

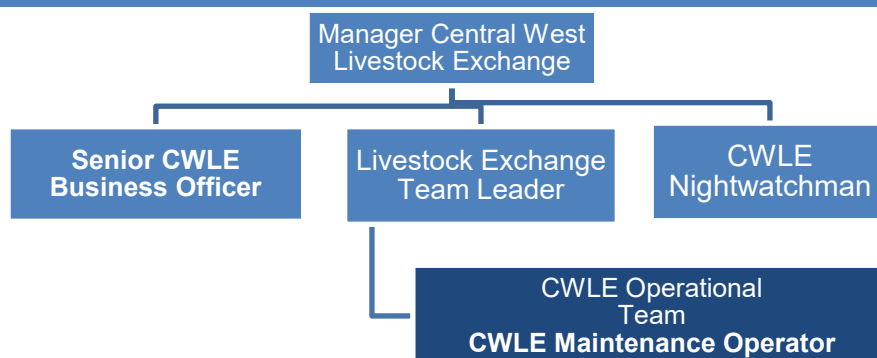
Position Description

Position Title	<i>Livestock Exchange Maintenance Operator</i>
Position Code	SALE003
Directorate	Executive
Department	CWLE
Reports To	Team Leader Livestock Exchange
Direct Reports:	Nil
Position Classification	Operational Band 1, Level 3
Position Status	Full-time
Position FTE Hours	38-hours
Allowances	Adverse Working Conditions
Special Conditions	Ad hoc out of hours work may be required to undertake duties.

PRIMARY PURPOSE OF THE POSITION

The aim of this position is to work as a multi-skilled team member at the Central West Livestock Exchange (CWLE) undertaking a range of duties associated with routine cleaning and maintenance of the facility as well as a focus on administration duties on cattle, sheep and pig sale days. This position will also be responsible for administering compliance rules and regulations proactively at the CWLE.

PORTFOLIO STRUCTURE



KEY AREAS OF DELIVERY

KEY AREAS OF DELIVERY	Est. % of time spent
<i>General operations and maintenance of the CWLE. Including welding, fabricating duties and asset repairs.</i>	70%
<i>Assistance in the administration duties of the CWLE as required e.g. Booking of Sales</i>	20%
<i>Reporting, mobile equipment use & system use for purposes of asset recording, and maintenance plan checks.</i>	10%

Qualifications:

- Tertiary qualifications (Certificate III) in Agriculture or related discipline &/or extensive equivalent experience.
- Formal training and/or qualification in welder/fabrication.
- Minimum of 12 months relevant practical experience in maintenance and labouring;
- Certificate of competency (or willingness to obtain) for the following:
 - Skid Steer;
 - Skid Steer Loader or willingness to obtain; and
 - Frontend Loader or willingness to obtain.

Licences and Compliance:

- Current Class C Drivers Licence
- General Construction Induction Card (White Card)
- NSW Firearms License

Personal Attributes:

- Quickly absorbs new information, adapts thinking, and applies learning to improve performance.
- Shows strong analytical skill, curiosity, and the ability to solve problems in unfamiliar or changing environments.
- A solid 'can do' attitude with complex problem solving and solution finding at your core
- Highly agile, resilient and able to manage multiple competing demands
- High level communication, conflict resolution and negotiation skills
- Results drive – able to set, monitor and adjust projects and work plans to achieve outcomes
- Demonstrated ability to model Council's key values and desired behaviour

Skills and Experience:

- Some experience working in similar environments would be beneficial but not essential
- Demonstrated 'stock sense' and the ability to work safely with livestock;
- Demonstrated experience and understanding of Chain of Responsibility compliance in the Saleyards industry
- Demonstrated experience in a similar role including certification in the Humane Destruction of Livestock.
- Understanding of irrigation or water pump knowledge.
- Experience in Welding and or demonstrated experience in welding using electric arc equipment. Certification in Welding desirable.
- IT: Confident in the use of mobile phone applications, basic computer skills for Timesheets, WHS document management and other business requirements.
- IT: Confident in the use of mobile phone applications, basic computer skills for Timesheets, WHS document management and other business requirements.

