for positive health and safety practices;
- High levels of participation and commitment to learn outcomes;
- All liaisons carried out in a professional manner being a positive ambassador for Mount Isa City Council;
- Promotes and complies with council policies and procedures;
- Other targets as outlined in a Performance Review are achieved.

DELEGATION AUTHORITY AND ACCOUNTABILITY

- As per Council's Delegations of Authority;
- Authorise expenditure in accordance with Council's Procurement Manual;
- Other delegations as determined by the CEO or Council.

ORGANISATIONAL COMMITMENTS

To comply with the requirements of all Mount Isa City Council policies and procedures as amended from time to time, including but not limited to:

- Comply with customer service standards;
- Comply with Council's Code of Conduct;
- Comply with and actively promote and ensure compliance with Council's EEO Policy;
- Comply with Human Resources policies and procedures;
- Comply with Work Health & Safety legislation, policies and procedures;
- Comply with Records Management policies and procedures.

WORK HEALTH AND SAFETY

All employees of Council have a legal obligation to comply with Work Health and Safety legislation including Council's Work Health and Safety Management System; Safeplan and Council policies, procedures and work instructions. This framework is established to ensure the health and safety of employees, contractors, visitors, volunteers and the public.

Employees are required to perform all work and associated functions in a safe manner and to identify and report any concerns, near misses and incidents/accidents to Council's WH&S Officer and supervisor.

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GENERAL

All employees must comply with all reasonable and lawful directives given in the workplace and must undertake other duties associated with the role, as reasonably directed and within the scope of the requirements of the role.

Position Descriptions do not provide a definitive list of duties and responsibilities and as such Council reserves the right to alter this position description from time to time. Council expects employees to accept variations to their work within the classification level therefore Council may initiate changes through consultation with the position holder. On an annual basis the employee and appropriate supervisor/department manager should review the position description for currency.

SELECTION CRITERIA – Batch Plant Operator

SELECTION CRITERIA		WEIGHTING (%)
SC1	Relevant concrete industry experience including sound knowledge of maintenance of concrete batch plant and supporting plant with a strong work ethic and Heavy Rigid vehicle licence and competency in the operation of a front end loader.	MANDATORY 30%
SC2	Proven ability to diagnose faults with the capability to adjust mixes and plant if and when required and in consultation with relevant supervisor.	25%
SC3	Proven ability to manage multiple orders ensuring delivery to site is on time and of high quality.	20%
SC4	Sound literacy and numeracy capabilities with the ability to accurately record batching qualities.	15%
SC5	Ability to confidently liaise with customers, staff and management.	10%

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AUTHORISATION

Director: Renee Wallace

Signature: _____

Date: ____ / ____ / ____

Date originated: 16 February 2012

Date reviewed: 14 June 2019

EMPLOYEE DECLARATION

I, the undersigned acknowledge receiving a copy of the Batch Plant Operator Position Description:

Name: _____

Signature: _____

Date: ____ / ____ / ____