

# General Information for the Position of Trainee Plant Operator

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**Further Information can be obtained from:**

Sylvester Otieno, Divisional Manager Engineering  
Services - (02) 6847 6600

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## Schedule 1

Advertisement for the Position

Trainee Plant Operator

## POSITION VACANT

### Trainee Plant Operator

Are you ready to take the first step toward an exciting and rewarding career in Local Government? We're on the lookout for a motivated and ambitious person to do a Plant Operator Traineeship. We are passionate about developing careers and supporting young people into the workforce. Through this traineeship, you'll gain hands-on experience, build valuable skills, being supported every step of the way.

#### **About You**

- ☐ Enthusiastic and eager to learn;
- ☐ Reliable and punctual;
- ☐ Strong attention to detail and the ability to follow instructions;
- ☐ Able to work well both within a team and autonomously;
- ☐ Good communication skills.
- ☐ Class C Licence

#### **Benefits**

- ☐ Earn while you learn!
- ☐ Receive nationally recognised Plant Competencies.

The successful applicant will undertake training towards gaining a Competencies.

The successful applicant will be subject to a pre-employment medical assessment prior to confirmation of employment. The period of the Traineeship is three years. At the completion of the Traineeship, employment with Warren Shire Council is not guaranteed and will be subject to available funding to support a position.

#### **Employment Conditions**

Conditions of employment are in accordance with the Local Government (State) Award, and Council's Salary System within Operational Band 1, Level 1, T1 to T4, with the current salary range between \$482.00 to \$827.40 per week depending on age and experience.

The position is full time Monday to Friday (7.15am to 4.30pm in Winter, 6.15am to 3.30pm in Summer, with a 30 minute lunch break).

#### **Applications**

If this sounds like the opportunity you've been looking for, an Information Package must be obtained by attending the Administration Centre, 115 Dubbo Street, Warren or by visiting Council website [www.warren.nsw.gov.au](http://www.warren.nsw.gov.au).

All applications should be addressed to the General Manager and include your Resume and the completed 'Employment Application Form' from the Information Package, along with two referees. If possible, at least one of these referees should be a work related. However, if you have not had previous employment or work experience, the names of two non-family member referees will be accepted.

Applications can be lodged:

- ☐ Via mail – P.O. Box 6, Warren, NSW, 2824
- ☐ In person – 115 Dubbo Street, Warren, NSW, 2824
- ☐ Via email – [hr@warren.nsw.gov.au](mailto:hr@warren.nsw.gov.au)

For enquiries contact, Sylvester Otieno, Divisional Manager Engineering Services on (02) 6847 6660.

## Schedule 2

### Position Description

## Trainee Plant Operator

## Position Description

<b>Position Title:</b>	Trainee Plant Operator – Road Construction and Maintenance Crew
<b>Department:</b>	Engineering Services
<b>Classification:</b>	Operational Band, Level 1, Trainee Level 4  Minimum dependent on qualifications and /or age.
<b>Grading:</b>	Local Government (State) Award Progression between Grades 1-4 is in line with Council's Salary System.
<b>Hours of Duty:</b>	9 day (76 hour) fortnight, 7.15am start 4.30pm finish (Winter), 6.15 start 3.30pm finish (Summer) ½ hour lunch
<b>Annual Leave:</b>	4 weeks per year.
<b>Responsible Officer:</b>	Divisional Manager Engineering Services
<b>Immediate Supervisor:</b>	Roads Overseer

### Position Objectives:

The position Trainee Plant Operator - Road Construction and Maintenance Crew is one within a team of workers whose principal duty is the maintenance and construction of Council's Sealed and Unsealed Road Network.

It is a requirement of the position that the person be able to work together in a team environment and on an individual basis and go about their work with a minimum of problems and the utmost efficiency.

Works include but are not limited to training in plant operation but may also involve labouring, concreting and general construction and maintenance work at various times and places on both roads and other Council facilities.

The occupant of the position is required to travel or camp as directed; and must be prepared to work out of hours as required.

## **Licences, Qualifications and Experience:**

### **Essential:**

School Certificate  
Class C Motor Vehicle Driver's Licence

### **Desirable:**

Higher School Certificate

### **Schedule of Duties:**

- Be aware of plant and equipment capabilities
- Ensure plant, equipment and machinery is fully operative and in safe working order and always operated in a safe and legal way in accordance with all relevant Acts
- Ensure that all safety equipment and clothing is used where required in the correct manner
- Liaise with immediate supervisor about daily and weekly works
- Organise daily plant and material requirements, organise stores requisitions
- Ensure that all work sites are left in a neat, tidy and safe condition
- Prepare insurance reports as required
- Attend plant schools, seminars, training sessions associated with this position if required
- Ensure that there is no wastage or misuse of resources
- Carry out other duties as required by the Divisional Manager Engineering Services, Roads Infrastructure Manager and/or Roads Overseer

### **Customer Service**

- Project and promote the image of Council as both positive and efficient through maintaining professional standards and presentation.
- Attend to enquiries from internal and external customers promptly and professionally.
- Communicate effectively and sensitively with both internal and external customers.
- Objectively solve disputes and/or problems that may arise with internal and external customers
- Work cooperatively with other organisations

## **Work Health and Safety Responsibilities**

All employees are responsible for WHS at Warren Shire Council and their duties include:

- Working in a safe manner without risk to themselves, others, Council's equipment or the environment;
- Reporting all WHS hazards and incidents to their supervisor;
- Reporting all injuries and illnesses to their supervisor and the Work Health Safety/Risk Officer within 24 hours;
- Providing suggestion, through agreed consultation method, on how to improve WHS issues;
- Seeking assistance if unsure of WHS procedures;
- Reporting any faulty equipment or plant to their supervisor;
- Participate in WHS consultation arrangements in your workplace;
- Complying with any Return to Work Plan if injured;
- Correctly using all personal protective equipment; and
- Complying with emergency and evacuation procedures.

