

POSITION TITLE:	Plant Operator
AWARD CLASSIFICATION:	Victorian Local Authorities Award, 2001
BAND:	3 (plus industry allowance and maintenance allowance)
DEPARTMENT:	Assets and Development Services - Works
LOCATION:	Beaufort
INCUMBENT:	
TERM OF TENURE:	Full Time
START DATE:	March 2026
COMPLETION DATE:	Ongoing
APPROVED DATE:	February 2026
REVIEWED DATE:	February 2026
PREPARED BY:	Manager Works

COUNCIL VISION: Sustainable and welcoming places and natural environments that create inclusive, happy, healthy, and connected communities

MISSION: The role Pyrenees Shire Council will take to achieve our vision is to:

- Motivate and inspire community involvement
- Provide transparency and accountability
- Use resources efficiently and effectively

VALUES: Our leadership values are:

- Service** I will be part of the solution
I will strive to continuously improve how I work
I will do what I can to help get things done
I will do what I said I would do
I will treat all customers as equals
- Integrity** I will not walk past a standard that I want to uphold and keep
I will honour the commitments I make
I will do what is right, not what is easiest
I will be transparent and accountable in my decision making
I will be accountable for my actions and inactions
- Respect** I will be mindful of the impact that my words and actions have on others
I will strive to keep commitments
I will treat others as they deserve to be treated
I will encourage diverse opinions and perspectives, even when they challenge my own
I will include people in decisions that affect their work

The Pyrenees Shire Council is an equal opportunity employer

ORGANISATIONAL RELATIONSHIPS:

Reports to:	Works Officer (Beaufort)
Supervises:	Nil
Internal Liaison:	All Council staff.
External Liaison:	General public, Suppliers

1. POSITION OVERVIEW:

This role is primarily involved in carrying out maintenance or renewal activities on Council assets including on sealed roads, unsealed roads, drainage, bridges and any other Council related infrastructure. It involves operating a variety of heavy machinery/plant and includes manual labour.

2. POSITION RESPONSIBILITIES AND KEY SELECTION CRITERIA

2.1 Position Responsibilities

- a) To ensure safe, responsible operation and maintenance of tools, plant and equipment used in the performance of a range of activity relevant to the overall maintenance and a related range of functions of Council.
- b) To be an integrated team member involved in the maintenance of Council Assets and Infrastructure, as directed, within appropriate guidelines, technical standards and budgets as determined by various Council Programs, Procedures, Specifications and the Works Manager.

2.2 Key Selection Criteria

- a) Displayed capacity to operate in a team orientated environment.
- b) A displayed knowledge of basic Occupational Health, Safety and Environmental workplace requirements.
- c) Some basic knowledge of Municipal maintenance operations and requirements.
- d) Demonstrated experience with a variety of heavy plant and equipment
- e) Victorian drivers licence with Heavy Rigid endorsement as a minimum.
- f) Basic literacy and numeracy skills.

3. KEY RESPONSIBILITIES & DUTIES:

3.1 Position Responsibilities

- a) To liaise with the relevant supervisor regarding duties, locations, and requirements of daily activities inclusive of emergency response after hours as required.
- b) Activity will include but is not restricted to participation in routine maintenance works incorporating assisting in sealed road repairs, traffic management installation, gravel road maintenance, litter control, drainage works, bridge maintenance, road construction, roadside signage and guidepost maintenance and installation, preventative maintenance applications and provision of a supportive role in a range of operational functions as required.
- c) Safe operation of items of plant and equipment as required from time to time to facilitate targeted works outcomes.
- d) Reporting of all accidents, incidents, risks/hazards and near misses in the appropriate format designated within the Councils Policy System.
- e) Maintain ongoing commitment to procedures and works instructions within the Policy System in order to

support broader organisational objectives.

- f) Ensure that all work areas are kept in a clean, safe and tidy state at all times.

3.2 Corporate Responsibilities

- a) Comply with Council policies and procedures that are relevant to the position, including compliance with legislative obligations and behavioural expectations relating to equality, non-discrimination, anti-bullying, privacy, and Council's Codes of Conduct.
- b) Efficient and effective utilisation of Council's resources, including the reporting of property damage, theft, or other losses immediately.
- c) All staff shall create full and accurate records of work-related decisions and activities; and save these records into the corporate electronic document management system in accordance with Council's Records or Information Management Policies.
- d) In the event that the Municipal Emergency Management Plan is enacted, employees may be called upon to assist with emergency related functions under the Emergency Management Act 2013, including the provision of emergency response, relief, and recovery services to our community.

