



POSITION DESCRIPTION

Position:	Multipurpose Officer/Plant Operator Permanent Full-Time (Authority Numbers 112.1 & 117.1)
Enterprise Agreement Classification:	Band 3 (Colac Otway Shire Council Enterprise Agreement No. 10, 2025)
Division:	Infrastructure and Environment
Department:	Services and Operations
Reports to:	Team Leader North Roads Maintenance and/or Supervisor Roads North
Approved By:	General Manager Infrastructure and Environment
Date Approved:	February 2023

Colac Otway Shire Council strives to be a values-based organisation. Our values were developed by our people. They guide our behaviours, our approach to our work and to each other.

Our Values

- *We are supportive, inclusive and respectful*
- *We take a positive approach to our work*
- *We commit to safe work practices*
- *We are accountable and proactive*
- *We act with integrity*
- *We communicate effectively*
- *We are flexible and progressive*

Position Objectives

- To become a valued member of the Services and Operations team, carry out allocated tasks on Council's roads, bridges and road reserves, as well as Council-owned and managed land.
- Tasks are to be conducted with special emphasis on safety, quality, customer service and budget requirements. We aim to achieve our targets for Councils' corporate values and standards.
- A strong focus to continuously improve current work practices to provide a safe and pleasant road user experience for Colac Otway Shire residents and visitors is the aim of every team member



PART A	
Key Responsibilities	Expected Outcomes
Resource Management - Undertake manual tasks in the execution of duties required for all maintenance tasks on roads, bridges and road reserve work sites to help utilise resources allocated, including plant, labour and materials required to maximize organisational and customer efficiency. - Undertake routine maintenance checks with regard to safe legal operation of plant and equipment including fluid levels, lubrication points and report any problems to the Team Leader / Supervisor - Actively participate in innovation, productivity and continuous improvement initiatives. - Maintain all plant inside and outside to the conditions specified by the Team Leader or fleet management requirements. - To carry out all duties and functions in a manner that promotes a positive attitude, team-based approach with strong support of organisational values. - Maintain accurate timesheets, plant log sheets, cost sheets and other records including QA, EMS and OH&S documentation as required. - Report to Team Leader / Supervisor any problems encountered in carrying out duties. - Attend after-hours emergency callouts as required.	- As a Colac Otway Shire employee, you are expected to conduct yourself in a positive manner to learn and undertake the tasks required for the communities benefit. - Expected to proactively undertake day-to-day works displaying initiative to continuously improve the function and aesthetics of the Shires outdoor open space assets - To be available to conduct emergency after hours works with a positive and safety driven attitude - That Plant is to be maintained to prolong the life of the equipment - That all documentation is completed and accurate - All issues are reported so that they can be rectified in a timely manner
Customer Service - Assist Team Leader/Foreman in investigating and implementing new technologies and work practices to enhance service delivery and reduce costs. - Promote principles of best practice, the value of customer service and continuous improvement and innovation. - Provide courteous and prompt attention to external and internal customer requests. - Identify and communicate to management any issues or concerns affecting performance or suggestions which will improve performance internally/externally	- That customers are satisfied with works performed and are pleased with their dealings with council staff - That all operations are delivered providing value for money - That demonstrated respectful attitude provides the customer with a positive experience - Works are performed in an efficient and timely manner - All issues and improvement ideas are to be communicated to management
Occupational Health & Safety Provide information and supervision to employees as is necessary to enable employees and	That all policies, procedures, regulations, legislation and safety documentation are followed and understood



PART A	
Key Responsibilities	Expected Outcomes
- subcontractors to perform their work in a manner that is safe and without risk to health. - Assist the Team Leader/Foreman in completing Risk Assessment for nominated work sites including OH&S and environmental issues. - Ensure nominated work sites comply with the OH&S legislation, regulations and codes of practice, training and internal procedures and requirements. - Use and maintain all PPE in a condition that complies with OH&S legislation. - Understanding of Policies, Safe Work Practices, Procedures and safety documentation including onsite pre-work inspections. - Demonstrated adherence to safety practices	- That safety is a core value and for Colac Otway Shire staff to provide a safe workplace for all. - That PPE is to be used and stored correctly to provide a safe work environment for yourself and others. - Staff members, both new and existing are encouraged to speak up and report all safety incidents and improvements - That a safe place, safe equipment and safe people is demonstrated.

PART B	
Classification Criteria	
Accountability and Extent of Authority The position is authorised/responsible for the following: - The occupant is responsible for the quality, quantity and timelines of work and for the care, safety and minor maintenance of plant, equipment and assets used in daily operations. - Assist to allocated works programs and requirements are completed in accordance with targets set. - Provide documentation required for the implementation of QA, EMS and OH&S for nominated work sites. - Responsible for the quality standards of works carried out as defined by the Team Leader/Foreman. - Responsible for providing leadership and direction to other works team members. - Ability to make on site decisions and exercise discretion within standard practices and processes. Guidance and advice will be available within the time to make a decision on non-routine issues. - Making a positive contribution to productivity and innovation theories. Judgement and Decision Making - The work is generally well defined within contract specifications, legislation and policies, however, the incumbent should be innovative, solve problems and assist in the development of new technologies and work practices. - A balanced judgement should be shown in all decision-making processes. - Ability to work well in a team environment as well as limited supervision. Specialist Skills and Knowledge - Knowledge of road/bridge and footpath construction including maintenance techniques. - Experience in safe and competent operation of construction/maintenance plant including trucks, rollers etc. - Experience in performing plant maintenance tasks. - Ability to work well with limited supervision.	



