



Position Description

GENERAL EQUIPMENT OPERATOR

Directorate	Infrastructure and Planning Services
Reports to	Works Overseer
Position Code	GEO1
Classification/Grade/Band	Band 1 Level 3
Status	Casual
Other Conditions & Benefits	TBA
Pre-employment checks/legislative requirements	Medical
Location	Depot, O'Connor Street Balranald, NSW
Date position description approved	Thursday, 20 January 2022

Council overview

Covering approximately 21,400 sq kilometres, Balranald Shire encompasses a diverse natural landscape which includes the world heritage listed Mungo National Park and the picturesque Yanga National Park.

Surrounded by the wonders of the Murrumbidgee, Murray, Lachlan, Wakool and Edward Rivers, the area offers the opportunity to relax and enjoy some of the most unique natural scenery in Australia. There is an abundance of great fishing, water sports and nature just waiting for you.

Balranald is situated on the Sturt Highway and is just a 1 hour drive from the regional city of Swan Hill and 1¾ hours' drive from Mildura.

The area is surrounded by rich agricultural lands, the unique townships of Balranald and Euston and the hamlets of Kyalite, Oxley, Hatfield and Penarie (Homebush).

Council values

Honesty, Respect, Enjoyment, Teamwork, Openness, Leadership, Customer Focus.

Primary purpose of the position

The role of General Equipment Operator is to support technically sound construction and maintenance of roads, bridges and engineering/public infrastructure within the Balranald Shire Council boundary, in order to achieve a product that meets current technical standards and functionality.

Key accountabilities

1. Carry out the day-to-day operation of various vehicles, plant, and equipment in a variety of work situations within road maintenance and construction.
2. Operate vehicles such as backhoes, tractors, excavators, trucks (LR, MR, HR) and matching water cart, bobcats, slashers, rollers, kerb machine and other equipment.
3. Maintain plant in a reliable, tidy and safe manner, including minor maintenance such as fuelling, tyre replacement, and fluid levels, cleaning lubrication and greasing, and advising repair and maintenance needs to the workshop.
4. Undertake traffic control duties and erecting of signage.
5. Completion of accurate timesheets with job numbers, daily plant checklists, daily running sheets and other work-related documentation.
6. Ensure safe work practices including the development and implementation of safe work method statements, risk assessments, injury and incident reporting and other WHS requirements for own area of work.
7. All procedures, process and behaviour comply with the Council's Code of Conduct.
8. Assist with afterhours traffic control when required.
9. Any other duties as directed by Supervisor.
10. Ensuring that the public image of the Council as a service provider is always maintained in the highest integrity.
11. To support Council objectives in the public forum.
12. To display a positive attitude towards Council policy and decisions in relation to the position and the public image of the Council.
13. To provide a positive personal contribution in the exchange of information between team members, across business departments and with customers.
14. To contribute to a Service Improvement Program by participating in teams aimed at work improvement.
15. To lead, encourage and participate in team activities.
16. To participate in training programs designed to increase efficiency and effectiveness.
17. Presentation of a courteous and helpful image to Councillors, internal officers, outside organisations and customers.
18. Maintenance of confidentiality in performing the duties of the position and in liaising with internal officers, outside organisations and customers.

Key challenges

- Work within the appropriate allocation of resources in a cost saving environment
- Work in a team environment under supervision.

Key relationships

Internal	Why
Employees, Coordinators, Directors	The position is required to provide decisions which typically span across the whole organisation.
External	Why
Residents and ratepayers, Government Agencies	The position contributes to the organisation's overall direction and has significant influence on the areas overseen. The position provides a critical service function on behalf of Council.

Autonomy and Decision Making

The role requires the employee manage major sections of Council and act as the most senior subject-matter-expert. Significant judgement and independent research may be required, when there are no clear answers. Decisions are typically guided by broad policy, legislation or discussions with the Executive, General Manager and/or elected Council. Please see delegations list for full description of authority.

Code of Conduct, Policies, Protocols and Procedures

All employees are to adhere to Council's Code of Conduct, Policies and Procedures at all times.

Fraud and Corruption Prevention

Council has a zero tolerance towards fraud, corruption or any behaviour that may bring Council into disrepute with the community. All Council employees have a responsibility to identify, prevent and report fraud, corruption and behaviour that may bring Council into disrepute.

