

TENTERFIELD SHIRE COUNCIL



**Position Information Package
Plant Operator
Reference No: 32/21**

Index

Item
Copy of Advertisement
Job Application Cover Sheet
Position Description (Including Selection Criteria)
Important Information for Applicants All applicants are requested to read this information

December 2021



POSITION VACANT

Applications are invited for the below position:

Plant Operator – PV 32/21

Salary Circa: \$50,882p.a - \$57,746p.a + Allowances + 10% superannuation.

Tenterfield Shire is seeking a highly motivated experienced plant operator/labourer to assist in carrying out general labouring duties e.g. concreting and carpentry, to provide assistance to our bridge and structure crew on a full time basis.

Applicants will possess relevant qualifications/competencies and demonstrated skills, experience and knowledge, have a great attitude and have the ability to work within our diverse teams.

Tenterfield Shire offers a supportive workplace culture built around our values of "ICARE", with fantastic working conditions and a range of additional benefits to help you enjoy life in our local community, including:

- 9 day fortnight;
- 15 days accumulative annual sick leave;
- 4 weeks Annual Leave;
- Annual performance appraisals and Award increases;
- Relocation assistance (negotiable for the right applicant);
- Further learning and development opportunities;
- Access to onsite monthly counselling through our Employee Assistance Program (EAP).

Further information and details can be obtained in Council's **Position Information Package**, or by contacting Manager Works or HR, Workforce Development & Safety on 02 6736 6000 (during business hours).

Applications **addressing the selection criteria** should be **emailed** to the Chief Executive at hr@tenterfield.nsw.gov.au quoting the reference number and be submitted by no later than **4.00pm, 6 January 2022**.

Tenterfield Shire Council is an Equal Opportunity Employer and proudly embraces the following values: Integrity, Community Focus, Accountability, Respect & Excellence (ICARE).

Applicants must be an Australian citizen/resident, or hold a visa that allows employment in Australia.

Daryl Buckingham
Chief Executive



**TENTERFIELD SHIRE COUNCIL
JOB APPLICATION
COVER SHEET
Reference No 32/21**

Position applied for: Plant Operator

Mr **Family Name:** _____

Mrs **Given Names:** _____

Ms **Preferred Name:** _____

Miss

Other

Postal Address:

Telephone (please ensure you can be contacted on this number during business hours i.e. 9am - 5pm)

_____ **Home:** _____

_____ **Mobile:** _____

_____ **Other:** _____

Email: _____

Please tell us where you heard about this position _____

THIS COVER SHEET MUST BE ATTACHED TO YOUR APPLICATION

Address all correspondence to:

Chief Executive
Tenterfield Shire Council
Confidential: Job Ref No: 32/21 – Plant Operator
PO Box 214
TENTERFIELD NSW 2372
hr@tenterfield.nsw.gov.au

Job Enquiries:

**Manager Works; or
HR, Workforce Development & Safety**
Phone: (02) 6736 6000 (during business hours)
Email: hr@tenterfield.nsw.gov.au



Position Description **Plant Operator**

Quality Nature - Quality Heritage - Quality Lifestyle

Division:	Office of the Director of Infrastructure
Section:	Transport & Infrastructure
Position Identifier:	PO/V1
Classification:	Grade 5/6 (Broadband)
Industrial Instrument:	Local Government (State) Award
Location:	Council Depot - Riley Street, Tenterfield or Urbenville Depot - Clarence Way, Urbenville
Date position description approved:	7 December 2018

Council overview

Tenterfield is situated in the New England Region of NSW and is known as the Birthplace of the Australian Nation. As a Rural Medium sized Council we enjoy the benefits of rural lifestyle with ready access to Northern Coastal/Beach areas of NSW and the facilities that the nearby Queensland Granite Belt and greater Brisbane hinterland can afford. Academic needs are well served in the region as are cultural and outdoor pursuits. Our mission is to provide quality leadership and services within our Local Government area, with resources aligned to supporting our community vision as articulated in our Community Strategic Plan.

