

# GENERAL LABOURER AND PLANT OPERATOR – GREENWASTE CENTRE & NURSERY

## POSITION DESCRIPTION

<b>Position Title:</b>	General Labourer and Plant Operator – Greenwaste Centre & Nursery
<b>Responsible To:</b>	Workgroup Leader Horticulture Services
<b>Council Portfolio</b>	City Shaping
<b>Council Program:</b>	City Operations
<b>Classification Level:</b>	CSE Grade 4

### Overview of Portfolio

The City Shaping Portfolio delivers essential local government services for our community, making it easier to conduct business in our city, and providing a safe and attractive urban environment for our community.

### Overview of Program

The City Operations Program ensures our city's assets, including streets, parks and other public spaces are attractive, clean, well presented and maintained so we all have a city to enjoy and be proud of.

### Key Relationships / Interactions

<b>Internal</b>	Employees across the City Operations Program City of Adelaide (CoA) employees across all Portfolios, Programs and Corporate Teams
<b>External</b>	Contractors to the Organisation Service Authorities City users, rate payers and stakeholders Emergency Services

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## Primary Purpose

As part of the City Operations Program the General Labourer / Plant Operator – Greenwaste Recycling Centre and Nursery will;

Operate plant and machinery associated with the Greenwaste Recycling Centre and Nursery, and undertake general labouring duties in a safe and efficient manner with a strong focus on the delivery of customer service.

## Responsibilities

The General Labourer / Plant Operator – Greenwaste Centre and Nursery is responsible for;

- Operating plant and machinery including but not limited to MR Truck, Loader and Forklift.
- Performing general operating and labouring duties to ensure the Greenwaste Recycling Centre runs efficiently and safely.
- Providing a high level of customer service, ensuring all queries are appropriately addressed.
- Ensuring accurate processing of payments in accordance with the Corporations policies, including accepting monies, issuing receipts, and reconciling transactions for all payments made to the CoA.
- Assisting as required in administrative processes and carrying out basic daily administrative documentation.
- Ensuring all work is carried out safely within the area of responsibility and conforms to appropriate Organisation policies and legislative requirements.
- Working cooperatively in the team environment to the daily allocated tasks.
- Ensuring work is carried out to approved practices relating to work site safety, tool and plant maintenance and Safe Operating Procedures.
- Carrying out daily plant inspections and maintain records and report defects.
- Ensuring that site and plant housekeeping is carried out and maintained to acceptable standards.

## Workplace Health and Safety & Additional Responsibilities

All employees are also responsible for;

- Complying with the City of Adelaide Code of Conduct.
- Supporting the application of and demonstrably engaging in the CoA's Equal Employment Opportunity, cultural diversity and ethical practice policies.
- Taking reasonable care to ensure their own safety and not placing others at risk by any act or omission.
- Attending WHS training and following instructions and advice provided.
- Complying with the requirements of the CoA WHS management system.
- Using and caring for equipment, including personal protective equipment, as instructed.
- Not intentionally or recklessly interfering with or misusing workplace equipment and supplies in a manner that could adversely affect health, safety or welfare in the workplace.

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## Position Criteria

<b>Qualifications</b>	<p>Certificate in Civil Construction or demonstrated experience within the civil construction and maintenance industry.</p> <p>MR Truck licence</p> <p>Fork lift licence</p> <p>Loader License</p> <p>White Card</p>	<b>Essential</b>
	Excavator	<b>Desirable</b>
<b>Technical Knowledge &amp; Experience</b>	<p>Working knowledge of the safe operation of specialised machinery used in the construction and maintenance industry.</p> <p>Sound practical knowledge of the fundamental nature of waste practices, products and techniques employed in the construction and maintenance.</p>	<b>Essential</b>
<b>Innovation &amp; Initiative</b>	Self-motivated, results oriented and able to initiate actions to ensure objectives are achieved.	<b>Essential</b>
<b>Resource Management &amp; Decision Making</b>	Ability to prioritise and be flexible when responding to changing priorities and demands.	<b>Essential</b>
<b>Professional Development</b>	A commitment to ongoing professional development and continuous learning.	<b>Essential</b>
<b>Customer Commitment &amp; Integrity</b>	<p>Excellent customer service skills, including the ability to effectively liaise and engage with members of the public and community groups.</p> <p>Demonstrated high level skills in dealing confidently and courteously with people both internally and externally.</p>	<b>Essential</b>
<b>Collaboration &amp; Communication</b>	<p>Proven ability to work independently with minimal direction and collaboratively in a team environment.</p> <p>Experience dealing with members of the public and community groups.</p> <p>Effective communication skills when liaising with customers, suppliers and work colleagues.</p>	<b>Essential</b>
<b>Administrative Skills</b>	<p>Working knowledge of administrative activities.</p> <p>Assisting as required in administrative processes and to carry out daily basic administrative documentation.</p> <p>Assisting with basic measuring and calculations associated with daily operations and materials ordering.</p> <p>Experience in cash handling.</p>	<b>Desirable</b>
<b>Government Experience</b>	Experience working in a government environment.	<b>Desirable</b>

