GENERAL HAND/PLANT OPERATOR

LEVEL 4

POSITION DESCRIPTION

The Shire of Boyup Brook

Our people are passionate about their communities and connected to their teams. They're motivated by our genuine commitment to diversity and inclusion, as demonstrated by our Corporate Values.

OUR VALUES

We have 5 values that guide our everyday behaviours and reflect us at our best.

Proactive

Embrace creativity, adaptability and continuous improvement seeking new ideas and solutions to address challenges and seize opportunities to ensure sustainability.

Leadership & Teamwork

Lead through collaboration, promote diversity, have pride in our work and partner with the community to achieve shared visions and aspirations.

Accountability & Integrity

Demonstrate respect, transparency, honesty and inclusivity in all interactions with the community.

Commitment

Build and share knowledge, act professionally and develop relationships that make a positive contribution to our community.

Engaging Community

Show respect, understanding and compassion for others and work collaboratively with community for better outcomes.

General Hand/Plant Operator

Position Number	D39	**Date Effective**	09 Sep 2025
Level	4	**Agreement / Award**	EA2024
Business Unit	Works and Services		
Responsible To	Executive Manager Operation Services Works Coordinator		

1. JOB OUTLINE OBJECTIVES

1.1. Ensure that Council's Works programs (including Parks and Gardens and Roads programs) are completed to a satisfactory standard under general supervision either individually or in a team environment
1.2. Promote and model professional behavior consistent with the Shire's Code of Conduct, WHS Requirements and the Organisational Values
1.3. Operate plant and equipment to ensure efficient, high-quality services and value for money.
1.4. Be part of a safety conscious and courteous works team.
1.5. Majority of the time allocated to this role will be assigned to the Road Construction section (operating machinery, traffic management, refueling of equipment and general hand duties), however some time may be allocated to the Parks and Gardens section (mowing, weeding, spraying, operating machinery including: chain saws, whipper snippers, blowers, hedgers, slashing equipment and light truck).

2. KEY ACCOUNTABILITIES

2.1. Performance

2.1.1. Ensure work programs are carried out in accordance with WHS and work schedules.
2.1.2. Ensure that regular routine daily maintenance is carried out and that relevant logbooks and pre-starts are completed.
2.1.3. Operate plant and specialized equipment in a competent and safe manner including rollers, mowers, tractors, spray equipment, motorized hand tools and other machinery as required.
2.1.4. General operation of plant and hand tools, carry out maintenance and/or labor duties are required.
2.1.5. Report any damage or faults in relation to the plant and machinery, and any public complaints to the Supervisor as soon as possible.
2.1.6. Secure all vehicles, plant and equipment in a safe and appropriate area when on site and in the Depot compound.
2.1.7. All worksites shall be left in a safe and tidy condition irrespective of the time the site is left unattended.
2.1.8. Perform routine maintenance activities on Council's Parks and Gardens assets including weeding, mulching, tree lopping and pruning, grass mowing and edging, pest control, rubbish removal and associated tasks.
2.1.9. Assist with the implementation of Council Parks and Gardens' Works Program including the planting of trees, shrubs, annuals, and perennials.
2.1.10. Spraying herbicides and pesticides as necessary.
2.1.11. Perform routine maintenance activities on Council's roads, verges, drainage and bridges.

2.1.12. May be required to assist / perform other duties individually or in team environment within other sections of the work force including Rylington Park.
2.1.13. Other duties as reasonably directed within skills, training and experience.
2.1.14. Demonstrated attention to detail and an awareness of working in high profile areas.
2.1.15. Demonstrated values of service, trust, accountability, respect and solidarity and a commitment to quality and continuous improvement principles.

2.2. Teamwork

2.2.1. Work collaboratively with all other Shire staff and encourage all crew to work smarter not harder.
2.2.2. Maintain a willingness to work with others in a productive and meaningful manner.
2.2.3. Contribute to staff meetings and listen to new ideas and provide new ideas.
2.2.4. Adhere to the Shire's Code of Conduct.

2.3. Compliance

2.3.1. Ensure all necessary permits and traffic management plans are signed prior to any works.
2.3.2. Ensure Daily Diary's TMP documentation is kept up to date and submitted weekly to the Manager.
2.3.3. Ensure Pre-Starts are completed prior to operating any machinery and submitted weekly to the Manager.

