

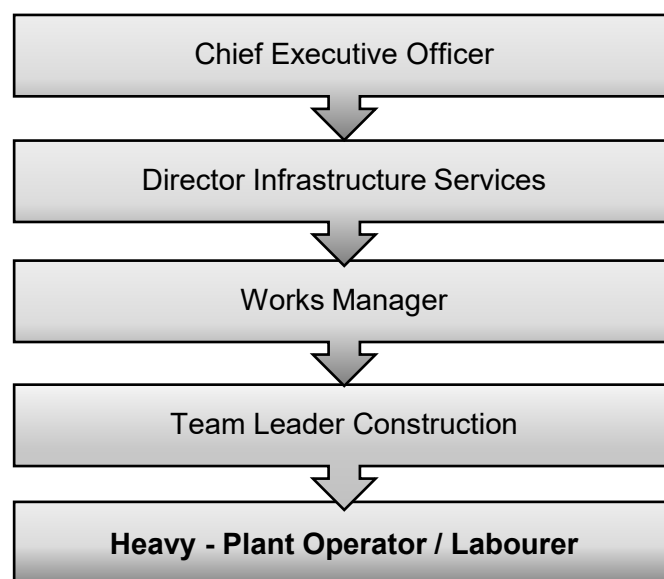
# SHIRE OF RAVENSTHORPE



## Position Description

|                             |                                                                                                                                                                                                                            |                |            |
|-----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|------------|
| <b>Position Title:</b>      | <b>Heavy – Plant Operator / Labourer</b>                                                                                                                                                                                   |                | <b>No:</b> |
| <b>Directorate:</b>         | Infrastructure Services                                                                                                                                                                                                    |                |            |
| <b>Reporting to:</b>        | Team Leader Construction                                                                                                                                                                                                   |                |            |
| <b>Award:</b>               | Local Government Officers' (Western Australia) Award 2021, and the Municipal Employees (Western Australia) Award 2021.                                                                                                     |                |            |
| EBA Band Level              | Status                                                                                                                                                                                                                     | Hours per week | FTE        |
| 4                           | Full Time                                                                                                                                                                                                                  | 38             | 1.0        |
| <b>Workplace Address:</b>   | (a) Shire Depot – 31 Martin Street, Ravensthorpe.<br>(b) Work location may change in accordance with the needs of the organisation, roles and responsibility changes of this position or emergency situations as directed. |                |            |
| <b>Probationary Period:</b> | Six (6) months' probation period (or as negotiated but not more than six (6) months, refer to contract).                                                                                                                   |                |            |
| <b>Performance Review:</b>  | Conducted annually or as determined by Shire policy/procedure.                                                                                                                                                             |                |            |

### 1. Reporting Organisational Structure



## 2. Organisational Values

**Honesty:** We are upfront, sincere and open in all of our actions.

**Communication:** We share information clearly so everyone knows what is happening.

**Respect:** We treat everyone with fairness and value their contribution.

**Integrity:** We do the right thing and stand by our commitments.

## 3. Position Purpose and Objectives

Carry out duties of a Plant Operator/ Labourer for road works by operating heavy machinery to support the delivery of the Shire's works program safely and efficiently.

## 4. Principle Responsibilities and Duties

- Communicate with the Works Manager and/or Team Leader carry out work plans as instructed.
- Undertake appropriate pre-start processes for any equipment allocated to this role.
- Minor maintenance of vehicles e.g. greasing, headlight globes, change flat tyres and clean vehicles.
- Report any mechanical problems with equipment so ensure timely repairs.
- Undertake traffic control duties and signage is erected as required by the traffic management plan.
- Operate trucks, including road trains and side tippers, to load gravel, water and supplies from designated sites and deliver to construction and maintenance sites-
- Load and move machinery, such as dozers, between sites with a prime mover and drop deck floats using the correct safety procedures (only if qualified and competent) when requested by the Works Manager and/or Team Leader
- Perform construction and maintenance activities using other equipment such as loaders, rollers, backhoe, excavator, compactors, tractor, skidsteer etc as requested by the
- Undertake minor roadside pruning, which can include the use of a chainsaw or mulching attachment
- General labouring, such as shovelling out culverts and under-road drains or installing culverts or other tasks as requested by the Works Manager and/or Team Leader
- Maintain refuse sites to a standard that is safe and acceptable by the governing bodies and the public.
- Autonomous work may be required, therefore working in isolation procedures are necessary and open communication channels are to be maintained.
- Any other duties consistent with the level of this position and the principles of multi-skilling as requested by the Works Manager and/or Team Leader

## 5. General Accountabilities

### Occupational Health and Safety

- Be "fit for work".
- While at work, take reasonable care for the health and safety of all persons who are at your place of work and who may be affected by your acts or omission at work.

