



Shire of  
**BODDINGTON**  
*Flowing with Natural Beauty*

## **POSITION DESCRIPTION**

**PLANT OPERATOR/MAINTENANCE  
WORKER**

## SHIRE OF BODDINGTON

### Position Description

#### 1. POSITION TITLE

Plant Operator/Maintenance Worker

#### 2. DEPARTMENT

Outside Works Crew

#### 3. SALARY & CONDITIONS

Salary and conditions as per the MEU (WA) Award 2011 (Dependent upon qualifications and experience)

#### 4. ORGANISATION RELATIONSHIPS

##### 4.1 Responsible to:

4.1.1 Manager of Works & Services  
(Or in his absence the Leading Hand/Plant Operator)

##### 4.2 Internal Liaison

4.2.1 Manager of Works & Services  
4.2.2 Leading Hand/Plant Operator  
4.2.3 Colleagues

##### 4.3 External Liaison

4.3.1 Local Residents  
4.3.2 Local Organisations

#### 5. REQUIREMENTS OF THE JOB:

Under the direction of the Manager of Works & Services or, in his absence, the Leading Hand/Plant Operator, cart materials i.e. gravel, blue metal, sand, culvert pipes etc., necessary to carry out road maintenance and construction throughout the Shire of Boddington. Assist with other work such as concreting footpaths, private works, tree lopping, rubbish removal, carting of non-road making materials as required. Any other duties as required by the Manager of Works & Services or CEO.

## 6. KEY DUTIES & RESPONSIBILITIES

Key Tasks/Responsibilities	Performance Indicators	Performance Standard
To ensure that the equipment provided by Council to carry out roadworks, and which the position incumbent operates, is maintained and cleaned appropriately.	<ul style="list-style-type: none"> <li>No of accidents, incidents and hazards reported</li> <li>Quality of work</li> <li>Machinery properly maintained</li> </ul>	<ul style="list-style-type: none"> <li>Tasks are carried out in a safe and timely manner</li> <li>Plant and equipment are maintained to a high standard</li> </ul>
To operate the equipment in a responsible manner and to observe safety standards to ensure his/her colleagues or members of the public are not threatened by careless acts.	<ul style="list-style-type: none"> <li>No of accidents, incidents and hazards reported</li> <li>Quality of work</li> <li>Efficiency</li> </ul>	<ul style="list-style-type: none"> <li>Tasks are carried out in a safe and timely manner</li> <li>Plant and equipment are maintained to a high standard</li> </ul>
To co-operate with the other works crew members to ensure the works programme is completed efficiently and effectively.	<ul style="list-style-type: none"> <li>No of complaints</li> <li>Timeliness</li> <li>Efficiency</li> </ul>	<ul style="list-style-type: none"> <li>Tasks are carried out in a safe manner</li> </ul>
<b>OCCUPATIONAL SAFETY &amp; HEALTH</b>		
Comply with the Shire's Occupational Safety and Health Policy and Procedures and Work Injury Management Program	<ul style="list-style-type: none"> <li>No. of accidents, incident and hazards reported</li> </ul>	<ul style="list-style-type: none"> <li>Tasks are carried out in a safe manner</li> </ul>
Actively participate in the Shire's risk management program, performance review and continuous improvement program	<ul style="list-style-type: none"> <li>No. of accidents, incident and hazards reported</li> </ul>	<ul style="list-style-type: none"> <li>Tasks are carried out in a safe manner</li> </ul>
Conform with duty of care requirements, ensuring your own safety and that of others through the prevention of any adverse acts or omissions	<ul style="list-style-type: none"> <li>No. of accidents, incident and hazards reported</li> </ul>	<ul style="list-style-type: none"> <li>Tasks are carried out in a safe manner</li> </ul>
Comply with safety procedures and directions agreed between management and employees	<ul style="list-style-type: none"> <li>No. of accidents, incident and hazards reported</li> </ul>	<ul style="list-style-type: none"> <li>Tasks are carried out in a safe manner</li> </ul>
Not wilfully interfere with or misuse items or facilities provided in the interests on safety and health	<ul style="list-style-type: none"> <li>No. of items, equipment and facilities that need replacing or fixing</li> </ul>	<ul style="list-style-type: none"> <li>Items, equipment and facilities are maintained so that they are available to be used as required</li> </ul>
Use, store and maintain items, equipment and facilities provided in the interests of safety and health in manner properly instructed	<ul style="list-style-type: none"> <li>No. of items, equipment and facilities that need replacing or fixing</li> </ul>	<ul style="list-style-type: none"> <li>Items, equipment and facilities are maintained so that they are available to be used as required</li> </ul>

Key Tasks/Responsibilities	Performance Indicators	Performance Standard
Report potential and actual hazards and accidents/incidents, including near misses, in accordance with Shire procedures	<ul style="list-style-type: none"> <li>No. of accidents, incident and hazards reported</li> <li>Timeliness</li> </ul>	<ul style="list-style-type: none"> <li>Tasks are carried out in a safe manner</li> <li>All accidents, incidents and hazards, including near misses, are reported promptly in accordance with procedures</li> </ul>
Cooperate with the employer in the carrying out of their safety and health obligations under legislation	<ul style="list-style-type: none"> <li>No. of accidents, incident and hazards reported</li> </ul>	<ul style="list-style-type: none"> <li>Tasks are carried out in a safe manner</li> <li>All accidents, incidents and hazards, including near misses, are reported promptly in accordance with procedures</li> </ul>

6. EXTENT OF AUTHORITY – Nil

7. SELECTION CRITERIA

- Must be able to read and write.
- Must be reliable and able to work within a small team.
- Must be the holder of a current MDL class HR Licence.
- Must hold Safety Awareness Card. (White or Blue)
- Must be able to demonstrate an ability to operate and maintain Council's plant and equipment.
- Several years' experience in road construction and maintenance or equivalent construction experience.
- Traffic management accreditation is desirable.

Accepted

Employee \_\_\_\_\_ Dated \_\_\_\_\_

\_\_\_\_\_ Dated \_\_\_\_\_

Approved by Manager Works & Services

Reviewed By \_\_\_\_\_ Date \_\_\_\_\_