

# KATHERINE TOWN COUNCIL – POSITION DESCRIPTION



1. POSITION INFORMATION			
POSITION TITLE:	Machine Operator WMF	REPORTS TO:	Environment and Municipal Manager
POSITION LEVEL:	Level 4	FINANCIAL DELEGATION	NA
DEPARTMENT:	Infrastructure & Environment	BUSINESS UNIT:	Infrastructure & Environment
REVIEWED BY:	Human Resources	REVIEW DATE:	September 2022
APPROVAL DATE:	22/09/2021	APPROVED BY:	CEO
2. POSITION CONTEXT			
<p>This position reports directly to the Environment and Municipal Manager and is responsible for undertaking duties for the Infrastructure Operations works program. Duties include minor projects, maintenance, and service delivery related to roads, paths and drainage networks, buildings, recreation and public facilities, landfill and waste transfer station operations.</p> <p>This role is responsible for the safe and effective operation of plant and equipment and performing labouring tasks as requested to maintain and improve Council assets and infrastructure throughout the Katherine Municipality.</p>			
3. POSITION'S KEY RESPONSIBILITIES			
<ol style="list-style-type: none"> <li>1. The safe operation of all Waste Management Facility plant and equipment including but not limited to waste handler, front end loader, excavator tip truck, hook truck and other minor equipment.</li> <li>2. Perform various tasks to assist the Waste Management Facility team in the operation of the landfill and transfer station.</li> <li>3. The safe operation of road maintenance plant and equipment including but not limited to grader, rollers, bobcat and attachments.</li> <li>4. Perform labouring duties and manual handling tasks in a safe and effective manner, using the necessary PPE, to assist in the delivery of minor works and services such as maintenance and renewal of roads, drains, footpaths and cycleways; installation of signs, bollards, guideposts and fencing; and laying concrete.</li> <li>5. Undertake general maintenance works including minor building and recreation facility repairs and improvements.</li> <li>6. Undertake minor repairs and servicing and daily inspections and maintenance tasks for equipment and machinery.</li> <li>7. Adhere to the Katherine Town Council policies and procedures, especially Workplace Health and Safety requirements including, but not limited to, safe operating procedures, safe work method statements and risk assessments.</li> <li>8. Complete planned works and service in accordance with procedural instructions with conscious consideration for safety and wellbeing.</li> <li>9. Other responsibilities as shall be reasonably associated with or incidental to the above responsibilities or as shall, in the course of the employment, be agreed between the parties as being or forming part of the duties.</li> </ol>			
4. ORGANISATIONAL RESPONSIBILITIES			
<ol style="list-style-type: none"> <li>1. Ensure compliance with Workplace Health and Safety requirements. Comply with workplace procedures for risk identification, risk assessment and risk control. Participate in activities associated with the management of workplace health and safety. Identify and report health and safety risks, accidents, incidents, injuries, property damage and mishaps at the workplace.</li> <li>2. Assist in the implementation of the Katherine Town Council's Local Counter Disaster Sub-Plan in the event of a disaster.</li> <li>3. Ensure incumbent is dedicated to servicing our community and will listen to and proactively respond to their needs.</li> <li>4. Foster sustainable, honest relationships with the community and stakeholders.</li> </ol>			

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<p>5. Perform and deliver results that align with organisations strategic direction and serve our community.</p> <p>6. Work in accordance with Council’s Vision and Mission statement.</p> <p>7. Provide excellent customer service through incoming telephone calls, email and front counter enquiries.</p>		
<p><b>5. Level of Responsibility</b></p>		
Authority & Accountability	Responsible for completion of regularly occurring tasks with general guidance on a daily basis. May supervise work or provide on-the-job training, based on their skills and/or experience, to employees of the same or lower level.	
Judgment & Problem Solving	The nature of the work is clearly defined with procedures well understood. Tasks performed may involve selection from a range of existing techniques, systems, equipment, methods or processes. Guidance is available from more senior staff.	
Specialist Knowledge & Skills	Requires demonstrated competence in a number of key skill areas related to major elements of the job. Proficiency in the application of standardised procedures and practices. May also include the operation of tools, plant, machinery and/or equipment, in accordance with the requirements of the position. Performance of trades and non-trade tasks incidental to the work.	
Management Skills	Not required at this level.	
Interpersonal Skills	Employees at this level require communication skills to enable them to effectively communicate with clients, other employees and members of the public and in the resolution of minor matters.	
Qualifications & Experience	Qualifications or relevant experience in accordance with the requirements of work in this level which maybe acquired through: (a) a trade certificate or equivalent; completion of accredited/industry-based training courses equivalent to a Certificate IV (non-trade); and/or (b) knowledge and skills gained through on-the-job training .	
<p><b>6. SELECTION CRITERIA</b></p>		
Essential	<ul style="list-style-type: none"> <li>• Demonstrated ability to meet the position’s key responsibilities</li> <li>• Current NT Heavy Rigid (HR) Driver’s Licence</li> <li>• Physically fit to undertake manual labour in an outdoor setting for prolonged periods of time</li> <li>• Ability to undertake and pass a medical assessment</li> <li>• Experience in operating plant, machinery and equipment independently</li> <li>• Ability to manage time to achieve tasks within a set timeframe</li> <li>• Ability to problem solve and critically think in the workplace</li> <li>• Ability to take instruction and work unsupervised</li> <li>• Experience in general repairs and maintenance for buildings, facilities, roads, footpaths or other infrastructure</li> <li>• Sound verbal communication skills</li> <li>• Demonstrated ability in maintaining a safe working environment and application of correct manual handling techniques</li> <li>• Minimum experience of 2 years in similar or related role</li> </ul>	
Desirable	<ul style="list-style-type: none"> <li>• Experience or qualifications related to civil construction and/or waste management facility operations</li> <li>• Related trade skills certification</li> </ul>	
<p><b>7. ACKNOWLEDGMENTS</b></p>		
Employee:		Date:
Manager/HR:		Date: