



Position Description and Performance Agreement

Intermediate Plant Operator - Parks

Position No:	IS023PR
Position Classification:	Grade 6
Status:	Full Time – 38 hours pw
Position Revised on:	November 2019
Position Written by:	Manager Parks & Recreation
Division:	Infrastructure Services
Branch:	Parks & Recreation
Reports to:	Operational Supervisor – Parks
Incumbent:	
Start Date:	

Special Conditions:

1 POSITION PURPOSE

- 1.1 Operate plant and carry out general duties required in Parks maintenance and construction program.

2 KEY DUTIES AND RESPONSIBILITIES

- 2.1 Carry out maintenance and construction activities as required in programs or as directed by the Parks Foreman/Supervisor
- 2.2 Goods and materials delivered to sites within agreed time frames
- 2.3 Operate plant in approved, safe manner
- 2.4 All operational duties as directed
- 2.5 Keep plant in clean and tidy condition
- 2.6 Carry out fuelling and minor maintenance on plant and log book checks
- 2.7 Undertake regular inspections to ensure plant is legally operational
- 2.8 Remove plants or trees as required.
- 2.9 Clean areas designated of litter as required
- 2.10 Completion of time sheets
- 2.11 Promote a positive image of Council and its activities
- 2.12 Other duties as directed by the Parks Foreman, that is within the scope of your skills, competence and training.

3 POSITION CRITERIA

- 3.1 Essential qualifications and/or licences:
 - MR Licence



- Work cover WHS General Induction for Construction Work in NSW

3.2 Essential experience:

- Previous experience in Parks maintenance and construction
- Sound knowledge of plant and implement use, maintenance and safety
- Understanding of lawn maintenance and improvements
- Experience with chainsaw use, maintenance and safety
- Irrigation systems
- Weed Control ID
- Hard Landscaping
- Understanding and use of Material Safety Data Sheets

3.3 Desirable qualifications and/or licences:

- Green Keeping Certificate
- Bush Regeneration Certificate
- Landscaping Certificate
- Arboriculture Certificate
- Parks and Gardens Certificate
- EWP (Elevated Work Platform)
- Chainsaw Certificate
- Chemical Application Certificate
- First Aid Certificate
- Traffic Control

3.4 Personal Attributes:

- Ability to communicate with colleagues and general public
- Ability to work in a team environment whilst also work independently and be self-motivated
- Physically fit to suit activities of position
- Ability to work in a safe manner and to following WH&S instructions

4 CORPORATE VALUES

4.1 To take every action to embrace Council's values of:

- Professional
 - We set clear goals, measure results and seek to improve
 - We are sustainable
 - We are resilient
- Engaging
 - We value open and clear communication
 - We listen to the contribution of every individual
 - We value differences in the people and their perspectives
- Ethical
 - We behave with integrity
 - We keep our commitments and deliver
 - We make fair and consistent decisions
- Collaborative
 - We work together
 - We are cooperative
 - We share our ideas and talents



5 CORPORATE ACCOUNTABILITIES

- 5.1
- To ensure compliance with relevant legislation and statutory requirements
 - To adhere to relevant delegations and council policies and procedures, including those related to Council's Code of Conduct.
 - To understand and respond to the needs of our customers in accordance with Council's Values and Customer Service Charter.
 - To identify obsolete and inefficient practices and recommend changes where appropriate.

6 WH&S RESPONSIBILITIES

- 6.1 Hawkesbury City Council is committed to ensuring the health and safety of all who contact our works. As a Self Insurer, Hawkesbury City Council has in place a comprehensive Work Health Safety and Injury Management (WHS&IM) System. This System provides processes and procedures for workers and visitors to manage health and safety in the workplace.
- As an employee of Council, there are certain responsibilities, authorities and accountabilities (RAAs) which are identified as part of the terms and conditions of your employment. RAAs are supported by Council's WHS&IM System Element 001 WHS Responsibilities which identifies actions to be taken, and the standards to be achieved. These RAAs are non-negotiable in terms of compliance.

7 PERFORMANCE AGREEMENT

- 7.1 I am fully aware of the terms of this position description and I agree to deliver the requirements of the key result areas to the best of my ability. I acknowledge that my performance will be assessed at least annually in accordance with Council's Employee Planning and Review process.

8 ACKNOWLEDGEMENT

- 8.1 I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that my duties may be varied from time to time, with consultation, to ensure that it remains relevant and up to date.

Employee

Date

Privacy Notice

Council is bound by the provisions of the Privacy and Personal Information Protection Act 1998, in the collection, storage and utilisation of personal information provided in this form. Accordingly, the personal information will only be utilised for the purposes for which it has been obtained and may be available for public access and/or disclosure under various NSW Government legislation.

General Information

This document reflects the major elements and responsibilities of this position and is not designed to be prescriptive in nature. Employees can therefore expect to undertake other duties to those identified.