

Plant Operator

Position Description

Date 09 September 2025

Version 1.0

Space to Grow

Bolgart Calingiri Gillingarra Mogumber
New Norcia Piawaning Yerecoin

1. Position Details

Position	Plant Operator
Department	Works and Services
Classification	Level 5 as per the Shire's Enterprise Bargaining Agreement
Salary based	\$ 71,033.04 plus 12% Superannuation
Employment type	Full Time – 80 Hrs

2. Organisational Relationships

Reports to	Manager Works & Services and Works Foreman
Extent of Authority	Works within the confines of standards and procedures applicable under supervision of Works Foreman.
Internal liaison	<ul style="list-style-type: none">• CEO• DCEO• Manager Works & Services• Works Foreman• Depot Admin/WHS Officer• Other Shire staff
External liaison	<ul style="list-style-type: none">• General Public• Ratepayers and Electors• Other Local Government Bodies

3. Position Objectives

Objectives of Position	To meet the requirements of the Council in providing a multi-skilled plant operator and ancillary roles in the implementation of the Works Program for the Shire of Victoria Plains, which meets the expectations of the Manager Works and Services and provides the best possible service to the customers of the service provided.
Key duties & responsibilities	<ul style="list-style-type: none"> • Compliance with statutory obligations, including but not limited to <ul style="list-style-type: none"> - Work Health and Safety Act and Regulations • Adherence to Council Policy and Shire procedures, particularly those relating to but not limited to - <ul style="list-style-type: none"> ○ Work Health and Safety ○ use of Shire assets and equipment ○ the Employee code of conduct, including matters regarding gifts. • Ensure all accidents, workers' compensation issues and any other issues are reported and documented appropriately and correctly.
Operational	<ul style="list-style-type: none"> • Carry out construction and road maintenance in a team environment • Perform other duties as allocated, that may be required from time to time in respect to Works and Services. • Ensure that Council's tools, equipment, machinery, and plant are kept in good working order and are used in accordance with the operator's manual, Council guidelines, and relevant legislation. • Perform assigned tasks as an individual or as part of a team in an efficient and professional manner, having respect for colleagues and other Shire staff, ratepayers and members of the general public, Shire plant, tools, equipment and machinery, externally hired plant, tools, equipment and machinery and external contractor's materials • Any other such instruction of duty as may be required by the Chief Executive Officer, Manager Works and Services, or Works Foreman • Observe the requirements of Work Health and Safety Legislation and adhere to Equal Opportunity Legislation • Employees employed within this category will be required to provide the many functions associated with a Works team in a multipurpose Shire.

- To operate in a suitably skilled manner, a variety of light and other machinery as directed, including but not limited to; light trucks, tractors, passenger vehicles, mowers, etc. as required. Including to perform daily pre-start checks, maintain, keep clean and be accountable for work vehicles, equipment and tools used.
- To carry out all work efficiently, effectively, within established guidelines, and in a professional manner as per the Shire's Code of Conduct, and contribute positively and productively to a harmonious workplace, including taking responsibility for the quality and standard of work performed, and that of your work colleagues.

Roads Construction

- Road construction and maintenance via plant operations.
- Bitumen spraying and sealing.
- Water binding and surface compaction.
- Operate road rollers, trucks, loaders/backhoe, incidental plant and equipment as required.
- Exercise roadside safety practices.
- Drainage and floodway construction.
- Installation of pipes and culverts.
- Complete private works as required.
- Assist with any building construction or maintenance works as required.
- Report all faults promptly to the Leading Hand (Roads).
- Perform regular service maintenance.
- Maintain plant in a clean, tidy, and roadworthy condition.
- Machinery operation including mowers, chainsaws, and minor plant items.
- Knowledge of reticulation systems.
- Prune trees.

General

- Ability to work independently and generally unsupervised.
- High degree of self-responsibility and autonomy.
- To adhere to and promote safety in the workplace as per the Shire's work health and safety policies.
- To observe and report on damage/maintenance requirements of equipment/tools in your care.
- To identify and report any actual or perceived hazards/dangers/accidents to the Manager Works & Services and

	<p>Work Foreman</p> <ul style="list-style-type: none"> • To undertake additional training where appropriate and authorised so as to maintain/enhance service skills. • Undertake allocated work requests on site, under the guidance of the supervisor, to ensure all allocated work and program needs are met. • Ensure basic maintenance and cleanliness of equipment/tools allocated and advise senior staff of any problems or maintenance requirements of that equipment/tools. • Complete relevant administration requirements including fuel sheets, time sheets, and other relevant requirements. • Liaise with the Works Foreman and Works Manager or other senior staff regarding training or other requirements of the position held that are required for the position. • Liaise with other staff on matters associated with depot matters. • Accept the responsibility of becoming multi-skilled and carrying out a wide range of duties and responsibilities associated with the works program. • Carry out any other duties as may be required by the Works Manager or the Chief Executive Officer.
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4. Selection Criteria

