

Randwick City Council



Position Description and Person Specification

Name of Occupant:

Position: Multi Skilled Worker / Plant Operator

Position Number:

Award Placement: Grade 6

Date Last Amended: August 2008

Department: City Services

Section:

Unit: Waste and Cleaning Services, or
Road Services, or
Open Spaces.

Position Title of Supervisor: Supervisor Waste and Cleaning Services, or
Supervisor Open Spaces, or
Supervisor Road Services.

Positions Reporting to this Position **Direct:** Nil **Indirect:** Nil

Signature of Occupant

Date

Signature of Supervisor

Date

1. Purpose of Position

- 1.1** The incumbent will be required to undertake all the duties of a Multi Skilled Worker and the additional duties of a Plant Operator.
- 1.2** Plant Operator's duties as a team member or individually in an effective, efficient and safe manner.
- 1.3** The Plant Operator is to complete minor routine checks and ensure that the plant is fit for use prior to commencing operation.

2. Organisational Relationships

2.1 Position Title(s) of Supervisor(s):

Supervisor Waste and Cleaning Services
Supervisor Open Spaces
Supervisor Road Services
Supervisor Beach Services

2.2 Position Title(s) that also report to Supervisor:

Multi Skilled Waste & Cleaning Services Staff
Multi Skilled Open Spaces Staff
Multi Skilled Road Services Staff
Multi Skilled Beach Services Staff

2.3 Title(s) of Positions that report to this Position:

Nil

3. Budget Management

3.1 Expenditure:

\$ Nil

3.2 Revenue:

\$ Nil

3.3 Value of Contracts Managed:

\$ Nil

4. Challenges / Problem Solving

- 4.1** To operate Council's large plant items in the following areas: Waste and Cleaning Services, Road Services, Open Spaces, and Beach Services.
- 4.2** To ensure all mechanical repairs are identified and reported to mechanical services for action.
- 4.3** To record and report all safety incidents to Supervisor.
- 4.4** Ensuring that work is undertaken in accordance with relevant Work Health and Safety and environmental protection legislation.

5. Decision Making

- 5.1** The Multi Skilled Worker / Plant Operator will be required to inform the Supervisor of continuous problem areas ensuring that these locations are identify and appropriate action taken.

6. Communication

- 6.1** The Multi Skilled Worker / Plant Operator may be required to deal with residents and users of the City in a fair and courteous manner.

7. Specific Accountabilities

7.1 Accountabilities:

- 7.1.1** To perform duties with minimal supervision, while also being able to work in a team environment.
- 7.1.2** To perform all activities in accordance with Council's Safe Work Method Statements.
- 7.1.3** To operate plant equipment consistent with manufacture's specifications and to ensure the work is undertaken in the most effective manner.
- 7.1.4** To ensure vehicle maintenances check sheets are completed daily, identifying and reporting any damage or mechanical repairs needed to Supervisors.
- 7.1.5** To carry out plant maintenance (i.e., greasing, oil inspection and washing of vehicle).
- 7.1.6** At all times drive Council vehicles in a safe manner and maintain a courteous attitude to other road users.
- 7.1.7** Be responsible for the general cleanliness and appearances of Council's vehicle whilst under your control.
- 7.1.8** Ensure an ethic with the focus on quality customer service that is responsive to the needs of the community.
- 7.1.9** Exercise all delegated responsibilities in a diligent manner.
- 7.1.10** Ensure compliance with legislative, industrial and Council policy requirements and standards in the areas of Equal Employment Opportunity; Work, Health Safety and Rehabilitation; and environmental protection.

7.2 Performance Measures:

- 7.2.1** Customer satisfaction information gathered from independent customer surveys.
- 7.2.2** Amount of accidents per year.

8. Work Health and Safety

8.1 Accountabilities:

Compliance with legislative, industrial and Council policy requirements and standards in the areas of Equal Employment Opportunity; Work Health, Safety and Rehabilitation; and environmental protection.

8.2 Performance Measures:

Ensure activities in accordance with WH&S legislation and Council's WH&S policies and procedures.

9. Financial Management Accountabilities

9.1 Accountabilities:

The position has no direct responsibility for operating expenditure.

9.2 Performance Measures:

The position has no direct responsibility for operating expenditure.

10. Corporate Accountabilities

10.1 Accountabilities:

10.1.1 Accepts delegated tasks and works productively with other team members to achieve team's outcomes.

10.1.2 Maintains current knowledge of relevant issues and statutory and legislative requirements in areas of responsibility.

10.1.3 Understands and supports Council's directions and acts in a manner consistent with its values.

10.2 Performance Measures:

10.2.1 Feedback (positive and negative) from team members.

10.2.2 Number of correctly actioned matters. Number of occasions where an error has lead to a decision being reversed.

10.2.3 Demonstrated compliance with all Council's policies, guidelines and codes.

11. Knowledge, Skills and Experience

11.1 Essential Criteria:

- 11.1.1** Demonstrated experience in working in a team.
- 11.1.2** Demonstrated experience in an operational environment.
- 11.1.3** Experience in dealing with members of the public.
- 11.1.4** Class HR or MR driver's licence or relevant other certified qualifications as determined by the Manager.
- 11.1.5** Good written and oral communication skills.
- 11.1.6** An ability to perform duties with minimal supervision.
- 11.1.7** Be self-motivated and show initiative in the delegated areas of responsibility.
- 11.1.8** A willingness to comply with all Council's policies and procedures.

11.2 Desirable Skills and Abilities

- 11.2.1** Current First Aid Certificate.