

Position Description

Plant Operator

Position Details

**Position Title** Plant Operator

**Classification** EMRC Remuneration Band – Level 4

**Position Number** A0093A

**Basis of Employment** Full Time

**Team Name** Operations – Hazelmere Resource Recovery Park Team

Position Objectives

* To assist with the day to day operation of the Hazelmere Resource Recovery Park.

Organisational Values

The EMRC’s values describe what we believe in and how we will operate. All employees are expected to consistently demonstrate EMRC values and display the following behaviours:

**Excellence** Striving for excellence through the development of quality and continuous improvement.

**Recognition** Valuing employees in a supportive environment that focuses on their wellbeing.

**Innovation** Focus on innovative approaches in projects and service delivery.

**Responsiveness** Dynamic and flexible service delivery.

**Integrity** Accountability and consistency in all that we do.

Leaders ensure that the organisation’s values are created and sustained by establishing the Council’s strategic direction and providing an environment that encourages all employees to reach their potential in achieving the organisational outcomes.

Key Duties/Responsibilities

Position Responsibilities

* The safe operation of plant and equipment including:
	+ Front End Loader
	+ Excavator with Grab Attachment
	+ Low Speed shredder
	+ Tip Truck
	+ Hook Lift Truck
	+ Trommel Screen and Stacking Conveyor
	+ Other miscellaneous equipment
* General laboring duties as required.

Work Health and Safety (WHS) Responsibilities

* Comply with all Statutory requirements.
* Take reasonable care to ensure their own safety and health whilst at work and that of others.
* Consult and cooperate with Management on matters of Work Health and Safety
* Report all hazards, accidents, incidents and near misses according to the Accident/Incident Reporting process.
* Develop and follow all safe work procedures as directed by the supervisor or as otherwise directed.
* Use personal protective equipment (PPE) as required.

Organisational Responsibilities

* Ensure all documents are created, stored and maintained in accordance with the organisation’s electronic Document Management system requirements.
* Ensure all duties are performed in compliance with the procedures documented in the Business Management System (BMS) or other more current internal guideline documents.
* Actively seek and report on methods of improving systems of work to ensure continuous improvement.
* Respond to organisational initiatives and assist in the development of the EMRC as directed.
* Represent the EMRC in a responsible and professional manner at all times.
* Comply with the policies and procedures of the organisation at all times.
* Properly organise and manage working time to ensure efficient productivity.
* Perform other duties as directed that fall within the scope of the position or the incumbent’s knowledge and skills base.

Position Requirements

Competencies

* Effective communication and interpersonal skills.
* Demonstrated ability to work within a busy team environment.

Experience

* Experience in operating heavy machinery.

Qualifications

* Appropriate plant operating competency certificates.
* Current and valid WA HR Drivers Licence (or equivalent).

Organisational Relationships

**Responsible to** A0095A – Team Leader Hazelmere Resource Recovery Park

**Supervision of** Not Applicable

**Internal and External Liaison Internal** All EMRC Management and Employees

 **External** Member Council employees

 Members of the general public

 Schools, educational institutions and research organisations

 Environmental community, not for profit and industry groups

 Relevant State and Federal Government departments and agencies

 Professional associations and communities of practice

 Suppliers, contractors and consultants

Extent of Authority

* This position operates under the limited supervision of the Plant Operator Team Leader and acts within the parameters of established guidelines, policies, procedures, and delegated authorities of the Regional Council.

Selection Criteria

**Essential**

* Experience in operating heavy machinery.
* Appropriate plant operating competency certificates.
* Effective communication and interpersonal skills.
* Demonstrated ability to work within a busy team environment.
* Sound understanding of WHS principles as they relate to a workplace.
* Current and valid WA HR Drivers Licence (or equivalent).

Incumbent Undertaking

I acknowledge that I have read, understood, and accept the requirements of the role as described in this position description. I understand that this position description may be amended from time to time to reflect changes to the position.

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| --- | --- | --- |
| Name of Employee |  |  |
| Signature of Employee |  |  |
| Date |  |  |

**Date Last Reviewed** January 2023

**Reviewed** Senior HR Advisor

**Updated** Senior HR Advisor

**Approved** Manager Human Resources