



POSITION DESCRIPTION

- POSITION TITLE:** Field Operator
- LOCATION:** BNE / BUR / CNS / DWN / DBO / SYD / TSV
- REPORTS TO:** Project Officer / Team Leader
- PURPOSE OF POSITION:** Provides the daily operation of equipment to the required levels of productivity, quality, safety and environmental management as established by the organisation.

May work alone, or as team leader, or as supervisor of sub-contractor's work.

PRIMARY DELEGATIONS AND ACCOUNTABILITIES:

- Operates machinery and plant where required;
- Collect and enter data in respect of vegetation status and work in progress;
- Conducts work under the direction of the Project Officer and or more senior Field Operator, to provide delivery of our services ensuring correct procedures are followed;
- Erects road signage and traffic control as required ensuring that required standards are met;
- Receive and understands daily works program objectives communicated from the Project Officer and or more senior Field Operator;
- Conducts equipment checks, routine daily plant maintenance and recommends servicing and repairs to be carried out;
- Communicate with Project Officer and or more senior Field Operator regarding safety and environmental issues;
- Ensures safety, quality and environmental procedures are followed and report any incidents, accidents and near misses to the Project Officer and or Regional Manager. Fill in Incident/Accident Reports as necessary;
- Supervises work of operators and sub-contractors under the direction of the Project Officer, to provide delivery of our services ensuring correct procedures are followed;
- Assists with regular inspections of the day's work to ensure standards are met, providing appropriate documentation for work performed and backlog recording as required;
- Communicate with and keep informed the Project Officer on activities or issues likely to impact the work programs being undertaken;
- Participates in regular auditing of conduct and standards of work performed by operators and sub-contractors, including, but not limited to, compliance with appropriate traffic control legislation and OH&S issues;
- Receive, understands and communicate daily works program objectives from Project Officer to assigned Operations Employees, sub contractors and others;
- Completes 'Daily Activity Sheets' as needed, ensuring that work is fully and accurately recorded; and
- Undertake daily site-specific risk assessment, in conjunction with operational staff, and inductions as delegate to the Project Officer.

DUTIES:

- Carry out the necessary operational requirements with a responsible and mature attitude;
- Organise their personal daily works program from the directions given by the Project Officer;
- Maintain accuracy of information in Daily Activity Sheets and Time Sheets;
- Ensure they have adequate stocks to conduct their work;

- Carryout job recommendations and track progress on jobs under their control;
- Plan and review daily operations of field staff under their direction;
- Carry out regular random inspections on works done by their crew;
- Ensure daily maintenance programs are carried out on equipment under their control;
- Plan and review crew stock levels and work with the Project Officer;
- Ensure Workplace Health and Safety and environmental issues are regularly addressed;
- Assist the Company Personnel and Human Resources Officer with the assessment of staff skills and training, where necessary;
- Take responsibility for the operational efficiency and safety of the Company equipment, supplies and any personnel assigned to them;
- Carry out basic services on equipment and maintain any vehicles or equipment assigned to them;
- Ensure that any product used is identified, stored, maintained and safeguarded to prevent loss or deterioration;
- Work in conjunction with the rest of the staff with regard to the safety, training, maintenance, administrative and environmental needs of the Company;
- Notify the Project Officer or more senior Field Operator with regard to problems or issues with their job as soon as possible. (Eg. safety and environmental concerns, supply of product, etc.);
- Think about the job at hand and provide appropriate feedback on problems, faults or improvements;
- Assist the Project Officer with customer complaints as required;
- When giving directions and/or recommendations, safety of both the Field Operator and the community, as well as the conservation of the environment, must be given utmost consideration; and
- Work together with the rest of the organisation to achieve the organisation's goals and objectives.

OCCUPATIONAL HEALTH AND SAFETY AND ENVIRONMENTAL RESPONSIBILITIES:

- To actively participate in all aspects of Occupational Health & Safety and Environmental issues;
- To be involved in workplace housekeeping in the depot and at the worksite;
- To ensure that staff and visitors are aware of workplace safety and any applicable environmental matters;
- To work with care and consideration for my own health and safety and the health and safety of others;
- To adhere to all safe working practices and safety and environmental procedures adopted by the Company;
- To help identify and predict hazards;
- To assist in undertaking risk assessments;
- To ensure that all personnel are adequately equipped with, and using, safety equipment; and
- Wear appropriate safety equipment at all times while working.



KEY SELECTION CRITERIA:

- The ability to become technically competent. Having the hand-eye skills to perform at acceptable levels of safety and competency; and
- •Able to accept instruction, adhering to principles of efficiency, safety and achieve desired outcomes; and
- Capable of leading through example ensuring safety of subordinate staff is paramount in actions taken.

SALARY: The salary on offer will be comparative to your experience.