## **Physical Demands**

The position holder is required to be physically fit as they are likely to be exposed to a range of activities including prolonged sitting and standing, close eye work, and pushing, pulling, bending and lifting.

## **Key Accountabilities**

- Adherence to authorised working hours
- Adherence to adopted safe working practices
- Adherence to adopted works specifications
- Control of plant and materials under direct control of the Light Plant Operator – Villages
- Adherence to adopted policies of Council
- Carry out duties as instructed
- Report any problems with plant and equipment, mechanical or otherwise, to the Plant Foreman
- Demonstration of good driving/operating and low maintenance record for plant operated
- Advise Town Services Foreman/ Services Overseer if unable to attend or complete work
- Ensure all records are maintained
- Ensure harmonious and productive relationships exist with the Council staff
- Promote a positive image of Council
- Processing of time, plant, contractor and maintenance management system sheets

## **Output Measures**

- Standard of workmanship
- Number of work safety incidents
- Maintenance record of plant operated
- Ability to operate plant and equipment competently and efficiently
- Attendance record
- Quality of work performance
- Presentation

## **Position Skill Descriptors - Operational Band, Level 1 (B1 L1 T4):**

**Authority and accountability:** Completion of basic tasks with work closely monitored by the team leader or supervisor.

**Judgement and problem solving:** Judgement is limited and coordinated by other workers.

**Specialist knowledge and skills:** Specialist knowledge and skills are obtained through on-the- job training and Council-based induction training. Off the job training may lead to trade, technical or professional qualifications.

**Management skills:** Not required.

**Interpersonal skills:** Limited to communications with other staff and possibly, with the public.

**Qualifications and experience:** Completion of School Certificate or the Higher School Certificate may be sought. Completion of an appropriate labour market program or similar short-term work/skills experience is desirable.



## Schedule 3

### Employment Application Form

(Return this section with your Resume)

### Trainee Plant Operator

# Employment Application Form

## Privacy Statement:

As part of the recruitment process Warren Shire Council will be collecting information about you. This information is private information for the Privacy and Personal Information Protection Act. This information will be included in the recruitment file and accessed by Council Human Resources staff and members of the Recruitment Selection Panel. Applicants may request their information be returned to them at the conclusion of the recruitment process.

## Personal Details \* Required Fields

First Name*	Last Name*
E-mail*	
Phone*	Mobile
Street Address*	Postal Address*
City, Town, Suburb*	Postcode*
Country*	State*

## Questions

<p>1. Please indicate your eligibility to work in Australia*</p> <p>a. Australian/New Zealand Citizen</p> <p>b. Permanent Resident</p> <p>c. Current Visa including Visa Class and duration (expiry date)</p> <p>d. None of the above</p>
<p>2. If you answered Current Visa or None of the above, please provide details of your eligibility to work in Australia including Visa date or issue and any Visa restrictions.</p>
<p>3. Have you read and understood the position description and the requirements for the position for which you are applying? *</p> <p>a. Yes</p> <p>b. No</p>
<p>4. Have you ever previously been employed by Warren Shire Council? *</p> <p>a. Yes</p> <p>b. No</p>

5. If you answered Yes to the above question, please provide details of your employment (dates of employment and job/position title) \*

6. Please explain your motivation for applying for this position and why you believe you are a suitable candidate\*

7. Do you have any trade certificates, university or TAFE certificates or other (traffic control, etc.)? \*

a. Yes

b. No

8. If you answered Yes to the question above, please outline your qualifications and your experience in relation to this position within Local Government\*

Attach certified copies of all relevant documentation to this application\*

9. What Class of motor vehicle driving licence do you hold? \*

a. None b.

Class C c.

Class LR

d. Class MR

e. Class HR

f. Class HC

g. Class MC

h. Other (please explain)

State of Issue:

Expiry Date:

<b>10. What is your local area knowledge for attractions, businesses and services? *</b>
<b>11. Have you had experience working in a customer service environment? *</b> a. Yes b. No
<b>12. If you answered Yes to the above question, please detail your experience including examples*</b>
<b>13. Data recording, internet research and skills in providing detailed information are essential in this role. Provide actual examples of your experience of these skills*</b>
<b>14. Equal Employment Opportunity - Please note that providing this information is voluntary, any information you provide will remain confidential and will only be used for the gathering of statistical data.</b> <b>Are you Male or Female?</b> a. Male b. Female
<b>15. Do you identify as Aboriginal or Torres Strait Islander?</b> a. Yes b. No
<b>16. Is English the primary language spoken at home?</b> a. Yes b. No

**17. Do you have a disability?**

**a. Yes**

**b. No**

**18. If you answered Yes to the question above, please state what support or assistance you may require to help through the recruitment process.**