Council values

Council values are ICARE - Integrity, Community, Accountability, Respect and Excellence.

Council values the staff and their safety and acts to develop the workforce in accordance with the Workforce Plan. Council is committed to being an employer of choice by pursuing a workforce culture of excellence and fostering an environment where staff are empowered, challenged and invested-in whilst maintaining a flexible balance between work and life commitments. Change, challenge and opportunity are features of our Council seeking to deliver excellence within our means.

Primary purpose of the position

To carry out road maintenance and general construction activities as required and directed across Tenterfield Shire, in a safe and efficient manner, operating relevant plant on road construction and maintenance works.

Key accountabilities

Key tasks/responsibilities may be modified from time to time to ensure that outcomes are coordinated within Council's Operational Plan and Delivery Plan.

Tasks

Tasks

1. Carry out maintenance works including road plant, MR Trucks, Carpentry and Structural works and general labouring as required/directed, contributing towards the goals outlined in Council's Delivery Plan.
2. Operate and undertake user maintenance of relevant road construction or maintenance plant/or light to medium trucks (MR), rollers and other road plant and machinery to manufacturer's requirements and competency level. To progress to a Grade 6 of the Broadband Plant Operators must have obtained a HR License to operate equivalent equipment such as a Water Cart or achieved a Trade qualification in an appropriate discipline in maintenance and /or construction. Ability to achieve results.
3. Operate, and undertake user maintenance of small plant and equipment, such as a wacker packer, pumps, chainsaw, etc.
4. Undertake traffic control duties, including stop/go operations, erection and maintenance of temporary road signage.
5. Work from drawings and markers and establish levels. Demonstrated ability to read and understand plans and drawings, levels and markers correctly laid out in accordance with plans.
6. Assist Team Leaders and Leading Hands with gravel and sealed road maintenance, structures and construction/carpentry operations and general labouring (e.g. concreting) duties as directed.
7. Installation and maintenance of road signs and guideposts, repair of boundary and guard fencing.
8. Undertake vegetation control.
9. Undertake bitumen and gravel pothole patching.
10. Installation and maintenance of erosion and sediment control measures.
11. 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 area of work.
12. Provide excellent customer service to both internal and external customers. Ability to establish positive working relationships with the team.
13. Completion of timesheets with job numbers, plant checklists and other work related documentation. Basic through to advanced problem solving and work planning skills.
14. All procedures, process and behaviour complies with Council's Code of Conduct, EEO and Anti-discrimination principles.
15. Assist Council staff as requested/directed by Manager/Supervisor/Team Leader.
16. Any other duties as assigned by the Maintenance Supervisor/Coordinator compatible with employee's skills, competency and training.

Key internal relationships

Who	Why
Maintenance Supervisors, Leading Hands/Team Leaders, Manager Works, Works Staff, relevant Council Departments.	Job/Task Performed.

Key external relationships

Who	Why
Ratepayers, Road and infrastructure users, contractors.	Job/Task Performed.

Key dimensions





Reports to

Maintenance Works Coordinator (Tenterfield)

Capabilities for the role

Ability to progressively demonstrate delivery of the competencies/skills described in the skill steps (skill descriptors) of the competency framework for the position. In addition:-

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>.

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

Supplementary Information

Selection Criteria

(Applicant must address all selection criteria)

Essential:

The minimum requirements for this position at Grade 5 level are:

