



## Position Description – Trainee Plant Operator

<b>Job Title</b> Trainee Plant Operator	<b>Reports To</b> Works Supervisor	<b>Supervisory Responsibilities</b> NIL.
<b>Applicable Award</b> Local Government (State) Award 2017		
<p><b>Overall purpose of the position</b></p> <p>This is a training position. The traineeship will cover a two (2) year period. Continued employment on completion is not guaranteed but will be subject to organisational need. Throughout the traineeship the occupant will obtain the skills and knowledge required to operate and maintain Council’s heavy plant including Excavator, Front End Loader, Backhoe, Truck etc in line with Council’s works program.</p> <p>This position is also required to undertake general labouring duties, when required.</p>		
<p><b>Tasks and responsibilities</b></p> <ul style="list-style-type: none"> <li>• It is a requirement of the position that the operator has a good attitude toward their supervisor, colleagues, work practices and the public;</li> <li>• It is a requirement of the position that the operator is reliable and punctual;</li> <li>• General Labouring;</li> <li>• Work with other staff in Council’s operations team to achieve a high level of service;</li> <li>• Operate and maintain small plant and equipment;</li> <li>• Participate in the construction and maintenance of roads, including traffic control procedures, kerb and gutter, footpath, concrete drainage etc;</li> </ul>		

- Record information clearly and concisely to ensure accuracy;
- Provide effective customer service to both internal and external customers;
- Participate as a member of Council's multi-skilled Workforce and undertake other duties as required;
- Safe, efficient and effective operation of Council's plant, ensuring that it is kept in a clean and tidy condition;
- Ensure that daily routine maintenance and pre-start checks are carried out;
- Carry out routine services and minor repairs to the item of plant operated in consultation with workshop staff;
- Report any fault or damage to the Works Supervisor/Workshop Supervisor;
- Ensure the safety of other team members and the general public in accordance with legislative requirements;
- Set out all necessary work signs in accordance with the Traffic Control Plan;
- Ensure that accurate records are kept of your daily work schedule and activities for use in preparation of your weekly timesheet, private works forms, requisitions and orders.

## **Requirements of the Role**

### **Essential**

- Class C Driver's Licence;
- OH&S Construction Induction;
- Effective written and oral communication skills;
- Ability to operate and maintain small plant and equipment;
- Relevant past experience;
- Good numeracy and literacy skills.

### **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;

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- 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:**

**Date:**

**Signature:**

**Position:**

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