



Blackall-Tambo

Regional Council

POSITION DESCRIPTION

POSITION:	Labourer/ Plant Operator
AWARD CLASSIFICATION:	LGIA – Level 5 / 8 (Stream B)
REPORTS TO:	As per Blackall-Tambo Regional Council Organisational Structure

1. PURPOSE

To contribute to the efficient and productive operation of Council undertakings with particular emphasis on the efficient and sage use of Council plant.

2. RESPONSIBILITIES AND DUTIES

- Under the direction of Supervisors, Foreman and the Chief Operations Officer, carry out a broad range of civil construction and maintenance tasks.
- Ensure that Council 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 Councils staff, ratepayers, and members of the general public; Council plant, tools, equipment and machinery, externally hired plant and external contractor's materials
- Complete daily timesheets and other relevant documents as required by established or new Council procedures, recording work completed and maintenance undertaken, including consumables and parts used, in an accurate and comprehensive manner.
- Liaise with ratepayers and members of the public in a helpful, courteous, and professional manner, keeping in mind the image and ethos of Council
- Actively participate in and promote a co-operative team-based approach within the Operations and Maintenance groups to create a safe, fulfilling, and equitable, harmonious, and productive workplace.
- Ensure that duties performed are in accordance with legislative requirements and that all relevant licences and documents are current and valid for the operation of machinery and the performance of specialised tasks.
- Deliver a range of highly skilled and specialist maintenance and construction activities including the operation and maintenance of plant, tools and equipment as required under general supervision in accordance with Council standards.
- Work under limited supervision.
- Ensure adequate resources are available for daily duties.
- Ensure that minimal resources are expended for the maximum beneficial effect upon behalf of Council.

- Correctly operate and maintain assigned plant and equipment under the general direction of the supervisor.
- Ensure Quality Assurance compliance in daily duties.
- Adhere to Council policies and procedures and ensure that all work follows Workplace Health and Safety guidelines.
- Other duties as directed by the Chief Operations Officer.

3. SKILLS, KNOWLEDGE, EXPERIENCE AND QUALIFICATIONS

- HC Drivers Licence.
- General Safety Induction (White Card).
- Proven ability to work within a team-based environment.
- Ability to work unsupervised and to follow detailed instructions.
- Working knowledge and proven commitment to Workplace Health & Safety.
- Full licences and accreditations with relevant governing bodies for plant operations and specialised tasks.
- Working knowledge of Council operations and Quality Assurance principles.

4. WORKPLACE PROTOCOL

- If illness occurs, staff should phone their supervisor preferably half an hour prior to the day's start.
- All works areas are to be kept in a clean and tidy manner.
- In all instances of overtime, no payment or time in lieu will occur unless authorised by the relevant Supervisor.
- All Council employees shall abide by and uphold Council's Code of Conduct and respect the image and ethos of Council, to provide superior services to our clients and community.
- Employees are to ensure that all licences are maintained and that they do not operate plant and equipment for which they are not licensed or competent. The Chief Executive Officer shall be informed within two working days upon loss, suspension, or expiry of any work-related licence.

5. PHYSICAL REQUIREMENTS

Physical Demand Category

- Sedentary Work
- Light Duty – Frequent lifting/ carrying of objects weighing up to 5kgs.
- Medium work – Frequent lifting/ carrying of objects weighing up to 10kgs.
- Heavy work – Frequent lifting/ carrying of objects weighing up to 20kgs.

Audio Visual Demands

- Peripheral Vision
- Hearing

Specific Actions Required

This job may include:

Standing/ Walking

- None
 Occasional
 1-4 Hours
 4-6 Hours
 6-8 Hours

Sitting

- None
 Occasional
 1-4 Hours
 4-6 Hours
 6-8 Hours

Driving

- None
 Occasional
 1-4 Hours
 4-6 Hours
 6-8 Hours

Work Environment

Attribute	Yes	No
Chemicals	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cold	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dampness	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Fumes/ Gases	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Heat/ Humidity	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Heights	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Noise	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Repetitive Motions

- Simple Grasping Fine Manipulation Pushing & Pulling
 Finger Dexterity Foot Movement

This job will require the following.

Action	Frequent	Occasional	None
Bending	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Squatting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Twisting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. Workplace Health and Safety Obligations

All employees have a legal obligation to comply with regulatory requirements and BTRC's SMS (*Blackall-Tambo Regional Council's Safety Management System*) incorporating WH&S policies, procedures, and work instructions. These are introduced to ensure the health and safety of employees, contractors, visitors, volunteers, the public and surrounding environment and remain compliant with Industry Benchmark Standards.

The following statements apply to all employees, including permanent, part-time, and casual employees.

Your responsibilities include:

- To comply with instructions given for WH&S at a workplace by the employer.
- Comply with the **health and safety duties and Duty of Care** requirements as specified Within the *Work Health & Safety Act 2011, Part 2*.
- Timely reporting all accidents, incidents, minor injuries, near misses and property damage (Within 24 hours) and assisting if required, with the investigation of all incidents in the workplace.

- A worker whose role requires the use of Personal Protective Equipment (PPE) will be provided the PPE by the Employer. After proper instruction on the use and care of the PPE the worker MUST wear and/or use the PPE supplied.
- Not to wilfully or recklessly interfere with, or misuse anything provided for WH&S at the workplace, including yourself.
- Adhere to the BTRC-SMS by remaining compliant to Council's WH&S Management Plan and completing relevant Monthly Action Plan items.
- Performing all work and associated functions in a safe, efficient, and effective manner.
- Complying with all documented WH&S policies, procedures, work instructions and verbal instructions issued by the organisation or its officers.
- Provide advice to ensure risk assessments are conducted and recorded for all identified hazards, or prior to the implementation of new work practices, hazardous substances, or plant. Also as required, assist, or participate in carrying out risk assessments on identified hazards.
- Identify hazards, conduct risk assessments, and implement corrective action to eliminate hazards where possible and/ or control risks in the workplace.
- To report hazards and risks in accordance with WH&S procedures.
- Establish and maintain a high standard of housekeeping within your individual work area(s) and within the Blackall-Tambo Regional Council's areas of responsibilities.
- Attend all toolbox, team talks and specific training (e.g., Take 5's etc.) as supplied and required by Blackall-Tambo Regional Council.
- Be familiar with the location of first aid kits, fire protection facilities and evacuation procedures.
- Report any WH&S concerns to your Supervisor, Workplace Health and Safety Representatives or Council's Workplace Health & Safety Officer.

7. AUTHORITY

The employee has authority to adhere to all policy and procedures adopted by the Blackall-Tambo Regional Council and to operate within the scope of legislative requirements. All contact with members of the public, government agencies, other internal and external clients and fellow employees shall be in good faith and in accordance with internal protocols within the work group and authority of the position.

8. PERFORMANCE INDICATORS

All functions are performed within the appropriate standards set out under terms and conditions of employment as set out by Blackall-Tambo Regional Council and specifically within your performance agreement.

Employee Name: _____
Employee Signature: _____
Date: _____
Chief Executive Officer Name: _____
Signature: _____
Date: _____