1. Certificate III in Civil Construction – Plant Operations or Carpentry Trade, Apprenticeship or equivalent Certificate or willingness/ability to obtain.
2. Experience in labouring, outdoor maintenance and construction work.
3. Possess a Class C Drivers Licence, or, Medium Rigid Licence (MR) (or ability to obtain), correctly endorsed for the type of vehicle you are driving as required. MR is the minimum licence for this position requirement for Truck Operators.
4. Certificate of Competency correctly endorsed for the type of plant being operated.
5. Proven ability to operate and undertake user maintenance of road plant including trucks (light/medium), Rollers, Skid Steer Machinery, Tractor, and other road maintenance and construction machinery, in order to achieve results.
6. Proven ability to operate and undertake user maintenance of small plant and equipment e.g. whacker plate, chainsaw.
7. Demonstrated experience in road maintenance and construction operations including bitumen and gravel roads, footpaths, concreting, vegetation control, signs and guideposts, drainage, structures, etc.
8. Possess RMS Traffic Control tickets (Blue/Yellow), or willing to obtain.
9. Possess General Construction (White) Card.
10. Good communication skills including the ability to deal with the public. Ability to develop productive working relationships.
11. Ability to demonstrate reliability. Ability to plan work and complete within set time frames.
12. Sound literacy and numeracy skills (Year 10 level or equivalent to maintain accurate records.
13. Knowledge of workplace health and safety considerations relevant to the position, and how to eliminate or minimise the risk to health and safety associated with plant, people and environment where this position operates. Please provide examples.
14. Physical capacity to carry out general labouring (e.g. concreting) duties. Sufficiently fit to carry out any safety drill or rescue duty that may arise.

.Desirable: (to obtain or be appointed as Grade 6)

1. Accredited Level 2 Chainsaw Certification.
 2. First Aid Certificate.
 3. Established/demonstrated experience in the operation of a Water Cart, Patch-mobile, an Excavator, Backhoe or other heavy plant and equipment.
 4. Trade qualification in a maintenance or construction discipline E.G. as a builder/Carpenter or other relevant trade.
 5. Heavy Rigid Licence (HR).
 6. Hepatitis B and Tetanus Vaccination.
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General Information

Hours of work:

Full time position with Council operating a nine (9) day fortnight system of seventy-six (76) working hours, with fortnightly pays. Work hours are generally 7:15am to 4:30pm, Monday to Thursday inclusive and 7:15am to 4:00pm on Fridays with every second Friday being a Rostered Day Off (RDO).

Some variation in work hours will be required, depending on work status and emergency call-outs, including overtime requirements and variation to RDO's.

Leave entitlements:

These entitlements are in accordance with The NSW Local Government (State) Award, and include four (4) weeks annual leave and fifteen (15) days sick leave per year.

Criminal Record Check:

The successful applicant will be required to undergo a Criminal/Security Check prior to appointment to the position.

COVID Vaccination Status

The successful applicant will be required to provide a copy of their COVID Vaccination Certificate, or approved medical contraindication Certificate pre-employment.

Medical examination:

The successful applicant will be required to undergo a Pre-Employment Medical Examination with the Doctor of his/her choice, at Council's expense. Council will provide a standard medical form.

Performance Evaluation:

Performance evaluation will be in accordance with Council policy.

WHS Responsibilities:

Staff have a duty of care to adhere to the following:

- Ensure all work is performed in accordance with Council's Health and Safety Policy.
- Take reasonable care for individual safety and that of others.
- Demonstrate an understanding of the health and safety issues associated with the position and immediate work environment.
- Report all identified hazards, accidents/incidents and near misses to immediate supervisor/manager.

Equal Employment Opportunity:

Tenterfield Shire Council promotes the principles and practices of Equal Employment Opportunity by adhering to the following:-

- Merit based selection;
- The attainment of a diverse and multi skilled workforce;
- Embody a workplace culture that promotes fair and equitable practises at all levels of the organisation.

Staff are requested to adhere to the principles of EEO by conducting their duties and treating fellow co-workers in a non-discriminatory, courteous and respectful manner.

Smoke – Free Workplace:

Tenterfield Shire Council provides a 'smoke free' work environment. Council policy prohibits smoking in all Council buildings, vehicles and plant.

Learning and Development:

The position incumbent must comply with essential learning and development requirements as provided for within Council's Training Plan, and other L&D initiatives designed to enhance individual performance.

Code of Conduct and Council Policies, Protocols and Procedures:

The position incumbent must adhere to TSC Code of Conduct and current and amended Council policies, protocols and procedures for the duration of their employment. Policies can be accessed on Council's website.

Council Uniform:

Personal Protective Equipment (PPE) will be supplied and must be worn in accordance with Council policy.

Physical:

The incumbent must be physically able to carry out administrative tasks in an ergonomically safe and healthy manner.

Job Description:

This position description is indicative and duties may be reviewed and amended from time to time to ensure that outcomes are coordinated within Council's Operational Plan and Delivery Plan.



IMPORTANT INFORMATION FOR APPLICANTS

Thank you for your interest in seeking employment with Tenterfield Shire Council. Please read the following information, this will assist you in completing your application.

The recruitment, selection and appointment process of Tenterfield Shire Council is guided by Equal Employment Opportunities (EEO) legislation and practices common to all public sector organisations.

Merit is the basis of selection and is measured by how well applicants address the selection criteria listed in the Position Description and how they present at interview.

The Job Information Package

This package contains all the information you require to apply for the position. Please read it carefully and follow the instructions and guidance. This will assist you greatly when completing and lodging your job application.

The Position Description

Council's position descriptions describe the tasks and duties the position incumbent is required to perform to fulfil the responsibilities of the position.

It's in your best interest to read the schedule of duties to make sure you have the required knowledge, skills and experience to do the job competently.

Selection Criteria (Essential and Desirable)

The Essential Criteria must be met if you are to fulfil the responsibilities of the job. Applicants need to demonstrate that they meet the criteria and their level of competence. If you cannot demonstrate this it is unlikely you will be considered for the position.

The Desirable Criteria enhances your qualifications for the job. You may still be selected for further consideration if you do not meet any or all of these criteria, but illustrating that you do will improve your chances considerably.

It's important that you are able to detail how and why you consider yourself suitable for the position by thoroughly addressing each of the selection criteria. Each selection criterion should be responded to separately. If your application does not address each of the selection criteria your application is likely to be culled.

When addressing the selection criteria take into account the following:-

Demonstrated means that you have actually performed the activity or applied the skill in the past as opposed to having the potential to do so.

Knowledge of or the ability to rapidly acquire the knowledge of means that you already have the required knowledge or you can provide examples of past situations which have required the rapid acquisition of knowledge.

Thorough, sound or high level indicates that a more advanced level of knowledge or skill may be required.

Shortlisting and Interview

Shortlisting of job applications for positions is usually carried out on receipt of individual applications. The application is then assessed against the criteria. If the criteria is met, an interview will be offered and held with at least two (2) panel members that are staff members of Council. The applicant will be contacted by phone if an interview is offered.

Interviews are held at Council facilities. Face to face interviews are preferred; however, if an applicant is unavailable for a personal interview due to excessive distance or other reasonable grounds, Council will conduct a tele conference. The same interview questions and format is followed for each candidate and the interview process usually takes 30 minutes.

Referees

Applicants are asked to provide contact details of a minimum of two (2) current referees. Council prefers that referee information includes the applicant's relationship to the referee, for example Supervisor/Manager.

Please note that it is the responsibility of the applicant to advise their referees that they are applying for a position and secure their permission as a point of reference for Council to make contact directly with them.

Appointment Process

The process normally takes a few days up to a week from the time of interview to the time of advising the successful applicant.

The successful applicant is contacted by telephone at which time a verbal offer of employment is made pending a satisfactory pre-employment Medical. If the applicant accepts the position, the HR team then initiates the pre-employment process. Unsuccessful interviewees are advised in writing.

Some general points to remember when applying for a position

- Applicants are encouraged to read the job Information Package.
- Your application should include Council's Job Application Cover Sheet, your resume (including your employment history and any qualifications) and your response to the selection criteria (essential & desirable).
- Please do not enclose original documents in your job application. Council will not be responsible for misplacing original documents.
- Please keep a copy of your application.
- Applications should be emailed, and addressed to the Chief Executive.

If you require further information in relation to Council's recruitment processes, please contact HR, Workforce Development & Safety.
