

ETHERIDGE SHIRE COUNCIL

MANAGEMENT ROLE STATEMENT



ROLE TITLE: Plant Operator

DEPARTMENT: Engineering Services

REPORTS TO: Infrastructure Services Operations Manager

LOCATION: Depot, Georgetown

Mary Street, Georgetown

DATE PREPARED: FEB 2021

PREPARED BY: HR

This Statement represents an accurate description of the role of Etheridge Shire Council Plant Operator

Signed Position Incumbent:

Dated:

PRIMARY ROLE PURPOSE:

As a member of the works crew, the Plant Operator undertakes the operation and maintenance of Council's Plant in accordance with works program requirements to achieve service and delivery objectives.

ENVIRONMENT

Etheridge Shire Council, *'The Golden Heart of the Gulf'* is a medium sized rural Council which borders Tablelands Regional Council, Charters Towers Regional Council, Flinders Shire Council, Richmond Shire Council, Croydon Shire Council and Carpentaria Shire Council.

The Shire covers an area of 39,039km² the Etheridge Shire is bursting with development opportunities with a current population of approximately 1,200. It is expected to rapidly expand to over 2,500 if the development that is earmarked for the region is approved.

Our new vision for the Shire is one for a ***"balanced community with robust economic and environmental assets which supports our youth and the wellbeing of our citizens"***.

Mining, Tourism, Beef Cattle and Agriculture are the predominant industries which is the driving factor behind our economy, but as industry grows and our population steadily growing so will the need for additional services to keep pace with this growth.

The shire has residential, rural/residential and industrial land available. The shire has good community infrastructure in place and we are committed to providing additional infrastructure for future generations to enjoy. The shire is a great place to live, work and play and to bring up children and we are blessed with a caring and committed community.

The CEO will be joined by two (2) Directors creating the leadership team that will drive change across the organisation, community and region in coming years. Opportunities for strategic thinkers and 'change agents' exist across the functional areas of Corporate & Finance, Community Services, Environmental Services, and Technical & Civil Services.

The key challenges for Plant Operators over the period of employment;

- **Enterprise - Continuous Improvement & Initiative:** A proactive approach applied to the identification, analysis and exploration of opportunities that have the potential to improve the outcomes and performance of the Etheridge Shire Council's engineering department.
- **Team Work:** The ability to effectively communicate the directives of Council.
- **Communication & Interpersonal Skills:** The ability to effectively transfer ideas, concepts and information. The ability to create, maintain and enhance relationships with clients and staff in order to achieve work goals.
- **Leadership:** The ability to create a shared understanding of requirements in the work environment and through influence, enable team members to fully contribute to team and corporate goals.

KEY RESPONSIBILITIES & ACCOUNTABILITIES

The incumbent will be responsible for, but not limited to undertaking all functions pertaining to Plant Operation;

The incumbent will be responsible for:

- Operate Plant and Equipment

Within operating guidelines, and under instructions of project.

- Completion of basic maintenance and repairs of plant operating.
- To co-operate with the other works crew members to ensure the works programme is completed efficiently and effectively.
- Maintain awareness of other workers and colleagues and raise alarm if any surrounding persons come under potential harm from Plant
- Assist Construction, Maintenance and/or Facilities teams in the completion of additional labour tasks as instructed by Supervisor
- Attend and actively participate in training as required
- All other duties as directed by the supervisor
- Liaise with external bodies concerning work matters.
- Provide a quality service to all internal and external customers.
- Actively promote a positive image of Council at all times.
- Maintain a spirit of cooperation and goodwill to individuals and organisations within the community.

Undertake any other duties and special projects as required, as are reasonably within the limits of the employee's skills, competence and training.

KEY PERFORMANCE INDICATORS

- Completion of all duties in a timely and efficient manner.
- Ensure the equipment provided by Council to carry out works projects, and which the position incumbent operates, is maintained appropriately to make certain that repair costs are kept to a minimum.
- To drive 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.
- Compliance with all policies and procedures applying to the position.
- Successfully promote the image of Council as safe, efficient, receptive and community minded.
- Compliance of the adopted Code of Conduct.

KEY BEHAVIOURS

Integrity:

- Follows through with agreed actions.

Excellent work ethic:

- Follows instructions carefully.
- Anticipates potential problems and addresses them with Supervisor.

Team player

- Attends and participates in team meetings.
- Actively contributes to meeting discussions.

Results orientated

- Sees tasks through to completion.
- Completes tasks within specified time frames.

Commitment to Best Practice

- Follows procedures.
 - Maintains accurate records.
 - Maintains an understanding of Council policies and procedures.

GENERAL INFORMATION AND CONDITIONS

Applicants are required to provide a written overview of their experience in relation to demonstrating their ability to meet the above Key Responsibilities & Accountabilities and provide a Resume with at least two referees.

(the above Key Responsibilities & Accountabilities is not required to be addressed individually within the application to Council)

- Appointment to the position of Plant Operator will be *engaged under the relevant Award* with an attractive remuneration package to the successful applicant.

QUALIFICATIONS

To perform this job successfully, an individual must have or be able to demonstrate a working knowledge of the Local Government Act 2009 and Local Government Regulations.

- Current MC Drivers Licence
- RII Plant Operator tickets (if held)

MEDICAL CONDITION

It is a requirement of the Etheridge Shire Council that a medical examination with an approved General Practitioner be carried out prior to commencing employment. Successful employment will be dependent upon receiving confirmation from the General Practitioner that you are physically able to carry out the work required for this position.

CODE OF CONDUCT

You will be required to inform yourself of the contents of the Shire's "Code of Conduct" and will be required to adhere to the Code.

WORKPLACE HEALTH & SAFETY

You will be required to familiarize yourself with the Shire's Safety Policy and "Safe Plan" procedures. This includes compliance with all of the requirements of Project Safety Plans. This also includes the legal obligations of an employee as defined by the Work Health and Safety Act 2011.

DRUG & ALCOHOL POLICY

As an employee you will be required to participate in Council's Random Drug and Alcohol testing programme and comply with Council's Drug and Alcohol policy.

PROBATION PERIOD

A probation period of six (6) months applies to this position. This may be extended for a further period of no more than three (3) months should performance not be satisfactory at the expiry of the initial term.

ACCOMMODATION

This position does not include Council supplied housing.

CERTIFICATES, LICENSES, REGISTRATIONS

It is a condition of employment that a Current 'MC' class driver's license be maintained at all times. Failure to hold such license may result in termination of employment.

- Council is committed to Equal Employment Opportunity, Diversity and Merit principles.
- Existing Council policy will be applied to assist appointees to relocate.

Applications for this position should be forwarded to:

The Chief Executive Officer
Etheridge Shire Council
PO Box 12
Georgetown, Qld 4871