Category	Criteria
Essential	<ul style="list-style-type: none"> • Previous experience in the operation of plant and equipment relative to the Shire of Victoria Plains either in Local Government or a similar organisation. • Ability to work without constant supervision and be aware of time management and organisational skills required. • Basic communication skills in both verbal and written. • Basic public relations skills. • Hold a current HR class license as a minimum, prefer HC. • Horticultural knowledge.
Skills, Knowledge, & Experience	<ul style="list-style-type: none"> • Undertaking allocated work in a manner that maintains quality customer service and positive customer experience. • Acting safely and effectively in response to the effects of inclement weather conditions, storms, and natural disasters. • Delivering value to all stakeholders in an ethical, social, and environmentally responsible manner. • Basic knowledge of the operation of a Local Government Works Department. • Developed knowledge of the types, operation, capabilities and maintenance of machinery and equipment used in a Rural Local Government Works Department. • Basic knowledge of current roadworks and maintenance techniques. • Undertake allocated work requests on site, under the guidance of the Supervisor, to ensure all allocated work and program needs are met. • Previous experience in a Local Government works crew or similar organisation. • Experience in Plant Operation preferably over a range of equipment. • Experience in working as part of a multi-skilled workforce.
Physical requirements	Ability to work in an outdoor and office environment.

Pre-employment

- National Police Clearance Certificate is not more than 3 months old
- Medical Certificate ensuring fitness to carry out duties required of the position.
 - may include drug and alcohol screening test

5. Extent of Authority

This position operates under the direction of the Works & Services Manager within established Policies, guidelines and procedures of the Shire, and in accordance with the statutory provisions of the Local Government Act 1995 and other legislation.

6. WHS Requirements

- Follow all Work Health and Safety requirements, guidelines, policies and procedures. Ensure own safety and avoid adversely affecting the safety and health of any other person through any act or omission at work.
- Undertake risk assessment, hazard identification and control and conduct accident/incident near misses investigation and documentation.
- Assess possible hazards, recommend and initiate appropriate solutions.
- Report all accidents, incidents, near misses and hazardous situations arising in the course of work.

7. Corporate Accountabilities

- **Human Resource Management & Leadership** - Participates in performance management processes; participates in Learning & Development activities including induction, recruitment, and succession planning.
- **WHS** - Ensure duty of care compliant with WHS legislation and follow all safety and injury management processes appropriately, including reporting injuries, accidents and near misses.
- **Ethical Behaviour** - Demonstrates a positive commitment and compliance with all EEO legislation covering all forms of workplace discrimination, harassment, victimization and bullying, compliance with the Shire's Code of Conduct and all Shire policies.
- **Records Management** - Ensures all documents are recorded in accordance with the Shire's Record Keeping Plan and policies and procedures. Ensures confidentiality is maintained at all times.
- **Strategic Vision** - Articulates a clear picture of the future direction of the team and describes how current decisions will impact the ability to achieve this. Assists the Works & Services Manager create realistic schedules and assesses opportunities and problems to assist in

achieving the Shire's strategic objectives as required. Motivates team members and works crews to complete scheduled works.

- **Values** - create a positive working environment while upholding the Shire of Victoria Plains
 - **Integrity** - we take responsibility for our actions in an honest and open way.
 - **Courage** - we take steps to create new and better ways of doing business.
 - **Accountability** - we take responsibility for decisions and actions to achieve outcomes.
 - **Respect** - we consider and value the perspective and contribution of others.
 - **Excellence** - we continuously improve our performance to achieve outstanding outcomes for the Shire of Victoria Plains

8. Position Description Review

In accordance with the *Local Government Act 1995*, a mandatory performance appraisal is required annually.

- This position description is aimed at describing the core output and not intended as a complete list of responsibilities, with the focus being on key outputs and flexibility.
- I may be required to perform other duties that are consistent with my classification including temporary activities or projects.
- My position is dynamic and that continuing change and improvement of processes, practices, knowledge, skills and behaviours is expected by the Shire of Victoria Plains and this position description facilitates this development that I will actively invest in.

9. Position Description Review

The Position Description was reviewed by the undersigned persons and represents an agreed description of the position roles and responsibilities as at the date of employment and/or review process.

ACCEPTANCE			
Chief Executive Officer	Name: Sean Fletcher	Signature:	Date:
Manager Works & Services	Name: Silvio Brenzi	Signature:	Date:
Employee	Name:	Signature:	Date: