



## LAUTOKA CITY COUNCIL

### **ROLE DESCRIPTION**

**ROLE TITLE: Heavy Machinery Operator**

### **CORPORATE INFORMATION**

1. Position Level: Unestablished Position- Hourly Rate
2. Remuneration: A competitive wage depending on qualifications and work experience will be offered to the successful candidate. This is a contractual position with an initial period of three (3) years.
3. Duty Station: Vunato Disposal Site, Lautoka or any other station decided by council from time to time such as Depot, Parks & Gardens etc.
4. Reporting Responsibilities;
  - a) **Reports To:** Directly reports to the Landfill Supervisor or other HODs/Supervisor
  - b) **Liaises with:** Head of Services, Manger Health Services and all other Department Heads and Sub-Heads.
  - c) **Subordinates:** Team Leader-Assets and Properties, Engineering Department, Maintenance Supervisor, Horticulturists.
  - d) **External Relationships:** Special Administrators, Government Ministries and Permanent Secretaries, Heads of Departments, Heads of Statutory Bodies, Ratepayers, Vendors, Vendor Associations, Customers, CEOs of other municipal Councils, External Auditors.

### **ROLE PURPOSE**

The Heavy Machinery Operator will directly oversee the operation and management of heavy machines such as KATO Excavator, D6 Bulldozer, Backhoe digger etc. owned by Lautoka City Council.

The successful candidate will be efficient and self-motivated to operate heavy machinery, keep records and diagnose the mechanical failures and recommend for proper maintenance.

## **KEY RESPONSIBILITIES**

- Operate all Heavy Machinery such as KATO Excavator, D6 Bulldozer, trucks or any other machinery owned by Council on as and when required.
- Operate heavy equipment in compliance with the company's operating safety policies and procedures.
- Keep and maintain work/operating log for heavy machines or trucks usage, with running hours and relevant information noted.
- Carryout regular maintenance of all machines and keep records on daily basis
- Assist other operators, workers and Supervisors to effectively and efficiently discharge the works assigned.
- Take initiative in maintaining and improving environmental performance.
- Ensure council's equipment, material, and the work site are maintained, kept clean, and stored in a safe manner
- Liaise with Supervisors for directions of daily work to be carried out in orderly manner and to council's satisfaction.
- Report any incidence to the Supervisors or their representatives that may not be consistent with council's work ethics and values
- Carryout all works assigned by Supervisors as and when need arises.

## **KEY PERFORMANCE INDICATORS**

Performance will be gauged through the following indicators:

1. Upkeep and maintenance of all machines.
2. Regular Servicing and record of operation hours.
3. Maintain daily records for fuel usage and mechanical defects.
4. Fulfilling the targets assigned by Supervisors.
5. Meeting of customer demands within the scope of work assigned.

## **PERSON SPECIFICATION**

Works activities are well defined and becomes routine after some experience. Requires a lot initiative and innovative abilities.

**Essential Qualification:** Must have valid license group 6 & 9 to operate heavy machinery from Land Transport Authority without any adverse records.

In addition to *an appropriate qualification* the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:

## **Knowledge and Experience**

1. At least 5 years' experience operating heavy machinery in a reputable company/organisation.
2. Knowledge of Excavator and other heavy equipment
3. Knowledge of proper operation of heavy equipment as well as safety standards
4. Recommend for repairs by diagnosing the cause of mechanical defects.
5. Mature and physically fit to assist in mechanical repairs
6. Provide leadership, guidance and support the works assigned.

## **Skills and Abilities**

1. Sound knowledge of heavy machinery operation.
2. Highly skilled and able to trouble shoot mechanical problems.
3. Ability to read, understand, follow, and enforce safety procedures
4. High professional ethics and integrity
5. Ability to work under pressure and deliver within timeframe

## **Personal Character**

All applicants for employment in Lautoka City Council must be of good character, with a background that demonstrates their commitment to the civil service values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under the age of 55 years, in sound health, and with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to taking up duty.