PART B

Classification Criteria

- Experience in pipe laying, trenching works and concrete works.
- Traffic Control, Roadwork signage and safety experience and certificate compulsory.
- Ability to deal with staff, contactors and public in a courteous manner.

Management Skills

- Demonstrated ability to meet priorities, workloads, deadlines and achieve objectives for allocated works.
- Must be able to provide on the job training and guidance to other staff.
- Provide information/reports to the Team Leader/Foreman as required.
- Though knowledge of Colac Otway Shire Work Order and Task system
- Ability to fill time sheets correctly and accurately

Interpersonal Skills

- Display a positive attitude, respectful when dealing with employees, public and contractors in a courteous manner that promotes the organisational values.
- Written communication skills are required.
- Ability to make decisions and solve problems with minimum supervision.
- Ability to discuss and resolve issues/problems politely and respectfully.

Qualifications and Experience

- Proven track record of being able to do manual work.
- Experience in road construction and maintenance essential
- Traffic control, roadwork signage and safety certificate are essential.
- Driver's licence essential – manual transmission essential.
- Heavy truck and/or required machinery tickets such as grader, roller, loader, excavator, and skid steer.
- OH&S Construction Induction Card (White Card) essential.

Special Characteristics

- Some out of hours work may be required on an organisational needs basis
- Appointment is provisional based on pre-employment checks including police and physical checks.
- Current working hours are 7.30am – 4.20pm Monday to Friday and is subject to change.
- Council offers a '9-day fortnight' rostered day off scheme based on an average of 76 hours a fortnight.
- This position is subject to a six-month probationary/qualifying period.

PART C

Standard Organisational Responsibilities

Customer Service

- Promote and enforce Council's policy of excellence in customer service.
- Provide appropriate customer services to our customers in a prompt and engaging manner via social media or web updates.
- Maintain the highest ethical standards and confidentiality in dealing with data, our customers and each other.



PART C

Standard Organisational Responsibilities

Occupational Health & Safety/Risk Management

- Take reasonable care for your own health and safety and for the health and safety of anyone else who may be affected by your acts or omissions at the workplace.
- Co-operate with your employer with respect to any action taken by the employer to comply with any requirement imposed by or under the Health & Safety Acts, Regulations and Codes of Practice.
- Work within Occupational Health & Safety Acts, Regulations and Codes of Practice.
- Ensure Council's Risk Management Policy & Procedures are observed and complied with.
- Enforce Council's OH&S and Risk procedures with contractors and consultants.

Human Resources

- Identify training and development needs through Appraisal System for yourself and any staff you directly supervise and participate in corporate training.
- Ensure adherence to Council Code of Conduct, Equal Employment Opportunity, Privacy procedures and other policies and programs.
- Participate fully in the Staff Performance Management System, Recruitment and Induction processes.

Information Management

- Ensure accurate and prompt registration of all customer requests within the request system, action and respond to assigned requests within a prescribed timeframe and according to Colac Otway Shire Performance Standards.
- Ensure effective use of relevant application software systems (appropriate level of training provided).
- Make and keep accurate and complete records of business activities, including email.
- Ensure the quality and accuracy of data used or enter into Content Manager.
- Understand records management obligations and responsibilities.
- Create records proactively, even those that would not otherwise be created from activities such as telephone conversations, verbal decisions, meetings, conferences etc.

Organisational Development & Business Improvement

- Promote Council Values and participate in ongoing business improvement initiatives to continuously improve Council's systems and processes.
- Actively contribute ideas and suggestions which promotes a culture of innovative thinking.
- Participate in the development and monitoring of Unit Business Plan objectives as appropriate.
- Participate in the Employee Alignment and Engagement Survey as requested.
- Comply with the Colac Otway Shire Customer Performance Standards.

Emergency Management / Business Continuity

- As part of the duties associated with this position, the incumbent may be requested to assist Colac Otway Shire Council in responding to a crisis situation, should one arise, affecting the operation of Council and/or the wellbeing of the community.
- This may involve temporarily working in a different work location within the Shire undertaking different tasks. Priorities of Council will shift during a crisis event, and as such, Officers may find themselves engaged in work activities that differ from the key responsibility areas that are outlined in their Position Descriptions.
- Staff will not be seconded into roles that are beyond their existing skill sets.



PART C

Standard Organisational Responsibilities

Child Safety

- Ensure a child safe environment and contribute to a culture of child safety by fulfilling the responsibilities and requirements of Council's Child Safe Policy and procedures.
- Promote the cultural safety, participation and empowerment of children including Aboriginal, culturally and/or linguistically diverse children, and children with a disability.
- Respond promptly, fairly and transparently to any serious complaints made by a child, young person or their parent/guardian in accordance with Council's Child Safe policy.

Key Selection Criteria

- Demonstrated experience in manual/outdoor civil work activities
- Demonstrated experience in road construction and maintenance works
- Good written communication skills
- Traffic control, roadwork signage competence certificate essential
- OH&S Construction Induction Card/White Card essential
- Truck and/or required machinery tickets such as grader, roller, loader, excavator and skid steer
- Current manual drivers licence

Employee and Employer Agreement

We agree that the above is an accurate reflection of the duties and responsibilities of the position.

Employee Name:

Employee

Signature & Date:

Direct Supervisor Name:

Direct Supervisor

Signature & Date: