



POSITION TITLE	Roads Maintenance Plant Operator
AWARD AND CLASSIFICATION	Wodonga City Council Enterprise Agreement 2024 to 2027 Band 4
DIRECTORATE	Infrastructure and Development
BUSINESS UNIT	Outdoor Operations
REPORTS TO	Roads Maintenance Coordinator
SUPERVISES	Nil
EMPLOYMENT STATUS	
DATE	
EMPLOYEE NAME	

ORGANISATIONAL CONTEXT

Wodonga Council's vision is to be a vibrant, well-planned city where people, nature and opportunity thrive through connection, resilience and leadership. This vision underpins our mission to deliver efficient services and infrastructure through responsible financial management, ensuring value for the community and long-term sustainability.

Wodonga Council is committed to sustainable economic growth, responsible resource management and creating opportunities that enhance wellbeing, environmental sustainability and community connection.

Governance is provided by seven elected councillors, with the Chief Executive Officer (CEO) responsible for implementing Council decisions. The CEO is supported by an organisational structure comprising three directors and more than 300 staff who work collaboratively to deliver a broad range of services that meet the evolving needs of our community.

The Outdoor Operations service supports safe, accessible and reliable community infrastructure by maintaining Council's sealed and unsealed road network, roadside assets, drainage infrastructure and associated public areas. Through coordinated service delivery and responsible use of Council resources, the service contributes to community safety, asset performance, organisational resilience and the effective delivery of programmed and responsive works.



Trust



Respect



Integrity



Learning

Vision: A vibrant, well-planned city where people, nature and opportunity thrive through connection, resilience and leadership.

Mission: Wodonga Council delivers efficient services and infrastructure through responsible financial management, ensuring value for the community and long-term sustainability.

The Roads Maintenance Plant Operator contributes to the condition, safety and functionality of Council's road infrastructure by supporting the consistent delivery of maintenance programs and competent plant operations. The position creates value through safe work practices, quality outcomes, accurate operational information, responsive customer service and collaboration across outdoor operations teams, helping Council provide dependable infrastructure services to the community.

POSITION OBJECTIVES

The Roads Maintenance Plant Operator supports the safe, efficient and timely delivery of programmed and responsive road maintenance services across Council's sealed and unsealed road network. Working with the Roads Maintenance Coordinator, team leaders, operational employees, contractors and community members, the position operates plant, undertakes maintenance activities and contributes to effective traffic and worksite controls. The role supports infrastructure quality, community safety and reliable service delivery through sound judgement, accurate operational records, responsible resource use, strong teamwork and compliance with applicable safety, risk and operating requirements.

ACCOUNTABILITY AND EXTENT OF AUTHORITY, INCLUDING DUTIES

- **Road Maintenance Delivery**
Delivers programmed and responsive maintenance across sealed and unsealed roads, shoulders, fire trails, drainage assets and rural culverts using approved work methods and operational procedures. Undertakes asphalt, pavement, pothole, edge, resealing, rutting, crack-sealing and dust-suppression activities to required service levels, supporting safe road conditions, asset performance and reliable community access.
- **Plant and Equipment Operations**
Operates and maintains allocated plant, vehicles, tools and equipment safely, competently and within licence, load and operating requirements. Selects appropriate equipment and techniques for assigned works, conducts relevant pre-operational checks and identifies equipment concerns, ensuring resources remain serviceable, legal carrying capacities are observed and maintenance activities are completed efficiently and safely.
- **Worksite and Traffic Safety**
Contributes to the selection, development and implementation of Safe Work Method Statements and Traffic Control Plans for road maintenance activities. Assesses conditions, identifies hazards and applies approved traffic, plant and worksite controls to protect employees, contractors, road users and community members while supporting compliance with occupational health and safety requirements and road traffic regulations.
- **Operational Planning and Quality**
Organises allocated work, materials and resources within established programs, procedures, service levels and timeframes. Applies practical judgement when selecting tools, methods and quantities, monitors the quality and safety of completed activities and raises emerging issues with the appropriate supervisor, supporting consistent outcomes, responsible resource use and timely delivery of Council's maintenance commitments.
- **Safety and Risk Management**
Implements Council's occupational health and safety and risk management requirements by following policies, procedures and safe operating practices. Identifies, assesses, reports and monitors hazards, incidents and near misses, and participates in consultation and risk-control activities. Takes prompt action within assigned authority to prevent harm and maintain safe working environments for employees and the community.
- **Team and Cross-Service Support**
Collaborates with roads, parks and other outdoor operations teams by contributing labour, plant and practical support where operational priorities require shared resources. Follows reasonable directions from authorised supervisors, communicates work progress and participates constructively in coordinated activities, contributing to an integrated workforce and the efficient use of Council's operational resources

across service areas.

- **Customer and Stakeholder Service**

Responds to customer service requests and public enquiries in a timely, courteous and helpful manner within the responsibilities of the position. Listens respectfully, communicates operational information clearly, keeps relevant people informed and refers matters outside assigned authority, supporting equitable access, positive community relationships and a professional, consistent standard of Council service.

- **Operational Records and Accountability**

Completes timesheets, plant hire information, work orders, job accounting records and other operational documentation accurately and within required timeframes. Maintains clear records of work performed, resources used and relevant worksite information in accordance with business unit procedures, supporting effective scheduling, cost allocation, legislative accountability, asset management and reliable organisational reporting.

COUNCIL EMPLOYEE VALUES AND BEHAVIOURS

You are expected to demonstrate the values in your everyday work and your interactions with colleagues and the community.

Trust	Talk straight – Say what you mean and mean what you say Create transparency – Do not withhold information unnecessarily or inappropriately Right wrongs Practice accountability – Take responsibility for results without excuses Extend trust – Show a willingness to trust others, even when it involves a measure of risk
Respect	Treat other people with courtesy, politeness and kindness, no matter what their position or opinion Listen first – Seek to understand others before trying to diagnose, influence or prescribe
Integrity	Tell the truth in an appropriate and helpful manner that does not compromise the organisation's objectives and values Keep confidences Do what you say you will do to the best of your ability Be open about mistakes Speak of those that are absent only in a positive way
Learning	Work together and learn from each other Continuously improve and innovate Be open to change There is a high degree of responsibility for results – delivery without excuses

CAPABILITIES AND BEHAVIOURS

For details of personal and leadership competencies relating your role, please see Attachment 1.

JUDGEMENT AND DECISION-MAKING SKILLS

- Selects appropriate tools, equipment, techniques and work methods from established operational options.
- Prioritises assigned activities in accordance with work programs, site conditions and supervisor directions.
- Assesses worksite, traffic, plant and environmental risks and takes appropriate action within assigned authority.
- Resolves routine operational issues using practical judgement and refers complex, unusual or unsafe matters to the appropriate supervisor.

SPECIALIST KNOWLEDGE AND SKILLS

- Applies knowledge of the principles and practices used to maintain sealed and unsealed road infrastructure.
- Operates and maintains heavy plant, vehicles, tools and equipment safely and competently.
- Applies road traffic regulations, vehicle loading requirements and legal carrying capacities to daily operations.
- Implements Safe Work Method Statements, Traffic Control Plans and occupational health and safety requirements during operational activities.

MANAGEMENT SKILLS

- Plans and organises assigned work to meet established objectives, service levels and timeframes.
- Coordinates personal workload, materials, plant and equipment within available operational resources.
- Uses Council assets and resources responsibly while maintaining required quality and safety standards.
- Adapts to changing work programs, site conditions and operational priorities while keeping relevant supervisors informed.

INTERPERSONAL SKILLS

- Communicates clearly and respectfully with employees, contractors, customers and community members.
- Builds cooperative working relationships across roads, parks and other operational teams.
- Listens to instructions, seeks clarification where required and keeps relevant employees informed of work progress.
- Gains the cooperation and assistance of others when undertaking defined operational activities.

INFORMATION TECHNOLOGY SKILLS

Uses relevant digital systems and field devices to complete timesheets, work orders and operational records.

