



Position Description

POSITION TITLE: Plant Operator (Allrounder) / Leading Hand
REPORTS TO: Site Supervisor / Civil Projects Manager / Operations Manager
UPDATED: September 2024

Position Objective

The plant operator is required to undertake a diverse range of operational activities and be focused on the delivery of quality outcomes on a professional and timely basis. The leading hand is responsible for leading and directing the work of his or her immediate work team, setting a superior example to achieve production and related targets whilst not compromising the health and safety of yourself and those under your supervision. The leading hand is required to set up and run plant, operate ancillary plant, and coordinate production as required, being focused on the delivery of quality outcomes in a safe, professional and timely basis.

Key Responsibilities and Duties

The key responsibilities and duties may be modified from time to time to ensure that desired outcomes are in accordance with the operational requirements and organisational needs of Mibus Bros (Aust) Pty. Ltd. Without limiting the above, the key responsibilities and duties of the position will include:

- Operate a variety of plant including wheel loaders, excavators, dozers, scrapers, graders (incl. final trim / GPS / Rover) in an effective and efficient manner, in line with company policy and work standards
- Complete daily checks and maintenance on machinery operated, ensuring the company's plant and equipment is maintained to a high standard
- Develop and maintain positive relationships with new and existing clients, delivering a quality service to the client
- Be aware of and comply to all company policies and OH&S requirements
- Undertake duties in a manner that is safe and without risk to health, and ensuring a safe workplace for self, all staff, and visitors
- Using, handling, storing, and transporting all plant, equipment, and substances correctly
- Be involved in and complete Mibus Bros (Aust) Pty. Ltd. Integrated Management System systems and procedures as directed including completing accurate field records, daily logbooks, and timesheets
- Participate in all aspects of Chain of Responsibility (COR) requirements
- Other duties within skills, knowledge and experience

Leading Hand Level 1, 2 or 3

As a Leading Hand you will engage in and be responsible for managing construction activities. The ideal candidate will have a solid background in civil construction, excellent leadership skills, attention to detail and a strong commitment to ensuring that projects are completed safely, efficiently, and to the highest standards.

Supported by the Manager and Supervisor you are expected to:

- Be the site Mibus Bros representative, developing and maintaining positive relationships with new and existing clients as well as delivering a quality product for the client, as a profitable service
- Plan for and manage the day-to-day operations team, operating plant as required and directing the work of the plant operators. This includes wheel loaders, excavators, dozers, scrapers, or crushing plant in a safe, effective and efficient manner, in line with company policy and work standards

- In collaboration with the Operations Manager and other workshop staff, ensure that the company's plant and equipment is maintained to a high standard and ensure that routine checks and services are undertaken, undertaking minor repairs and maintenance onsite. Ensure all faults or services are conveyed to the workshop manager through direct contact or through the Operations Manager
- Conduct site WHS assessments, investigations, daily pre-start / toolbox meetings, SEWMS/JSEA reviews, provide WHS data and ensure all company policies and Environmental, Health and Safety requirements are met including:
 - undertaking duties in a manner that is safe and without risk to health, and ensuring a safe workplace for self, all staff, and visitors
 - using, handling, storing, and transporting all plant, equipment, chemicals, and substances correctly
 - setting an example for, and ensuring staff under your supervision comply regarding correct PPE usage and safe work methods
- Supervise and coordinate daily activities of construction crews, ensuring tasks are completed on time and to specification.
- Provide on-site leadership and guidance to team members, fostering a positive and productive work environment.

Confidentiality

The Employee must not, whether during or after his employment with Mibus Bros (Aust) Pty. Ltd., make any improper disclosure or use of:

- a) any information or trade secrets of Mibus Bros (Aust) Pty. Ltd.,
- b) the position of Mibus Bros (Aust) Pty. Ltd. or of any Director or other Employee on any confidential matter, or
- c) any other information whatsoever, the disclosure of which may be detrimental to the interests of Mibus Bros (Aust) Pty. Ltd. or of any other person who has provided it to Mibus Bros (Aust) Pty. Ltd. on a confidential basis, unless the Employee is required to disclose the information by law. The Employee must use his best endeavours to prevent the improper publication or disclosure or use of any such information by anyone else.

Organisational Relationships

Reports to:	Site Supervisor / Civil Projects Manager / Operations Manager
Supervises:	Site Operators
Internal Liaisons:	All Mibus Bros staff
External Liaisons:	Clients, Contractors, General Public

Organisational Context

Vision: To shift regions forward.

Mission: *We are regional people servicing regional needs. We deliver quality contracting and other services for our customers in a manner that we can always be proud of.*

Values: All staff are required to behave in accordance with the code of conduct and the values of Respect, Integrity, Excellence, Teamwork, Innovation

Flexibility and Customer Focus

Regular work away from the operational centre at Portland provides opportunities for developing independent work skills, variety of work and travelling, as well as opportunity to specialise. Willingness of employees to be flexible and operate on a variety of work away from base rosters is essential in servicing the variety of customer needs across the region.

Accountability and Extent of Authority

- Responsible for the quality, quantity, and timeliness of work
- Responsible for the care, safety and minor maintenance of plant and equipment used
- Help to ensure that allocated work and requirements are completed in accordance with set targets
- Prompt response to customer's requests or enquiries
- Delivery of professional customer service

Judgement and Decision Making

- Guidance and advice are usually available within suitable timeframes for decision making
- Undertake duties using in accordance with established practices and methods, in line with the Integrated Management System (IMS), and Chain of Responsibility (COR) requirements

Personal Qualities and Specialist Skills

- A high level of commitment and a strong determination to achieve
- Ability to cope with work pressures
- Initiative, flexibility, and adaptability
- Ability to make decisions and solve problems on a timely basis
- Honesty and reliability
- Knowledge and skills in operating a range of earthmoving plant and equipment
- Ability to perform manual work including lifting of weights in accordance with OH&S guidelines
- A positive attitude to work and getting the job done
- Team spirit

Management Skills

- Organisational and time management skills
- Ability to work with minimal supervision
- Provision of information to managers as requested
- Ability to resolve issues with minimal supervision

Interpersonal Skills

- Ability to work alone, or as part of a team
- Ability to take direction and work toward agreed goals
- Basic oral and written communication skills
- Professionalism in dealing with both internal and external clients

Qualifications & Experience

- Proven experience as a leading hand in a similar role
- In-depth knowledge of civil construction techniques, safety practices, and project management
- Strong leadership and team management skills with the ability to motivate and guide others
- A range of civil plant operating tickets (preferred)
- A current driver's licence
- Construction Induction (White Card or equivalent)
- First Aid / Warden Training
- Mechanical aptitude

Occupational Health & Safety

The following are duties of each employee:

- a) To take reasonable care for their own safety and the safety of others affected by their acts,
- b) To cooperate with their employer in relation to any action taken to comply with the OH&S Act,
- c) Not wilfully or recklessly interfere with or misuse anything provided in the interest of health and safety,
- d) Not wilfully place at risk the health and safety of any person at the workplace.

ACCEPTANCE

I, _____, declare that I have read and understood the terms and conditions of my position detailed above and accept them fully.

Signature: _____

Date: / /