

POSITION TITLE	Trainee Plant Operator Roads – Road Construction	
GROUP / DEPARTMENT	Infrastructure - Operations	
REPORTING TO	Supervisor Road Construction	
DIRECT REPORTS	Nil	
EMPLOYMENT BASIS	Full time (76 hours fortnight) 2 year fixed term Local Government State Award	
BAND/LEVEL	Band 1 Level 1	
GRADE	Trainee Grade 1	
APPROVAL	CEO	Date:
EMPLOYEE	Name:	Date:
	Signature:	Date:

POSITION PURPOSE

The objective of this traineeship is to provide training to allow the Trainee Plant Operator Roads to develop the skills to operate various items of plant to assist in the construction and maintenance works undertaken by Council.

LINKS (INTERNAL)

- All Council staff

LINKS (EXTERNAL)

- Ratepayers
- General Public

KEY DUTIES AND RESPONSIBILITIES

- Undertake training under the direction of an experienced operator to develop skills to carry out general plant operations associated with maintenance and construction of civil works, including earthworks, excavations, drainage works, road pavement works and miscellaneous other works required by the Council.
- Undertake training under the direction of an experienced operator to develop skills to operate safely and efficiently plant within this band and level such as loaders, trucks, rollers, tractors, and backhoes as directed.
- Carry out daily plant checks and record inspections and have the ability to recognise faults and problems with each item of plant.
- Keep all plant and vehicles in a well maintained and clean state at all times.
- Carry out regular routine maintenance of allocated plant and equipment in accordance with manufacturers recommendations or as directed.
- Complete daily risk assessments, time sheets and other forms as required.
- Erect signs at work site and assist with traffic control duties.
- Perform manual tasks in an efficient and safe manner using correct manual handling techniques.
- Attend work after hours as required on occasions.
- Report to Team Leader Roads or Roads Supervisor on any problems encountered in carrying out duties.

- Store and maintain corporate records in Council's Electronic Document and Records Management System (EDRMS) in accordance with relevant policies, procedures and the State Records Act.
- Demonstrate and adhere to the principles of conduct and standards of behaviour as defined within the Code of Conduct.
- Other duties and responsibilities as directed within skills and abilities of the individual.

SELECTION CRITERIA

Essential

- HSC Certificate or School Certificate.
- Genuine interest in learning to operate plant in construction work.
- Ability and willingness to undertake manual labour.
- Good written and verbal communication skills.
- Good level of numeracy and literacy skills.
- Reliable, punctual and enthusiastic with a mature and positive attitude.
- Ability to get on with others and work as part of a team.
- Ability to carry out duties and responsibilities with minimal supervision.
- Current Drivers Licence.

Desirable

- Current WHS Construction Induction Certificate (White Card).

COUNCIL RESPONSIBILITIES

Council Values

Edward River Council has adopted a set of values which were developed through a consultative process involving staff across the whole organisation.

All Council employees are expected to demonstrate our corporate values when undertaking their roles and making decisions that impact our customers and community:

- **Leadership** – We seek to provide strong leadership for our community and customers. We lead with empathy and integrity.
- **Excellence** – We strive for excellence and continuous improvement: in who we are, in how we work, and in how we deliver results for our community.
- **Accountability** – We are open, honest and transparent in how we do business, the decisions we make and the actions we take.
- **Delivery** – we are committed to delivering results to our community and outstanding service to our customers.

Work Health & Safety

All Edward River Council employees have a responsibility to behave in a manner which ensures that their actions or omissions do not adversely affect the environment or health & safety and wellbeing of Council employees, contractors or members of the public. Council employees must:

- Comply with Council's Work Health & Safety policies, procedures and programs;
- Participate in any training and safety initiatives implemented by the Council;
- Comply with all safety directives and work instructions; and
- Must immediately report any incident or potential hazard to their supervisor.

EEO & Diversity

Council is committed to a workplace that is fair and inclusive and to building a workforce which embraces these principles and reflects the diversity of the Edward River community.