POSITION ACCOUNTABILITIES AND DUTIES

- Work as a team member and undertake a range of cleaning and maintenance activities to ensure effective saleyards operations. This includes but is not limited to the following:
 - Sheep yards – hosing and blowing;
 - Pig yards – hosing;
 - Cattle yards – scarifying, power harrows, blowing, shovelling and replacing the soft floor;
 - Weekly maintenance of sumps;
 - Truck wash;
 - Trough systems; and
 - Maintenance of pumps – irrigation and effluent ponds.
- Undertake a range of maintenance and construction activities to ensure that the yards and grounds are maintained and cleaned. This includes but is not limited to the following:
 - Rubbish removal around the CWLE;
 - General maintenance and repairs of facilities where possible;
 - Fencing and repairs;
 - Lubrication of latches and hinges for the cattle and pig yards; and
 - Welding repairs where necessary and in accordance with the skills and experience of the operators.
- Maintain Council's plant and equipment including:
 - Washing;
 - Greasing (daily); and
 - Maintaining and replacing attachments on certain plant in conjunction with another operator.
- Operate plant including skid steer loader, tractor and mowers and carrying out daily maintenance and servicing of plant and equipment to ensure it supports the operations of the saleyards;
- Undertake administrative support and duties as required. This includes but is not limited to the following:
 - Weighbridge operations;
 - Operating the Draft on sale days;
 - Pre-start on all plant and equipment;
 - Completing risk assessments and complying with Council's Safe Work Method Statements (SWMS) in accordance with Council policy;
 - Booking of sales and the completion of sales numbers and records; and
 - Maintaining records of destruction and disposal of livestock.
- Cooperate with Supervisor, Livestock Exchange to carry out activities related to required operation of the effluent management system including:
 - Monitoring and understanding of data;
 - Effluent ponds – chemical dosing;
 - Maintaining all records in relation to the irrigation and effluent ponds; and
 - Sprinklers around yards and grounds.
- Undertake all duties associated with the Stock Feeding contract. These tasks include but are not limited to the following:

- Loading and unloading feed;
- Maintaining accurate records in relation to the stock under the responsibility of the CWLE; and
- Ensuring that all livestock under the care of the CWLE is cared for in a humane environment.
- Liaise with saleyards users as required ensuring a high level of customer service and resolution of issues;
- Ensure that Council and other stakeholders are managing the humane treatment of all animals and where necessary, ensuring compliance with the humane destruction of livestock;
- Ensure that stakeholders are compliant and risk is minimised in all interactions in regards to Chain of Responsibility (CoR) requirements and legislation. It is the responsibility of Council and the employee to remain up to date on CoR training and information;
- Monitor compliance of all users of the facility and driving improvement in compliance and regulation;
- At all times, ensure the Central West Livestock Exchange complies with the following:
 - Animal Welfare Standards and Guidelines for Saleyards;
 - Emergency Animal Disease Welfare Plan;
 - Pollution Incident Response Management Plan;
 - Meat and Livestock Association (MLA) Fit to Load Guide; and
 - Chain of Responsibility guidelines and legislation.

KEY RELATIONSHIPS

Internal (Council)	• MANEX, Managers and Supervisors to coach, advise and support • All Departments to ensure policy compliance and consistency • Executives and Governance for contractor management
External (Industry)	• Central NSW Joint Organisation (Central JO) and regional Councils. • Council external contractors, agents and transport operators • Relevant professional industry bodies incl. Animal Welfare groups, saleyards visitors and stakeholders.