Records plant, resource, job and worksite information accurately and within required timeframes.

Adapts to changes in mobile technology and field-based reporting processes.

CUSTOMER SERVICE SKILLS

- Provides timely, courteous and professional service to internal and external customers.
- Listens respectfully and seeks to understand the customer's request or concern.
- Communicates operational information clearly and keeps customers appropriately informed.
- Follows through on commitments and refers matters outside the position's responsibility or authority.

EMERGENCY MANAGEMENT

As part of this role, the incumbent is expected to assist Wodonga Council in dealing with any emergency situation which affects the operation of the council and/or wellbeing of the community.

QUALIFICATIONS AND EXPERIENCE

Essential

- Construction induction training (White Card)
- Qualifications in the following competencies:
 - Conduct civil construction skid steer loader operations
 - Conduct civil construction wheeled front end loader operations
 - Conduct backhoe/loader operations
 - Conduct roller operations

Desirable

- Current Level 2 First Aid certificate.
- Conduct Civil Construction Grader Operations
- Conduct Civil Construction Excavator Operations
- Current spotter registration or certification
- Certificate II in Civil Construction and Maintenance or Certificate II in Local Government Operational Work.

LICENCES AND MANDATORY REQUIREMENTS

- Heavy Rigid Truck License
- Right to work in Australia
- National Police Check (required to be supplied by the employee or prospective employee prior to commencement)

EQUAL OPPORTUNITY STATEMENT

Wodonga Council is an equal opportunity employer. We ensure fair, equitable and non-discriminatory consideration is given to all applicants, regardless of age, sex, disability, marital status, pregnancy, sexual orientation, race, religious beliefs or other irrelevant factor. We recognise our proactive duty to ensure compliance with equal opportunity and other workplace-related legislation, and to eliminate all forms of discrimination.

INHERENT REQUIREMENTS OF THE JOB

For details of the inherent requirements of the job, please see Attachment 2.

KEY SELECTION CRITERIA

1. Demonstrated experience delivering sealed and unsealed road maintenance activities, including asphalt and pavement repairs, using appropriate work methods and materials.
2. Demonstrated competence in safely operating and maintaining plant, heavy vehicles, tools and equipment relevant to civil or road maintenance works.
3. Sound knowledge and practical application of occupational health and safety, hazard identification, worksite risk controls and traffic management requirements.
4. Demonstrated ability to organise assigned work, undertake regular manual activities and contribute effectively both independently and as part of an operational team.
5. Relevant civil construction qualifications, licences and competencies required to perform road maintenance and plant operation responsibilities safely and lawfully.

Staff member signature

People and performance framework

CUSTOMER SERVICE AND COMMUNICATION  Understanding and valuing our customer needs to make sure we provide quality customer service.		BUILD AND ENHANCE RELATIONSHIPS  Collaborating and working with our people and community.		PLAN, ORGANISE AND DELIVER  Performing work to the best of our ability to deliver successful outcomes for our people and community.	
FUTURE FOCUS  Identifying ways we can do better and anticipating future opportunities.	PEOPLE DEVELOPMENT  Looking after the personal and professional growth of our people.	MANAGE HEALTH AND WELLBEING  Recognising the importance of staff health and wellbeing.	SAFETY AND RISK MANAGEMENT  Prioritising safe and ethical behaviour and decision-making in everything we do.		

Customer Service and Communication	
Demonstrates commitment to a high standard of service to customers and the community.	• Is helpful, shows respect, courtesy and fairness with staff and customers • Demonstrates empathy and a willingness to assist • Communicates information clearly • Listens and asks questions to understand customer needs and point of view • Proactively seeks solutions and keeps customers informed of progress • Operates within council procedures and policies • Writes in a way that is logical and easy to follow

Build and Enhance Relationships	
Works co-operatively and effectively with others.	• Demonstrates clear, open and honest communication • Works constructively to resolve conflict • Shows enthusiasm to help others • Listens and respects the value of different views, ideas and ways of working • Builds and sustains positive relationships with staff and customers • Actively participates in team and other activities • Keeps others informed and seeks clarification when required

Plan, Organise, Deliver	
Organises and prioritises own work to meet work commitments.	• Demonstrates effective use of time and resources to meet expectations and achieve outcomes • Understands what is required of the role and how this contributes to team priorities • Keeps appropriate people informed on progress of tasks and projects • Seeks information when required, demonstrates initiative • Undertakes to complete all tasks with a positive, can-do attitude

Future Focus	
Looks for improvements and is adaptable to change.	• Understands council vision and purpose and how their role fits in • Is willing to adapt to changing processes, systems, technology and environments • Looks for improvements and better ways of doing things • Seeks support and clarification when required
People Development	
Welcomes opportunities for learning and self-development.	• Displays council values • Reflects upon own performance • Seeks and acts upon feedback • Sets goals for personal and professional development • Finds ways to learn and improve in the completion of day-to-day tasks • Takes responsibility for own work and meeting job requirements
Manage Health and Wellbeing	
Takes responsibility for self-care and managing work-life balance.	• Demonstrates effective time management and prioritising of tasks • Is aware of, controls and expresses their own emotions appropriately • Recognises when support is needed • Accepts responsibility for their own actions and outcomes • Is aware of the importance of self-care
Safety and Risk Management	
Takes responsibility for personal actions and reports safety and compliance concerns.	• Remains vigilant in ensuring a safe working environment for self and others • Is aware of risk and takes action to prevent problems • Reports hazards, incidents (including near misses) and compliance concerns in a timely way • Understands the importance of honesty and transparency • Avoids and discloses conflicts of interest and guards against the misuse of council resources and assets • Complies with policies and procedures

ATTACHMENT 2

INHERENT REQUIREMENTS OF THE JOB

Wodonga Council will provide reasonable adjustments to assist a person with a disability to perform these inherent requirements of the job.

FREQUENCY	% OF WORK DAY / TASK
Rare (R)	0-5%
Occasional (O)	6-33%
Frequent (F)	34-66%
Constant (C)	67-100%

TASK	DESCRIPTION	INHERENT REQUIREMENTS	DEMAND	FREQUENCY			
				R	O	F	C
Roads Maintenance Plant Operator	To assist in the delivery of services to the specified standard for the programmed work allocated to the roads maintenance team.	- Capacity to static stand for up to 3 hours at a time - Capacity to sit for up to 4 hours at a time. - Capacity to alternate posture frequently. - Capacity to walk on even / uneven/ sloped surfaces repetitively - Capacity to climb steps/stairs occasionally, for example, into/out of large machinery (using 3 points of contact) - Capacity to climb up/down ladder on occasional basis - Capacity to kneel and squat to ground level occasionally. - Capacity to lift up to 25kg from ground to shoulder height and carry up to 20 metres. - Capacity to push and pull loads up to 25 kilograms occasionally. - Capacity to work between shoulder height and head height occasionally. Majority of work between ground and waist height. - Adequate movement through the trunk and lower back (including flexion, lateral flexion, and rotation). - Adequate movement through the neck (including flexion, extension, and rotation) - Adequate hand grip, fine motor control, and dexterity including capacity to perform a power grip repetitively. - Capacity to tolerate vibration - Adequate level of fitness required - Ability to work both independently and in a team. - Ability to maintain professional relationships, for example, with co-workers, community members.	Sitting			X	
			Standing			X	
			Walking			X	
			Lifting < 25kgs		X		
			Carrying		X		
			Pushing			X	
			Pulling			X	
			Climbing		X		
			Bending			X	
			Twisting			X	
			Squatting		X		
			Kneeling	X			
			Reaching		X		
			Fine motor			X	
			Neck postures	X			
			Accepting instructions				X
			Providing instructions		X		
			Sustained concentration			X	
			Major decision making	X			
			Complex problem solving	X			
			Supervision of others	X			
			Interaction with others				X
			Exposure to confrontation	X			
			Respond to change		X		
			Prioritisation		X		