3. PERFORMANCE OF DUTIES

3.1. Ensure that your work is carried out efficiently, economically and effectively and that the standard of work reflects favorably both on you and the Shire of Boyup Brook.
3.2. Perform your duties impartially and in the best interests of the Shire of Boyup Brook.
3.3. Comply with all Shire policies and procedures including but not limited to Code of Conduct, Shire of Boyup Brook Policy, Local Government Act 1955 and other relevant Legislation.
3.4. Role model a work environment free of discrimination, harassment (including sexual harassment), bullying, victimization, or vilification
3.5. Demonstrate and model our Corporate Values.
3.6. Act with integrity – being consistent with Shire's core values in all your tasks and interactions with others. Demonstrating integrity includes:
- Demonstrating a personal quality that shows a strong respect for ethical principles in all aspects of your work.
- Being dependable and following through on your commitments.
- Being respectful when communicating with others.
- Taking responsibility for your actions and holding yourself accountable for your mistakes.

4. SAFETY AND DUTY OF CARE

The Shire is committed to Workplace Health and Safety in all areas of the Shire's operations, and requires you to comply with the requirements of the *Work Health and Safety Act 2020* and accompanying *Work Health and Safety (General) Regulations 2022* which requires that while at work, a worker must:

a) take reasonable care for the worker's own health and safety; and
b) take reasonable care that the worker's acts or omissions do not adversely affect the health and safety of other persons; and

c) *comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with the Act; and*
d) *cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.*

The Shire requires employees to ensure all volunteers, employees and contractors work or behave in a safe manner and to address or report as appropriate any hazards, behaviours or issues that may compromise health and safety.

5. ELIGIBILITY AND PRE-EMPLOYMENT CHECKS

To be appointed to a permanent position, you must be an Australian citizen, or have permanent residency status, or a visa permitting you to work in Australia permanently. If you have a visa permitting you to work temporarily in Australia, you may be appointed to a temporary or casual position, providing the work complies with the conditions of your visa.

The pre-employment checks relevant to this position include:

- Right to work in Australia.
- Medical assessment including drug & alcohol testing.
- Current National Police Certificate (<3 months).
- Reference checks

6. REQUIRED SKILLS AND QUALIFICATIONS

The Shire of Boyup Brook recognises its legal obligations under the *Equal Opportunity Act 1984* and will actively promote equal opportunity based solely on merit to ensure discrimination does not occur on the grounds of gender, age, marital status, pregnancy, race, disability, religious or political convictions.

6.1. Essential

6.1.1. White Construction Safety Card
6.1.2. Working knowledge parks and gardens
6.1.3. Working knowledge road maintenance
6.1.4. First aid certificate or the ability to obtain one
6.1.5. National Police Clearance
6.1.6. Medical Certificate
6.1.7. Experience working as part of a team to set timeframes
6.1.8. Right to work in Australia

6.2. Desirable

6.2.1. Traffic Management Certificate – Basic Worksite Traffic management & Traffic Controller
6.2.2. Knowledge of the area
6.2.3. Chemcert or equivalent certificate
6.2.4. HR Class Driver's Licence

7. LEVEL OF AUTHORITY AND ORGANISATIONAL RELATIONSHIPS

7.1. Reports to:

- Operates under supervision of Executive Manager Operation Services, Works Coordinator

7.2. Internal Liaisons:

- Shire Staff and Contractors
- Government agencies
- Consultants
- Residents and Ratepayers
- Key stakeholders

8. NORMAL WORKING HOURS

Varied hours of work, as required, within nine (9) day fortnight.

9. KEY PERFORMANCE INDICATORS

At least once in each calendar year the position supervisor will conduct an evaluation of the General Hand/Plant Operator's performance. The annual review will include an assessment of achievement against position objectives, within the context of the Shire's strategic planning.

10. OTHER RELEVANT INFORMATION

This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. The Position Description is subject to review and modification by the CEO, in response to the strategic direction of the Shire, and the development of the skills and knowledge of the position.

11. CERTIFICATION

As Chief Executive Officer (CEO) of Shire of Boyup Brook, I confirm that the details contained in this document are an accurate statement of the duties, responsibilities and is consistent with the Shire of Boyup Brook standards, the Organisation Structure, and other requirements of the position.

As position occupant, I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Occupant	
Date	
Chief Executive Officer	
Date	