3.3 Child Safe Standards

- a) Pyrenees Shire Council is committed to providing an environment that protects children and young people; where children and young people are respected, listened to, valued, and encouraged to reach their full potential.
- b) All staff must adhere to Council's Child Safety & Wellbeing Policy and Framework and ensure that any reasonable suspicion of abuse or serious neglect to children or young people is reported.

3.4 Risk Management and Occupational Health & Safety

All employees must:

- a) Take reasonable care for their own health, safety, and wellbeing; and for the health, safety, and wellbeing of anyone else who may be affected by their acts or omissions in the workplace.
- b) Cooperate and abide with all safe working procedures developed by the Pyrenees Shire Council and any other action taken by Council to comply with relevant occupational health & safety legislation or regulation.
- c) Actively participate in the identification and documentation of workplace hazards, and the development of safe working procedures.
- d) Actively encourage other employees to work safely.
- e) Ensure Council's risk management and OHS policies and procedures are observed and complied with at a personal level.
- f) Understand, apply, and encourage others to observe Council's risk management and OHS policies and related procedures.
- g) Ensure the physical security of all property, equipment, and buildings within your area of control or influence.
- h) Report any incident resulting in personal injury immediately.
- i) Actively reduce Council's risk exposure by reporting any issue that may result in an insurance claim (or lead to potential future injury or loss) including incidents, security issues, and all safety hazards and near misses.

4. REQUIRED COMPETENCIES

The Pyrenees Shire Council's Capabilities Framework defines the core skills and abilities of the position in the organisation to achieve excellence and success, and to deliver its Council Plan and strategic priorities:

LEVEL 1 – ALL STAFF		
Competencies	Expectations	Behaviours
Live PSC's Mission, Vision and Values	Be reflective and connect the purpose and practice of your work to the work of PSC. Link everything you do to the PSC's Mission, Vision and Values.	<ul style="list-style-type: none"> • Understand, articulate and give expression to PSC's Mission, Vision and Values to others. • Take pride in being trustworthy. • Represent PSC's highest standards through respectful and ethical expression of the Council's Mission and the shaping of a hope-filled future. • Deal with others in an open, honest and respectful manner that fosters trust.
Apply commercial acumen	Take action and complete tasks in compliance with your delegation of authority. Understand the context in which you carry out your day to day work and the contribution you make to the broader organisation.	<ul style="list-style-type: none"> • Show understanding of how resources (time, materials, staffing, etc) link to outcomes. Work to achieve budget or control costs. • Establish methods for staying in tune with industry trends. • Understand the wider environment in which PSC operates by keeping up-to date with new developments. • Be aware of the commercial aspects of PSC; including stakeholders, services and funding that contribute to the financial sustainability of PSC.
Adapt to and lead change	Understand that PSC needs to make changes and maintain effectiveness when experiencing change.	<ul style="list-style-type: none"> • Think positively and remain open-minded even when faced with obstacles. • Be resilient and flexible in approach to work. • Think creatively when implementing change initiatives in the context of your work. • Listen to the changes proposed, provide feedback and contribute to new solutions.
Deliver stakeholder centric service	Carry out personal actions and tasks with a stakeholder focus and community outcomes in mind.	<ul style="list-style-type: none"> • Respond to requests for service in a timely and thorough manner. • Do what is appropriate to ensure stakeholder expectations are met. • Prioritise stakeholder needs. • Follow up to evaluate stakeholder satisfaction.
Collaborate effectively	Cooperate and collaborate with others to achieve individual and team goals	<ul style="list-style-type: none"> • Demonstrate high levels of personal engagement and inclusiveness amongst peers. • Be visible and accessible to colleagues; communicate openly and widely to share information and knowledge. • Be a team player; share information and see the benefits of working as a team. • Keep others informed and up to date about what is happening.