- Follow all occupational health and safety policies, procedures and practices.
- Follow policies, procedures and practices that do not discriminate against individuals in employment or education on the basis of race or ethnicity, sex, marital status, pregnancy, sexual preference, disability, age and religious or political affiliation.
- Ensure all work is carried out in accordance with the Shire's Safety and Risk Management Framework.
- Attend and contribute to Toolbox Meetings

### **Customer Service**

- Maintain good relations with the general public and promote council's operations in a professional manner at all times.
- Always be supportive of management policies and procedures with regards to Shire's vision, goals, interpersonal relationships and Shire's Code of Conduct.
- Provide friendly, helpful and professional interaction with suppliers of goods and services, volunteer groups, and other Shire services.
- Exercise a high level of interpersonal skills in dealing with the public and others.
- Provide a positive personal contribution in the exchange of information between team members, across business departments and with customers.
- Maintenance of confidentiality in performing the duties of the position and in liaising with internal officers, external organisations and customers.

### **Human Resources**

- When required and/or directed, relieve positions within the Directorate during periods of absence.
- Work to foster a cooperative and harmonious team environment through effective communication and relationship building skills.
- Ensure annual performance reviews are undertaken on time and within the scope of the Shire's performance review policy / procedure.

### **Compliance Adherence**

- With all relevant legislation, policies, procedures, Shire Code of Conduct and Guidelines.
- That all documentation is appropriately recorded and stored.
- With software licence requirements.
- To the *State Records Act 2000* and the Shire's record management systems.

## **6. Organisational Relationship**

### **Reporting to:**

- Team Leader Construction
- Works Manager

### **Internal Stakeholders**

- Chief Executive Officer;
- Executive Management;
- Senior Officers;

- Works Manager and employees; and
- Other relevant internal stakeholders.

#### **External Stakeholders**

- Council Elected Members; and
- Relevant external stakeholders, government authorities and departments.

### **7. Judgement and Delegation**

#### **Judgement**

- This position reports directly to the Team Leader Construction and the Works Manager.
- This position has full autonomy within roles and responsibility.
- Makes decisions relevant to areas of responsibility which are governed by clear guidelines.
- Demonstrates a level of judgement to ensure all work practices, standards, procedures and guidelines are adhered to.

#### **Delegation**

- Nil

### **8. Selection Criteria**

#### **Qualifications**

- Current Certificates in Heavy Machinery Operations or equivalent.
- Current “HR Class” or higher Drivers Licence. (MC preferred)
- Current construction “White Card”.
- Current First Aid Qualification.
- Current Certificate in Traffic Management.
- Current Certificate in Operating and Maintaining a Chainsaw.

#### **Knowledge and Experience**

- Operating heavy machinery and loading machinery onto trays or truck;
- Operate heavy trucks (road train preferred) and side tippers, water tankers, low loaders;
- Working in a quarry, refuse site or construction environment;
- Working autonomously and adhering to work plans and instructions effectively and efficiently;
- Working in a team environment;
- Ability to plan and implement their daily work;
- Ability to work in all weather conditions in line with safety procedures; and
- Refuse site management processes and practices;
- Occupational health and safety in the workplace and in particular when using heavy equipment;
- Gravel road base and earthmoving techniques; and
- Traffic management techniques and signage requirements.

## Skills

- Ability to recommend on the job improvements to management.
- Effective interpersonal, verbal and written communication.
- Effective time management.
- Excellent customer service.
- Well-developed negotiation and conflict resolution skills.
- Well-developed decision making and problem solving skills.

## Essential

- Undertake and pass a full medical including drug and alcohol testing.
- National Police Clearance

## 9. Authorisation and Signature

This Position Description is indicative of the position at this point in time. This Position Description will be reviewed annually as part of the performance review cycle in accordance to the organisations performance management procedure, or if the position is updated in accordance to organisational changes as required at the time of change.

|                        |                                  |
|------------------------|----------------------------------|
| <b>Approved by:</b>    | Chief Executive Officer          |
| <b>Recommended by:</b> | Director Infrastructure Services |
| <b>Prepared by:</b>    | Human Resources                  |
| <b>Reviewed Date:</b>  | July 2026                        |

Chief Executive Officer: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

Accepted by Employee: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

Name of Employee: \_\_\_\_\_  
(Print name)