



- **Communication & Interpersonal Skills:** The ability to effectively transfer ideas, concepts and information. The ability to create, maintain and enhance relationships with clients and staff in order to achieve work goals.
- **Leadership:** The ability to create a shared understanding of requirements in the work environment and through influence, enable team members to fully contribute to team and corporate goals.

## **KEY RESPONSIBILITIES & ACCOUNTABILITIES**

### Plant Operator

The incumbent will be responsible for, but not limited to the following duties:

- Operate Plant and Equipment  
Within operating guidelines, and under instructions of project.
- Completion of basic maintenance and repairs of plant operating.
- To co-operate with the other works crew members to ensure the works programme is completed efficiently and effectively.
- Maintain awareness of other workers and colleagues and raise alarm if any surrounding persons come under potential harm from Plant
- Assist Construction, Maintenance and/or Facilities teams in the completion of additional labour tasks as instructed by Supervisor.
- Attend and actively participate in training as required
- All other duties as directed by the supervisor
- Liaise with external bodies concerning work matters.
- Provide a quality service to all internal and external customers.
- Actively promote a positive image of Council at all times.
- Maintain a spirit of cooperation and goodwill to individuals and organisations within the community.

Undertake any other duties and special projects as required, as are reasonably within the limits of the employee's skills, competence and training.

### **Working with staff:**

- Work co-operatively with staff and provide clear communication with team members.
- Maintain a positive and flexible approach to change
- Be punctual and attend staff meetings as directed by the Infrastructure Services Operations Manager

### **Other responsibilities and duties:**

- Maintain confidentiality at all times regarding matters within the service
- Work in accordance to the Council's Policy and Procedure at all time.
- Attend training and professional development and contribute to social and community activities.
- Employee to dress appropriately in accordance with the Etheridge Shire Council Uniform Policy.

## **KEY PERFORMANCE INDICATORS**

- Completion of all duties in a timely and efficient manner.
- Ensure the equipment provided by Council to carry out works projects, and which the position incumbent operates, is maintained appropriately to make certain that repair costs are kept to a minimum.
- To drive the equipment in a responsible manner and to observe safety standards to ensure his/her colleagues or members of the public are not threatened by careless acts.
- Compliance with all policies and procedures applying to the position.
- Successfully promote the image of Council as safe, efficient, receptive and community minded.
- Compliance of the adopted Code of Conduct

## **KEY BEHAVIOURS**

### **Integrity:**

- Follow through with agreed actions.

### **Excellent work ethic:**

- Follow instructions carefully.

- Anticipate potential problems and addresses them with Supervisor.

#### **Team player**

- Attend and participates in team meetings.
- Actively contribute to meeting discussions.

#### **Results orientated**

- See tasks through to completion.
- Complete tasks within specified time frames.

#### **Commitment to Best Practice**

- Follows procedures.
- Maintain accurate records.
- Maintain an understanding of Council policies and procedures.

### **GENERAL INFORMATION AND CONDITIONS**

#### **QUALIFICATIONS**

To perform this job successfully, an individual must have or be able to demonstrate a working knowledge of the Local Government Act 2009 and Local Government Regulations.

- Current MC Drivers Licence
- RII Plant Operator tickets (if held)
- A team player who effectively communicates with customers and staff alike;
- Completion of Secondary School minimum Year 10;
- Current Drivers Licence. (Class C)
- Construction Industry White Card.

#### **MEDICAL CONDITION**

It is a requirement of the Etheridge Shire Council that a medical examination with an approved General Practitioner be carried out prior to commencing employment. Successful employment will be dependent upon receiving confirmation from the General Practitioner that you are physically able to carry out the work required for this position.

#### **CODE OF CONDUCT**

You will be required to inform yourself of the contents of the Shire's "Code of Conduct" and will be required to adhere to the Code.

#### **WORKPLACE HEALTH & SAFETY**

You will be required to familiarize yourself with the Shire's Safety Policy and "Safe Plan" procedures. This includes compliance with all of the requirements of Project Safety Plans. This also includes the legal obligations of an employee as defined by the Workplace Health and Safety Act 2011.

#### **PROBATION PERIOD**

A probation period of six (6) months applies to this position. This may be extended for a further period of no more than three (3) months should performance not be satisfactory at the expiry of the initial term.

#### **ACCOMMODATION**

This position does not include Council supplied housing.

#### **CERTIFICATES, LICENSES, REGISTRATIONS**

It is a condition of employment that a Current 'MC' class driver's license be maintained at all times. Failure to hold such license may result in termination of employment.

- Council is committed to Equal Employment Opportunity, Diversity and Merit principles.
- Existing Council policy will be applied to assist appointees to relocate.

Applications for this position should be forwarded to:

The Chief Executive Officer  
Etheridge Shire Council  
PO Box 12  
Georgetown, Qld 4871