LEVEL 1 – ALL STAFF		
Competencies	Expectations	Behaviours
Communicate with impact	Communicate clearly based on facts and logic; listen and respond appropriately to others.	<ul style="list-style-type: none"> • Provide accurate and timely information in the right amounts to others to support their work. • Convey facts, concepts and technical information clearly and concisely, using terms that most people can understand. • Pay attention and listen to others, taking time to build rapport. • Demonstrate respect for others and how they are feeling.
Coach and develop	Take responsibility for one's own personal growth and skill development and actively seek out opportunities for learning and self-improvement.	<ul style="list-style-type: none"> • Be personally committed to and actively work to continuously improve yourself. • Understand that different situations and levels may call for different skills and approaches. • Work to deploy strengths and compensate for weaknesses and limitations. • Seek out opportunities for personal growth and development.
Be responsible and accountable for achieving excellence	Be Mission-aligned and responsible for delivering results through self-examination, perseverance, adhering to regulatory obligations and applying policies and procedures that inform the legal and risk responsibilities of one's role.	<ul style="list-style-type: none"> • Maintain the practice of self-reflection and renewal; examining and nourishing self upon the core values of the Mission, Vision and Values of PSC. • Be accountable to identify and connect legal and risk responsibilities back to your role and know where to find the relevant policies and procedures, particularly the PSC Code of Conduct. • Fulfil all commitments made to peers, co-workers, supervisors and customers; take personal responsibility and accountability of your work and seeing efforts through to completion. Be honest about mistakes. • Persist with assigned roles and tasks until completion, while seeking support when required.
Know PSC work processes and systems	Confidently use PSC's processes and systems to efficiently carry out day-to-day work.	<ul style="list-style-type: none"> • Demonstrate use of core office applications and other technologies in use in your field of work; ensure the accuracy of data entry and output in support of accurate and timely reporting. • Use computer, telecommunications and audio-visual equipment or other technologies used by the organisation in relation to your work. • Accept responsibility for own performance to deliver work activities on time and to the required standard in agreement with your nominated supervisor. • Understand the steps in work flow to achieve outcomes that appropriately utilise available systems and procedures.
Make informed decisions	Identify and utilise key data and information available within PSC to make informed decisions.	<ul style="list-style-type: none"> • Demonstrate a sound understanding of PSC (business) functions, terminology and processes. • Have knowledge and awareness of relevant information sources to aid research and analysis. • Be bold and express your opinion that is based on fact in order to aid team decisions and discussions. • Employ a methodical and logical approach when analysing information to make informed conclusions and decisions that are based on fact.

5. ACCOUNTABILITY AND EXTENT OF AUTHORITY

- a) The good repair, cleanliness and safe working condition of plant and/or equipment operated inclusive of format reporting of plant condition and defects.
- b) Involvement in a range of activity utilising developed skills and knowledge available to the incumbent.
- c) Accountable to the relevant allocated Supervisor for carrying out all allotted tasks in a thorough, safe, effective efficient manner and maintaining constant vigilance in relation to the applications of Council's Occupational Health and Safety and Environmental Management procedures, practices and works instructions.
- d) For the quality outcomes of allotted tasks comprising the employees program of activity.
- e) Timely and accurate submission of personal timesheets, works reports and plant maintenance records.
- f) For integration and support as part of an operational team carrying out allocated activity comprising part of overall works operations.

6. JUDGEMENT AND DECISION-MAKING

- a) Relevant to allocated activity apply and comply with procedures and works instructions relevant to the specific activity.
- b) Operate within sites ensuring optimal safety of fellow workers and public is maintained through appropriate use of applicable organisational procedures.
- c) Make on site decisions regarding the safe and efficient implementation of activity on the site.

7. INTERPERSONAL SKILLS

- a) Ability to communicate with other employees.
- b) Ability to work in a team environment to achieve desired work objectives.
- c) Ability to liaise with public contacts in relation to field operational issues.

8. MANAGEMENT SKILLS

- a) Ability to self manage works activity on occasions.
- b) Ability to provide or transfer accurate advice.
- c) A basic capacity to make accurate quantity estimates.

9. SPECIALIST KNOWLEDGE AND SKILLS

- a) Safe and competent operation of a range of minor plant and equipment.
- b) Ability to apply safe and competent operation of mobile equipment and trucks to a capacity of not less than 8 Tonne GVM and has 3 axles.
- c) A basic awareness of personal obligations in relation to Occupational Health and Safety and Environmental Management systems and procedures relevant to the Council's Works Operations.
- d) A basic awareness of personal obligations in relation to Councils Policy System, specifically relevant to Council's Works Operations.
- e) Being physically fit – able to sit and stand for extended periods of time.
- f) Physically able to perform labour intensive duties.
- g) Must possess a Heavy Rigid driver's licence.

10. QUALIFICATIONS AND EXPERIENCE

- a) Heavy Rigid endorsed licence.
- b) Appropriate Certification of Competency in handling a range of certifiable equipment.
- c) A minimum of two years' experience in the Municipal Infrastructure Maintenance field or similar vocation.
- d) Capacity to operate basic communications equipment.
- e) Working Knowledge of signage of construction and works sites.
- f) Practical knowledge of sealed and gravel road maintenance requirements.
- g) Previous experience in the use of a range of industry related hand tools is advantageous.

11. AUTHORISATION

The following signatures are required to indicate understanding, agreement, and approval of the position description. This position description is current at the date of issue and is subject to review at least annually, in collaboration with the employee.

**Employee
signature:**

Employee name:

Date:

**Supervisor
signature:**

Supervisor name:

Date:

CEO signature:

Date:

**Manager People &
Culture signature:**

Date: