



Performance Profile 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 mission statement.
- 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' 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 _____

PERFORMANCE PROFILE REVIEWED

DATE _____



Performance Profile Mechanic (Heavy Duty)

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:	Mechanic (Heavy Duty)	Direct Reports:	Nil
Department:	Civil Infrastructure		
Reports to:	Coordinator Mechanical Services		
Status:	Full-time		

Performance Summary

The Mechanic (Heavy Duty) is expected to:

- Maintain the Shire's plant and equipment to the specified plant maintenance program.
- Have a strong focus on occupational health and safety in the workplace.
- Build productive relationships, whilst providing professional and courteous service to internal and external stakeholders.
- Be self-motivated and able to work and maintain reliability in completing assigned tasks.
- Deliver customer service with confidence and have excellent interpersonal and communication skills.
- Have initiative and flexibility.
- Accept responsibility with a 'can do attitude'.
- Champion the Shire's vision, values and mission statement.
- 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

- Maintain and service all plant and equipment to the specified infrastructure maintenance program, including, but not limited to, diagnosis and repair of hydraulics, electrics, transmissions, diesel engines and petrol engines.
- Assist in the continual development of the maintenance program for plant.
- Operate plant and equipment responsibly and safely.
- Gain relevant certification and carry out vehicle inspections (DOT).
- Undertake routine and scheduled checking and minor plant maintenance as required on a daily basis.
- Identify, analyse and address issues and problems before they significantly impact operational works outcomes.
- Undertake manual tasks as instructed in a responsible and safe manner.
- Promote effective teamwork, with a high level of public relations.
- Ensure the workshop is maintained in a clean and safe condition.
- Assist with the introduction and implementation of best practice work activities and continuous improvement as part of the workshop team.
- Provide a professional and courteous service to internal and external customers, including a high level of courtesy towards the public.
- There is an obligation to take reasonable care to ensure personal safety and health at work and that of other persons in the workplace.
- Any other duties as required by the Coordinator Mechanical Services and Manager Civil Infrastructure & Waste Operations.

Position Requirements

- Trade Certificate (Plant Mechanic-Heavy Duty) with considerable relevant experience.
- Experience working on graders, loaders, trucks, trailers, rubbish compactors, tractors, rollers, watercarts, pumps, bores, mowers and miscellaneous petrol and diesel driven equipment (preferred).
- Experience with small and heavy plant equipment.
- Basic experience/knowledge of auto electrics, hydraulics and welding (desirable).
- Sound oral and written literacy skills.
- Good interpersonal skills.
- Uses time effectively and meets agreed deadlines.
- 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 physically fit and capable of undertaking manual labour.
- Possession of White Card.
- Current HR Driver's Licence.
- Current HC Driver's Licence (desirable).
- Forklift licence (desirable).
- Current Police Clearance.
- Hold a current First Aid Certificate.

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- 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.
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- Respecting and maintaining Shire values and culture.

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NAME _____

SIGNATURE _____

DATE _____

MANAGER _____

SIGNATURE _____

DATE _____

PERFORMANCE PROFILE REVIEWED

DATE _____