

Position Description – Plant Operator - Bitumen Truck Driver

Job Title	Reports To	Supervisory Responsibilities
Plant Operator – Bitumen Truck Driver	Works Supervisor - Warialda	1 x Labourer

Applicable Award

Local Government (State) Award 2017

Overall purpose of the position

- To manage the Bitumen Patching Operations for Council's roads, principally in the northern area of Gwydir Shire;
- Project a professional, co-operative and courteous image when representing Council in your day to day work activities.

Tasks and responsibilities

- Provide a high level of service and efficiency managing the Bitumen Patching Operations for Council's roads, patching and repairing bitumen seal failures and determining the correct method of repair depending on the type of failure;
- Identify and record defects to be repaired by the bitumen crew and report to the Works Overseer;
- Assist with the coordination of construction and maintenance of roads including traffic control procedures;
- Record information clearly and concisely, ensuring that the relevant safety records, log books, timesheets, maintenance records and manuals are maintained;
- Apply Work Health and Safety legislation and policies to maximise a safe working environment and ensure work is carried out in a safe manner utilising Personal Protective Equipment (PPE) when necessary;
- Undertake Site Specific Risk Assessments as and when required;
- Induct staff supervised by this position into relevant SWMSs as and when required;
- Provide effective customer service to both internal and external customers.

- Responsible for the safe, efficient and effective operation of Council's Bitumen Truck, ensuring that it is kept in a clean and tidy state and that the pump/lines are cleaned regularly;
- Ensure that daily routine maintenance and pre-start checks are carried out;
- Carry out routine services and minor repairs to the Bitumen Truck in consultation with the workshop supervisor;
- Clean the bitumen truck of excess bitumen and other material on a regular basis to ensure the efficient operation of the bitumen truck;
- Relieve in other positions relevant to skills and experience, as required.

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

Requirements of the Role.

Essential

- Class HR Driver's Licence;
- Backhoe competency certification;
- School Certificate or Higher School Certificate;
- Effective written and oral communication skills;
- Traffic Controllers Certificate;
- General Induction for Construction work in NSW card;
- Basic knowledge and appreciation of the Occupational Health and Safety Legislation and issues of working in an outdoor environment;
- Basic First Aid Certificate;
- Previous experience relevant to the role.

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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;
- 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 not be asked to participate in additional duties that are unreasonable, or outside of my capability and training;
- 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: 8th January 2019

Signature: _____

Position: Director Technical Services

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