

# POSITION DESCRIPTION

<b>Position Title:</b>	<b>Maintenance Worker Plant Operator</b>
<b>Position Number:</b>	<b>10733</b>
<b>Directorate:</b>	<b>Strategic Projects &amp; Infrastructure</b>
<b>Department:</b>	<b>Infrastructure Services</b>
<b>Reports to:</b>	<b>Leading Hand Construction</b>
<b>Agreement:</b>	<b><i>City of Karratha Industrial Agreement 2023</i></b>
<b>Classification:</b>	<b>Level 4 MEU</b>

## 1. POSITION OVERVIEW

The Maintenance Worker Plant Operator is responsible for performing tasks for the maintenance and upkeep of Council's infrastructure.

### 1.1 Position Objectives

- Carry out allocated work programs and undertake repairs and maintenance of Council's services
- Liaise with the Principal Operations Supervisor regarding safety and operation matters and day to day operations.

## 2. DUTIES & RESPONSIBILITIES

### 2.1 Operational

- Physical fitness to be able to operate the following plant and equipment as required for the position;
  - Wacker packer
  - Vibrating Ped Roller
  - Kango hammers
  - Concrete mixer
  - Pressure cleaner
  - Pavement cutters
  - Power and hand tools (includes shovel, rake, mattock and similar).
  - Other machinery and plant as required

### 2.2 Maintenance

- Complete work from written work orders or verbal instructions from the Principal Operations Supervisor.
- Assist in the installation of handrails and associated infrastructure.
- Repair streets and footpaths with asphalt, cold patching materials and concrete.
- Remove and replace damaged parking signs and traffic signs.
- Any other such instruction or duty, (including gardening duties) as may be required by Principal Operations Supervisor or Manager Infrastructure Services.

### 2.3 Occupational Health & Safety

Employees are responsible for ensuring that:

- All tasks are undertaken with the full understanding of the officer's obligation to take reasonable care to ensure personal safety and health at work and that of other persons in the workplace.
- They comply with all City policies and procedures relating to safety.
- Utilise the City's procedure for *OHS Communication, Consultation and Issue Resolution*.

- They will not misuse or damage any equipment provided in the interests of safety or health.
- Observe all safe working practices as directed by the supervisor.
- Use and maintain protective equipment correctly.
- Report ALL accidents and incidents (including near-miss) arising in the course of work to direct line manager / supervisor ASAP and then complete the Accident Incident Report form as reasonably practicable within 24 hours where possible.
- Report all hazards using the Hazard Notification Form.
- Other roles and responsibilities outlined in the *WHS Management at the City of Karratha: Roles and Responsibilities*.

### **3. SKILLS, KNOWLEDGE & EXPERIENCE (KEY SELECTION CRITERIA)**

#### **.1. Authority and Accountability**

- Ability to work efficiently with minimal supervision.
- Demonstrated ability to completion of regularly occurring tasks with general guidance on a daily basis.

#### **.2. Judgement and Problem Solving**

- Basic numeracy skills including the ability to use these skills with weight, volume and distance measurements.
- Ability to follow procedures and use own judgement where a choice between more than two options is present.
- Ability to prioritise tasks to minimise risk to the City and community.
- Ability to manage work commitments and meet deadlines.
- Ability to use initiative to clarify expectations and to ask questions when unsure.

#### **.3. Specialist Knowledge and Skills**

- Good knowledge of the use and maintenance of various types of tools, plant and equipment associated with general maintenance.

#### **.4. Inter Personal Skills**

- Sound written and verbal communication skills to enable effective communication with clients, employees and members of the public to resolve minor matters.
- Ability to work well with in a team.

#### **.5. Qualifications and Experience**

- Basic numeracy skills including the ability to use these skills with weight, volume and distance measurements.
- Relevant experience and/or training in a similar position
- Current Basic Traffic Management Certification
- Current certificates of competency for Grader, Roller, Backhoe, Skid Steer and/or Loader desirable
- Previous Local Government experience desirable
- General knowledge of Occupational Health & Safety Regulations
- A National (or Federal) Police Certificate (no more than 6 months old)