



Position Description

Machine Operator/General Hand

Our Vision	Our Objectives	Our Values
A vibrant coastal community, connected to the environment, living the village lifestyle.	<ul style="list-style-type: none"> Enhance community connection and well-being. Operate as environmental custodians for the future. Support local jobs, industry, and small business and facilitate sustainable development. 	Consistency Sustainability Honesty Integrity Teamwork Transparency Respect
Our Commitment		
Protect what makes us special, improve our quality of life, and plan for future generations.		

Position:	Machine Operator/General Hand	Direct Reports:	Nil
Department:	Civil Infrastructure		
Reports to:	Manager Civil Infrastructure & Waste Operations		
Status:	Full-time		

Performance Summary

The Machine Operator/General Hand is expected to:

- Have a passion for Civil works.
- Have a strong focus on occupational health and safety in the workplace.
- Enhance external relationships with the community.
- Deliver customer service with confidence and has excellent interpersonal and communication skills.
- Be inspired and motivated as part of the Civil Infrastructure team.
- Accept responsibility with a 'can do attitude'.
- Champion the Shire's vision, values and objectives.
- Look for opportunities to innovate.
- Be a part of a strong team culture and demonstrate the ability to be flexible and multitask within the team.
- Embrace change in the workplace

Key Responsibilities

- Construct, repair and maintain the Shire's infrastructure, including roads throughout the Shire.
- Undertake drainage network maintenance.
- Efficiently operate a range of plant and machinery.
- Work autonomously with minimum supervision.
- Maintain Shire owned vehicles and machines in good condition.
- Undertake vehicle safety inspections on a daily basis.
- Practice safe working conditions while performing all tasks.
- Prepare the cemetery for funeral services.
- Undertake vegetation maintenance on verges and other public places.
- Maintain the Depot in a neat and tidy condition.
- Use of specialised plant.
- Provide to residents a courteous avenue of communication and advice in the course of undertaking daily duties.
- Promotion of Council's image whilst undertaking duties.
- Any other duties as required by the Leading Hand and Manager Civil Infrastructure & Waste Operations.

Position Requirements

- Previous experience in a similar role, including civil works, roads and drainage.
- Current HR Drivers Licence.
- Current 'HC' or 'MC' Driver's Licence (Desirable).
- Minimum of two (2) years' experience on heavy equipment.
- Front end loader experience (Desirable).
- Physical fitness capable of undertaking manual labour.
- Ability to work with and as part of a diverse team.
- Have a sound knowledge of occupational safety and health and how it applies to the workplace and job at hand.
- Be self-motivated and able to work and maintain reliability in completing assigned tasks.
- Possession of Plant certificates, including traffic control and operating and maintaining chainsaws.
- Possession of Construction Safety Awareness Training Card.
- Have a current First Aid Certificate.

General Accountability, Attitude, Behaviour and Conduct

Every person carrying out work for the Shire has a personal accountability, obligation and responsibilities, attitudes, behaviour and conduct, as detailed in the Shire's Code of Conduct, including:

- Adhering to management directives and approved policies and procedures.
- Taking reasonable care to ensure personal safety and health at work of themselves and other persons.
- Adhering to lawful and reasonable directions from the employer and particularly those relating to employee integrity, confidentiality, Shire reputation, efficiency, fraud and corruption prevention.
- Respecting and maintaining Shire values and culture.

Certification

As the occupant of this position, I have noted and agreed to the Values, statement of duties, responsibilities and other requirements as detailed in this document.

NAME _____

SIGNATURE _____

DATE _____

MANAGER _____

SIGNATURE _____

DATE _____