

Position Description – Plant Operator – Front End Loader/Relief Truck Driver/Labourer

Job Title

Plant Operator – Front End Loader

Reports To

Works Supervisor -
Warialda

Supervisory Responsibilities

Nil

Applicable Award

Local Government (State) Award 2014

Overall purpose of the position

This position is for the operation of Council's Front End Loader, primarily within the northern area of Gwydir Shire.

Tasks and responsibilities

- Carry out pre-start checks of the Front End Loader and any other item of plant you are required to operate;
- Operate /drive Front End Loader properly and safely to suit the individual job conditions including when in any Council Gravel Quarry;
- Operate /drive Front End Loader in a manner that ensures the work crew is highly productive and contract trucks are not left waiting to be loaded (this may require being flexible with start time, smoko break and lunch break on any particular day, but still complying with NSW Local Government State Award 2014);
- Ensure gravel pits are maintained in accordance with Council's 'Mines Safety Management Plan' and pits are kept tidy and to the satisfaction of the pit owner;

- Operate the loader in conjunction with any implements, such as the Ashpalt Zipper, in a safe and productive fashion;
- Ensure safety of other team members and the public in accordance with the legislative requirements;
- Set out all necessary work signs as per the appropriate Traffic Control Plan;
- Report any fault/damage/problem with the Loader or other plant to the Plant Foreman;
- Carry out routine services and minor repairs to the Loader and other items of plant in consultation with the Workshop Personnel;
- Keep a diary of record of jobs, quantities, quarry site used and any other plant used and record on weekly timesheet, private work forms, requisitions/orders and stores issue dockets;
- Keep Loader in a clean and tidy state;
- Undertake various labouring duties;
- Other duties may be assigned that you are qualified and trained to do.

Safety

- When entering any Quarry, carry out an initial Worksite Inspection and record daily in your copy of the Quarry Inspection Checklist;
- Operate loader or truck in a Quarry in a safe manner, ALWAYS looking where you are moving forward or reversing;
- Ensure proper advance warning signs are erected to an appropriate plan;
- Ensure all staff are wearing the required Personnel Protective Equipment;
- Note any other quarry/jobsite problem you encounter and inform the Works Supervisor as soon as practicable.

Equal Employment Opportunity

The Gwydir Shire Council is an Equal Employment Opportunity Employer and appoints on the basis of merit. Merit is determined by assessing the applicant's abilities,

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qualifications, experience, work performance and personal qualities relative to the requirements of the position.

Requirements of the Role.

Essential

- School Certificate and two years related experience and training;
- Backhoe/Front End Loader Ticket and Certificate of Competency;
- Workplace Induction Certificate;
- First Aid – Basic Certificate;
- Class HR Licence(minimum);
- Traffic Control Ticket;
- Confined Spaces Ticket;
- Ability to read and comprehend simple instructions, short correspondence and memos;
- Ability to write simple correspondence and maintain stores documentation and a filing system;
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals;
- Ability to complete routine Council forms;
- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardised situations.

Employment Declaration

- I agree with and understand the requirements of my employment, as detailed in this position description.
- I have had the opportunity to ask questions regarding the terms of my employment and have received satisfactory answers.

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- I understand that the above position description describes the general nature of my employment, and that other duties may be required of me upon request.
- I understand that I will receive in-house training in aspects of my employment that I am not currently proficient, in order to satisfactorily meet the position requirements.
- I will take reasonable care for my own health and safety.
- I will take reasonable care for the health and safety of others.
- I will comply with any reasonable instruction given by the GSC.
- I will cooperate with any reasonable policies and procedure of the GSC.

Printed Name: _____

Signature: _____

Date: _____

Position: _____

Office Use Only

Prepared by: Richard Jane

Date: 19th January 2017

Signature:

Position: Director Technical Services

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