POSITION CAPABILITIES – Local Government Capability Framework

			Foundational	Intermediate	Adept	Advanced	Highly Advanced
Group	Capability Name	Level Required					
 Personal Attributes	Manages Self	Adept					
	Displays Resilience and Adaptability	Adept					
	Act with Integrity	Adept					
	Demonstrate Accountability	Adept					
	Communicate and Engage	Intermediate					

 Relationships	Community and Customer Focus	Adept
	Works Collaboratively	Adept
	Influence and Negotiate	Intermediate
 Results	Plan and prioritise	Intermediate
	Think and solve problems	Intermediate
	Create and Innovate	Intermediate
	Deliver Results	Intermediate
 Resources	Finance	Foundational
	Assets and Tools	Foundational
	Technology and Information	Foundational
	Procurement and Contracts	Foundational

CORPORATE VALUES

As a values-based organisation, Council demonstrates its values through workplace behaviours. These behaviours provide a framework for staff to model behaviour across the organisation. Underpinning the behaviours is the Forbes Shire Council Code of Conduct. Council's corporate values are listed below:



Authentic

We are trusted, accountable and predictable in all of our engagements.



Connected

We connect with each other, our community and our stakeholders to listen, understand and deliver.



Decisive

We act with clear purpose, plans and sound judgement to courageously create and seize opportunities.



Consistent

We have clear and transparent frameworks and processes governing our directions.

COUNCIL WIDE RESPONSIBILITIES

- Ensure compliance with the WHS Act 2011 and its regulations, including:
 - Report any injury, damage, unsafe condition or hazard to the immediate supervisor, or an appropriate person;
 - Wear protective clothing or equipment in the manner intended (if required);
 - Take reasonable care for the health and safety of all persons who are at their place of work;
 - Ensure that the worker themselves and employees comply with Council's psychosocial safety management plan and foster a culture of positive and proactive management of psychosocial risk;
 - Ensure that all employees and contractors under their direction or control receive adequate instruction for the safe and efficient performance of their duties;
 - Correct unsafe and/or unhealthy practices or conditions in areas under the control of the position to the full extent of the position's authority or refer to relevant Supervisor, Manager, or Manager People and Strategy;
 - Cooperate with the supervisor in the measures taken to ensure Work Health and Safety;

- Undertake prompt and direct reporting of all WHS related matters through Council's online system or via phone call to Supervisor within reporting timelines.
- Participate fully in prompt investigation of all serious or potentially serious accidents which result in, or could have resulted in either injury to persons or damage to property, or human resource implications so that remedial action may be effected promptly;
- Work cooperatively in a team environment and provide support and/or technical advice as required across other areas of Council in a timely manner and within SLAs.
- Assess and continuously improve work practices and procedures on a regular basis, via consultation and daily practice to achieve Council's goals;
- Comply with all Council's policies and procedures and Code of Conduct;
- Complete other reasonable duties as directed by the nominated Supervisor;
- Financial delegation as per Council's delegation register.
- Undertake other relevant duties as directed which are consistent with the employee's skill, competence and training.

ASSETS

IT Assets

- Lone Worker device – Pendant

Fleet Assets

- Council fleet vehicle available for daily duties

OTHER REQUIREMENTS

- Australian Drivers Licence
- NSW Firearms License
- Australian Working Rights
- Council's WHS management plan and health surveillance strategy identifies potential health risks within role. You may be required to maintain certain immunisations (e.g. Q fever) and/or participate in Council's Health Monitoring Plan (Asbestos monitoring).

N.B. These form part of formal employment contract prior to valid offer.

GENERAL

- The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.
- You will sensibly and responsibly use all Council issued assets and devices (vehicles, mobile phone, laptop, tablets and lone worker devices and comply with the Workplace Surveillance Policy.
- Local Government (State) Award conditions apply to all entitlements.
- The Position Description links to the overall Organisational Delivery/Operational Plan which ties into an employees' key performance indicators (KPIs) as part of their annual performance review.
- Position descriptions may be amended from time to time in accordance with business needs and in consultation with the incumbent of the position.

I acknowledge that I have read and understood the duties, responsibilities and delegations of the position as outlined in the above Position Description

Full Name of Employee	
Signature of Employee:	
Date:	

END.

This page is intentionally blank.