

<b>Position Details</b>		
<b>Position Title:</b> Labourer/ Plant Operator	<b>Classification:</b> Band 1 Level 3 Grade 5	<b>Position Number:</b> BHCC-INF-03
<b>Group/Area:</b> Infrastructure Operations	<b>Reports to:</b> Roads or Parks Coordinator or Leading Hand Trades	<b>Hours per week:</b> 38
<p><b>Our Organisation:</b></p> <p><b>Vision:</b> Broken Hill is a vibrant, prosperous and culturally rich Heritage City shared with visitors from around the world.</p> <p><b>Mission:</b> Council provides responsive community leadership to enhance community living and facilitate a prosperous economy</p> <p><b>Our Values:</b> Accountability, Pride, Perseverance, Courage &amp; Honesty, Teamwork</p>		
<p><b>Position Objective:</b></p> <p>The Labourer/Plant Operator undertakes general labouring duties and operates plant across Infrastructure operations.</p>		
<p><b>Key Stakeholders:</b></p> <ul style="list-style-type: none"> <li>• General Manager</li> <li>• Director Infrastructure and Environment</li> <li>• Manager Infrastructure Operations</li> <li>• Roads Coordinator</li> <li>• Coordinator Parks and Open Spaces</li> <li>• Leading Hand Trades</li> <li>• Waste Services Coordinator</li> <li>• Asset Management Staff</li> <li>• Other Council Departments</li> <li>• Community members and visitors</li> </ul>		
<p><b>Special requirements:</b></p> <ul style="list-style-type: none"> <li>• May be required to work at heights.</li> <li>• Ordinary hours shall be between Monday and Sunday</li> </ul>		
<p><b>Reporting Lines:</b></p> <ul style="list-style-type: none"> <li>• This position reports to Roads or Parks Coordinator or Leading Hand Trades.</li> <li>• This position has no direct reports.</li> </ul>		

## Accountabilities

### **You will use your professional skills and experience to:**

*Duties will include but are not limited to:*

- **Building Construction** activities including offsider to Trades, footpath and culvert maintenance/construction, formwork, concrete works.
- **Roadwork** activities including traffic control, pothole and heavy patching, sealing, bitumen spray unit and general road construction activities.
- **Horticulture** activities including sweeping, raking, weeding, pruning, empty rubbish bins, tree maintenance, pruning, planting, fertilising.
- **Plant Operation**
  - Operate small plant and equipment including bitumen spray unit, line marker, whipper snipper, chainsaw, lawn mower, blow vac, etc.
  - Truck driving as required providing appropriate licences are current.
  - Undertake daily maintenance of small plant and other machinery as directed same as above.
- Basic Chlorine/Water treatment as required.
- Provide emergency response support as required and as directed by the supervisor.
- Undertake risk assessments and safety inspections such as daily start up checks as required.
- Undertake other duties within employee's skills, competency and training as required.

### **You will contribute to a customer focused approach to service delivery by:**

- (N.B. Customers include both internal and external customers, including but not limited to ratepayers, residents, co-workers, councillors, external agencies, suppliers etc).
- Understanding the overarching outcomes provided by Council through service delivery and infrastructure provision to the quality of life for residents and visitors to our city and having an ability to promote these outcomes.
- Listening to customers and understanding that customer experiences are multi-faceted and consideration is given to customer viewpoint and sensitivities surrounding particular decisions and interactions.
- Recognise that customers' perceptions are their reality. Create processes to catalogue your customers' reactions and act on this intelligence by aligning your operational practices wherever possible to positively impact on your customers' perceptions.
- Ensure that value is delivered to customers through a commitment to mutual cooperation among employees from different functions and departments.
- Responding to and resolve Customer Requests and enquires in a timely and customer focused manner.
- Ensuring that communication with customers is open, timely and transparent.
- Being recognised for having a professional attitude towards customers.
- Having an ability to manage difficult situations and conflicts – calmly and professionally.

### **You will contribute to an effective organisation by:**

- Monitoring the external environment to identify potential risks, threats and opportunities related to your department and ensuring these are considered in decision-making.
- Support business excellence and continuous improvement practices.

**You will assist Council in achieving a financially sustainable future by:**

- Contributing to a whole of Council approach to resource usage and allocation.
- Maintaining a 'value for money' attitude, through efficient and effective use of resources.
- Making recommendations for innovative improvements in your work area that enhance outcomes for the community and reduce corporate services costs.

**You will adopt a teamwork approach by:**

- Performing an active role within the team to achieve the objectives of that function.
- Engage in regular communication and co-operation with fellow team members.
- Understanding that all staff at Council are one team working towards a shared purpose and applying a 'whole of organisation' approach to every aspect of your work.
- Embracing and promoting the values of the organisation.
- Setting an example for other employees regardless of reporting lines.
- Committing to self-awareness and improving professional effectiveness.
- Understanding corporate risks that apply to your activities.
- Conduct other duties as required to support the Infrastructure team.

**You will assist Council to meet Records Information management:**

- Understand and implement compliant records management in line with the State Records Act and BHCC Record Management Policy.

**You will ensure a safe and equitable workplace environment by:**

- Acting in accordance with the NSW WHS Act 2011, WHS regulations and Council's WHS Framework.
- Implementing, monitoring and complying with Council's WHS Framework, including, but not limited to WHS Policies, Standard Operating Procedures, Risk Assessments/Work Instructions and associated tools in the work area.
- Adequately familiarising yourself with your WHS responsibilities and actively fulfilling these.
- Ensuring Council's equal opportunity employment practices reflect the highest standards of ethics and EEO plans are developed and implemented accordingly.

**Other duties**

- In accordance with the Broken Hill City Council Award, Broken Hill City Council is committed to improving the skill levels of its employees and removing any impediments to multi-skilling. This position has therefore been designed to ensure the incumbent of the position (the employee) has a broad and diverse range of accountabilities and duties to perform.
- The responsibilities and tasks listed in this position description are indicative only; Broken Hill City Council may direct the employee to carry out such duties that are within the limits of the employee's skill, competence and training.
- Employees shall have reasonable and equitable access to education and training. Such education and training shall enable employees to acquire the range of skills they are required to apply in their positions.

**Selection Criteria**

- Essential**
- Recent relevant work experience.
  - Demonstrated experience in the use of small plant and equipment.
  - Demonstrated competency in written and oral communication skills.
  - Ability/willingness to work at heights.
  - Acquire and maintain relevant competencies/ skills/ training to ensure work is conducted efficiently and in a safe manner (e.g. WorkCover/WHS General Induction Card, Working under Overhead Powerlines, Traffic Control, Elevated Work Platform).
  - Demonstrated commitment to a customer service culture and delivery of quality service.
  - Class C licence.

- Desirable**
- Demonstrated ability to operate a broad range of larger plant as required.
  - Current NSW HR or MR Licence or ability to obtain as required.
  - Knowledge of Workplace Health and Safety Legislation, Standards and Guidelines.
  - Understanding of the Australian Business Excellence philosophy and commitment to continuous improvement.

**Acceptance of Position Description**

<b>Approved:</b> General Manager	<b>Signature:</b> 	<b>Date:</b> 26/07/2021
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*I have read and understand the content of the Position Description and undertake to meet the duties and responsibilities of this position.*

<b>Accepted:</b> Employee Name	<b>Signature:</b>	<b>Date:</b>
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