



# MOUNT ISA CITY COUNCIL POSITION DESCRIPTION

<b>POSITION:</b>	Plant Operator / Labourer
<b>EMPLOYMENT STATUS:</b>	Full Time
<b>AWARD CLASSIFICATION:</b>	Level 5 Yard Queensland Local Government Industry (Stream B) Award – State 2017 in conjunction with Mount Isa City Councils Certified Agreement 2018
<b>DEPARTMENT:</b>	Infrastructure Services
<b>SECTION:</b>	Water and Sewer

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## POSITION OBJECTIVE

To assist the Supervisor of Water and Sewer in providing a timely and efficient operation of the Water and Sewer team.

## ORGANISATIONAL RELATIONSHIPS

Reports to: Supervisor Water and Sewer

Supervises: Nil

## REQUIREMENTS OF THE POSITION

### Skills, Knowledge and Experience

- Sound literacy and numerical skills necessary to maintain servicing records and complete time sheets and other relevant documentation;
- Proven ability to work with minimal to no supervision;
- Ability to plan work schedules and complete tasks within set timeframes;
- High level of communication skills necessary to deal with the general public, contractors, and other employees within the Council's Policies and Guidelines;
- Able to work within a team environment;
- Self-motivated with strong time management abilities;
- Must demonstrate a willingness to learn;
- Knowledge of plant maintenance procedures / ability to undertake preventative machinery maintenance;
- Working knowledge of Workplace Health and Safety relevant to the position;
- Understanding and practicing customer focus in Council operations; and
- Proven high level of performance in a similar role is desirable.

### Qualifications

- Current MR (Medium Rigid) Licence is essential, current HR (Heavy Rigid) is desirable or willing to obtain before commencement;
- Excavator Plant licenses and competencies (essential);
- Skid Steer Loader Plant licences and competencies (desirable); and
- Possession of a current 30215 Queensland General Safety Induction (Construction Industry White Card) essential.

### Training

- Training deemed essential for the position in accordance with Councils Training Matrix.

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**KEY RESPONSIBILITIES**

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

- Undertake all labouring and manual handling functions of the role as directed by the Leading Hand/Team Leader/Supervisor;
- Carry out general maintenance on machinery and equipment;
- Undertake any other duties as directed by the Leading Hand / Team Leader / Supervisor;
- Provide and maintain high level of confidentiality;
- Actively contribute to the team and promote best practice;
- Maintain professional standards and integrity;
- Contribute to the promotion of the image of Council and the maximisation of good public relations;
- Ensure all assigned plant machinery is operated in a safe and competent manner;
- Ensure all vehicles are maintained in a clean and tidy state;
- Undertake pre-start checks on all of the equipment prior to operation;
- Undertake basic servicing and preventative maintenance of all plant equipment and machinery;
- Ensure written records and relevant documentation are properly maintained to relevant standards;
- You are expected to be available to carry out reasonable overtime;
- 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 frequently lift weights up to 25 kg;
- Work outdoors in all weather conditions;
- Sit continuously for extended periods of time and to work upright for continuous periods of time whilst operating plant machinery;
- Required to climb ladders and to get in and out of trucks;
- Stooping, crouching and crawling on uneven surfaces;
- Required to raise or lower objects from one level to another regularly during the shift;
- Requires exerting force up to a certain number of kilograms on a regular basis so that the object is moved to or away from the employee (pushing/pulling);
- Required, on a regular basis, to carry objects in his or her arms or on the shoulder(s);
- Required to work in a confined space;
- Requires clarity of vision at 20 feet or more, with or without corrective lenses;
- Required to travel to remote locations;
- 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**

- Vehicles are maintained in a clean and proper state;
- All labouring functions are carried out adhering to safe working practices;
- All assigned tasks completed professionally and on time;
- High level of participation and commitment to team outcomes;
- All liaisons carried out in a professional manner being a positive ambassador for Mount Isa City Council;
- Consistently meets corporate obligations;
- Promotes and complies with Council policies and procedures.

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**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 Councils WH&S Officer and Supervisor.

As a condition of your employment, you agree to undertake the full immunisation program specific to your role to ensure that you are protected against any possible risks.

**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.

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**SELECTION CRITERIA – Plant Operator / Labourer**

<b>SELECTION CRITERIA</b>		<b>WEIGHTING (%)</b>
SC1	Demonstrated experience in an equivalent or similar position.	30%
SC2	Sound understanding of the requirements for pre-start checks on all equipment prior to operation with a basic knowledge of, and ability to, undertake minor servicing and preventative machinery maintenance.	25%
SC3	Sound literacy and numeracy skills necessary to maintain servicing records and completion of timesheets and other relevant documentation.	20%
SC4	Must be self-motivated with strong time management abilities and possess good work ethics with a proven ability to work with minimal or no supervision but also within a Team environment.	15%
SC5	Working knowledge of Workplace Health and Safety requirements and the ability to undertake manual labouring duties correctly.	10%

**AUTHORISATION**

Manager: Stephen Jewell

Signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Date originated: 1 June 2011

Date reviewed: 1 February 2019

**EMPLOYEE DECLARATION**

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

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_