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## Our Values

Our values will guide us towards becoming a stronger, more effective organisation with a positive and mutually beneficial work environment for everyone.

### Our Values



**ACHIEVEMENT**

**COLLABORATION**

**CUSTOMER COMMITMENT**

**INTEGRITY**

**INNOVATION**

#### Achievement

- Deliver what matters
- Ensure clarity of direction and unity of purpose
- Inspire excellence and strive for outstanding results



#### Collaboration

- Work together to build successful teams and partnerships
- Be open, inclusive, and share knowledge
- Seek, provide and act on feedback



#### Customer Commitment

- Know your customers and put them first
- Listen to and understand customer needs
- Be responsive, close the loop and deliver on promises



#### Integrity

- Own your actions, successes and mistakes
- Act with transparency, honesty and respect
- Do what you say you will do



#### Innovation

- Look for ways to improve and create positive change
- Think broadly and take a wider viewpoint
- Be responsive to new ideas and opportunities



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## Special Conditions

- Performance will be based upon the delivery of the agreed goals recorded in your Performance Review documentation.
- Some out of hours work may be required in order to meet the requirement of the role.
- An unencumbered South Australian Drivers Licence may be required.
- A satisfactory Police Clearance may be required.
- A satisfactory Medical Clearance may be required.
- Where applicable, I have reviewed and understand the delegations associated with this position.

## Physical Demands

<b>Role</b>	<b>Labour/ Plant Operator</b>
<b>Work Area</b>	<b>City Operations</b>
<b>Physical Demand Rating</b>	<b>Medium Work</b>

The below table summarises the physical demands of this role.

Physical Demand	O	F	C	Description	FCA Notes
<b>Sitting</b>		✓		Driving and operating plant & machinery	<b>Critical Range of Motion:</b> Shoulder to 180° flexion. <b>Lift Capacity:</b> Up to 20kg. <b>Push / Pull Force:</b> Moderate to heavy force at times. <b>Shift Duration:</b> Various times. <b>Environmental Factors:</b> Working outdoors parks, footpaths and roads. <b>Task Rotation:</b> Can change posture regularly. Some sustained postures at times at ground level or operating bobcat. <b>PPE:</b> Steel cap boots, hearing and eye protection. High visibility long sleeve clothing and gloves as needed. Some site/task specific equipment (e.g. hard hat).
<b>Standing</b>			✓	Various surfaces	
<b>Walking</b>			✓	Short distances mostly	
<b>Climbing</b>	✓			On / off heavy plant	
<b>Push / Pull</b>		✓		Hand controls, using equipment, digging	
<b>Squatting</b>		✓		Accessing ground level	
<b>Gripping</b>			✓	Hand controls, hand tools, equipment	
<b>Forward Reach</b>		✓		Digging and use of hand tools	
<b>Lift</b>		✓		Up to 20kg equipment, tools and supplies. Mechanical lifter for heavier items	
<b>Carry</b>		✓		Tools and materials up to 20kg	

O = Occasional (1–33%), F = Frequent (34–66%), C = Constant (67–100%)

Manual Handling Functional Capacity:

- Lifting, carrying and holding up to 20kg to waist level
- Push / pull force up to 15kg
- Frequent gripping and handling
- Frequent forward reaching
- Frequent squatting, bending, kneeling when at ground level
- Frequent accessing ground level

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## Agreement

This Position Description is only descriptive of the type of duties to be undertaken by you during your employment and you accept the Corporation may require you to carry out any duties which are within your skills and competence.

**\*\* Electronic Offer\*\*** By accepting your letter of offer electronically you are agreeing to the work profile / job description attached to your offer.