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Plant Operator (Backhoe)

<b>Position:</b>	Plant Operator (Backhoe)
<b>Tenure:</b>	Permanent – Full-time
<b>Award Classification:</b>	State Award Level 5
<b>Employment Conditions:</b>	Kingaroy Shire Council Certified Agreement 2004, State
<b>Department:</b>	Infrastructure Services
<b>Location:</b>	Based at Kingaroy (and required to work throughout Region)
<b>Reports to:</b>	Area Coordinator (Works)
<b>VRN and Position No.:</b>	VRN 0819 / IS002

### Position Objective

To assist Council to achieve a high level of customer service, productivity and efficiency by supporting the day-to-day operation of South Burnett Regional Council's infrastructure services delivery (particularly in relation to road construction and maintenance).

### Organisational Environment

The Queensland State Government decided to amalgamate the four South Burnett Councils, Murgon, Wondai, Kingaroy and Nanango in August 2007 as part of its state-wide Local Government Reform program which was announced in April 2007. The Local Government Reform process determined that the new council be a divided council with 6 divisions. Voters elected 6 new councillors and one mayor for the region at the March 2008 Queensland Local Government elections.

The new South Burnett Regional Council has established an Interim Organisational Structure and appointed Interim Directors and Managers committed to the shared vision – "One Council, One Region – Building on Valued Traditions". Council's departments are as follows:

- **Infrastructure Services** – Roads, Transport, Water and Sewerage, and Asset Management.
- **Governance and Future Direction** – Corporate Planning, Organisational Performance, Economic Development, Corporate Risk Management, Community Engagement, and assisting the Acting CEO with day to day operations.
- **Corporate Services** – Financial Management, Information Management, Human Resource Management, Customer Services, and Corporate Safety.
- **Sustainability** – Planning and Development, Health and Regulatory Services, Environment, and Natural Resource Management.
- **Lifestyle and Culture** – Libraries, Regional Tourism, Visitor Information Centres, Museums, Arts and Culture, Youth Development, Public Facilities, Community Facilitation, and Parks and Gardens.

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The Office of the Chief Executive Officer comprises Executive Services, Administration Support, Public Relations, Internal Audit, LG Reform, Government Liaison, LGAQ, and Regional Partnerships etc.

### Key Duties

Typical work activities may include, but are not limited to:

1. Providing high quality specialist plant operation services (such as backhoe operation) as directed by supervisor(s) at various locations throughout the South Burnett region.
2. Operating various plant and equipment, performing labouring activities, and undertaking traffic control duties (as required).
3. Implementing Council operating procedures when performing construction, maintenance, drainage, and concreting works.
4. Maintaining service log books for plant movement to enable monitoring of Council's plant.
5. Actively participating in learning and development opportunities that will assist in building the knowledge and skills required for ongoing quality performance of the role.
6. Contributing to the review, development and implementation of productivity improvement measures across Council.
7. Promoting and contributing to teamwork, knowledge and skill sharing, that seeks to provide a quality, cost-effective, and customer service focused delivery of services.
8. Adhering to all obligations under the Workplace Health and Safety Act and the Environmental Protection Act to ensure that potential harm to employees and the environment is avoided by:
  - Complying with the requirement of work procedures and practices issued by the Council for the purpose of workplace health and safety and environmental protection.
  - Eliminating or reporting hazardous conditions and work practices when identified and report promptly any incident that involves work related injury or illness and damage to property or the environment.
  - Properly using, maintaining and seeking replacement when necessary of all personal protective equipment provided.
  - Being responsible for the correct care, maintenance, and operation of all plant, equipment and materials.
9. Performing other duties commensurate with the classification of the role as directed by the supervisor.

### Organisational Commitments

#### Workplace Health & Safety:

- Comply with safe working procedures.
- Use of appropriate personal protective equipment and safety systems.
- Assist with the preparation of risk assessments.
- Report workplace health and safety risks, incidents and related issues.

#### Corporate:

- Comply with customer service standards.
- Comply with Council Code of Conduct.

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- Comply with Council EEO Policy.
- Comply with HR Policies and Procedures.
- Comply with Records Management Policies and Procedures.
- Comply with Financial Management Policies and Procedures.

### Key Performance Indicators

- Efficient utilisation of plant and resources to ensure work is carried out in accordance with defined quality standards.
- Works are completed in an efficient and timely manner.
- Satisfactory Quality audit results.
- Maintenance and reporting requirements implemented effectively in respect of equipment / vehicles operated.
- Actively participates positively in performance appraisal process.
- Contributes positively to team performance and harmony, and a safe and productive team culture.
- Participation in relevant training courses.
- Consistently meets corporate obligations.

### Delegations

- Nil.

### Organisational Relationship

Reports to: Area Coordinator (Works)

Team Leadership / Supervision: Not applicable

Internal Liaison: Infrastructure Services staff, Directors, Managers, Councillors, and staff across the organisation.

External Liaison: Members of the community and external contractors.

### Key Selection Criteria

1. Demonstrated successful experience in the effective operation of mobile plant (such as a backhoe) within a road construction and maintenance environment.
2. Demonstrated ability to maintain and undertake pre-start inspection of relevant plant and equipment, and application of safe operating practices.
3. Demonstrated sound communication and interpersonal skills and the ability to use these skills effectively to communicate to staff at all levels and the general public.
4. Demonstrated ability to work as an effective team member.
5. Demonstrated commitment to quality assurance practices, workplace health and safety, and environmental standards, practices, and procedures.

### Licences / Certificates Required

1. Current Queensland Class C licence.
2. Licences to operate plant / equipment, along with proven experience (such as backhoe, forklift, roller, and loader).
3. General Safety Induction for Construction Worker (Blue Card).

In addition to the above criteria, the following will also be highly regarded:

1. Traffic control ticket.
2. A HR (Heavy Rigid) and / or MR (Medium Rigid) licence with proven experience.

Copies of the above listed Licences / Certificates are required as evidence.

### Additional Requirements

1. Willingness to be available for call outs and participation on Council's After Hours and Emergency Roster.
2. Willingness to participate in training and acquire licences / certificates relevant to the role.
3. Appointment will be conditional upon Council's receipt of a satisfactory medical report prior to commencement. The position will require field based work which will involve travelling to various work sites throughout the Shire, prolonged periods of standing on hard surfaces, bending for extended periods, frequent lifting of items (at least 20 – 25 kg), working in awkward positions, and exposure to direct sunlight and dust.

### Contact Details

**Enquiries in relation to this position should be directed to:**

Greg Kilkenny  
Acting Area Coordinator (Works) – Kingaroy  
Telephone: (07) 4162 6263  
Mobile: 0429 635 487  
Email: rnesbitt@kingaroy.qld.gov.au

**Applications should be addressed to:**

Human Resources Officer  
South Burnett Regional Council  
PO Box 10  
NANANGO QLD 4615

**Applications must be received by close of business:**

Friday, 25 July 2008

**Timeframe:**

It is anticipated that shortlisting for this position will be finalised by close of business on Friday, 1 August 2008 with interviews to occur by Friday, 8 August 2008.

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**Position Description Authorisation**

Approved by:  
(Interim Director) \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_

Endorsed by:  
(Manager, HR) \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_

Occupant:  
(Present &/or new) \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_

Print Name: \_\_\_\_\_