WHS & Risk Responsibilities

- Act at all times in a manner which does not place at risk the health and safety of any person in the workplace.
- Maintain a safe work environment in accordance with Balranald Shire Council's Workplace, Health and Safety Policies and Procedures.
- Assist in the on-going maintenance of a safe workplace through involvement in the implementation of safe systems.
- Actively participate in the rehabilitation of employees injured at work.
- Participate in mandatory Health and Safety training sessions.
- Identify, analyse and treat hazards in the workplace.
- Be responsible and accountable for taking practical steps to minimise Council's exposure to risk in so far as it reasonably practicable.
- Understand and adhere to the principles of Risk Management relevant to the job role.
- Provide input into various risk management activities.
- Report all emerging risks, issues and incidents.

Selection Criteria

Essential Experience & Qualifications

1. Numeracy and Literacy standards usually associated with Year 10 or better.
2. Demonstrated experience in a similar role (1-3 years).
3. Able to operate various types of plant safely and confidently and ability to maintain plant/vehicle records.
4. Plant Licenses or Verification of Competency (VOC): Front end loader, Backhoe, Forklift and other plant.

Desirable Requirements

1. Traffic Controller Card (previously Blue Card)
2. Apply Traffic Control Plans (previously Yellow Card)
3. WH & S Construction Induction Card (previously White Card)
4. Minimum Class HR driver's license or attain this license within six months of appointment.

Note: this position may be subject to change following a review of Council's Organisational Structure.

Acceptance of Position

I have read and understand the contents of the position description for my role and agree to work in accordance with the requirements of the position. I understand this position description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list.

I understand that this position description may change with organisational requirements and the tasks and responsibilities outlined in the position description may vary from time to time.

Signature:

Date:





Attachments:

- Local Government Capability Framework

Capabilities for the role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Foundational
	Display Resilience and Adaptability	Foundational
	Act with Integrity	Foundational
	Demonstrate Accountability	Foundational
 Relationships	Communicate and Engage	Foundational
	Community and Customer Focus	Foundational
	Work Collaboratively	Foundational
	Influence and Negotiate	Foundational
 Results	Plan and Prioritise	Foundational
	Think and Solve Problems	Foundational
	Create and Innovate	Foundational
	Deliver Results	Foundational
 Resources	Finance	Foundational
	Assets and Tools	Foundational
	Technology and Information	Foundational
	Procurement and Contracts	Foundational

Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Group and Capability	Level	Behavioural Indicators
Personal Attributes Manage Self	Foundational	<ul style="list-style-type: none"> • Checks understanding of own role within the team • Proactively seeks instruction and guidance • Approaches work tasks with energy and enthusiasm • Stays up to date with knowledge, training and accreditation in relevant skills areas • Is willing to learn and apply new skills • Learns from mistakes and the feedback of others
Relationships Work Collaboratively	Foundational	<ul style="list-style-type: none"> • Keeps team and supervisor informed of what he/she is working on • Shares knowledge and information with team members and other staff • Offers to help colleagues and takes on additional tasks when workloads are high • Is aware of the wellbeing of co-workers and provides support as appropriate • Is open to input from people with different experiences, perspectives and beliefs
Results Think and Solve Problems	Foundational	<ul style="list-style-type: none"> • Finds and checks information needed to complete own work tasks • Breaks down information and issues into component parts • Thinks through the options available and checks his/her suggested approach • Refers complex issues and problems to a manager/supervisor
Resources Assets and Tools	Foundational	<ul style="list-style-type: none"> • Uses core work tools and equipment effectively • Takes care of work tools, equipment, accommodation and community assets

I hereby agree to abide by the Council's Policies and Procedures in relation to all employment and work matters.

This is to state that I am aware of and have agreed to the conditions and responsibilities as outlined in this Position Description and understand that:

- 1 My performance will be continuously monitored and measured in accordance with these criteria; and
- 2 I will establish an agreed set of Key Performance Indicators with the Assistant Works Manager, Works Manager and Director within 60 days of my commencement.

I also understand that my performance will be appraised on an annual basis in accordance with performance measures as set out in the Staff Development Scheme for this position and that both this Position Description and the Staff Development Scheme will be reviewed and updated on an annual basis.

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Incumbent

...../...../.....

Date

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Supervisor

...../...../.....

Date