



**POSITION SUMMARY**

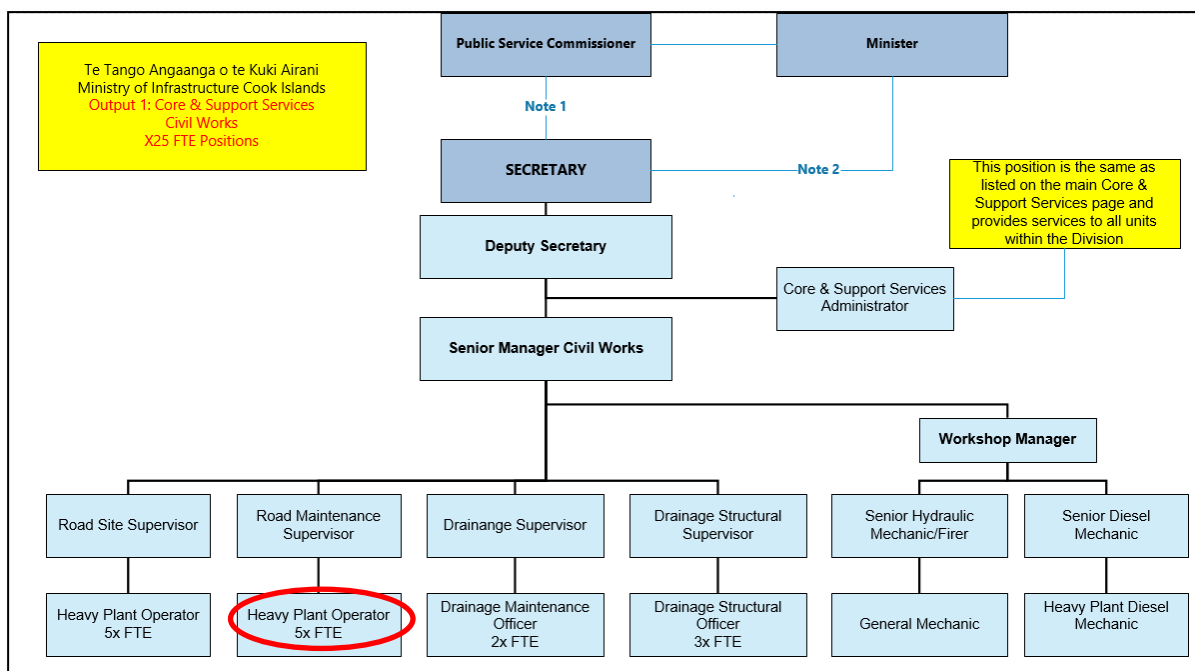
<b>Job Title:</b>	<b>Heavy Plant Operator (HPO) – 5 FTE</b>
<b>Division:</b>	Core & Support Services – Civil Works & Asset Maintenance
<b>Responsible To:</b>	Road Maintenance Supervisor
<b>Responsible For:</b>	Nil
<b>Job Purpose:</b>	To operate equipment with specialised functions related to maintenance and construction activities where the operations of complex mechanisms require a degree of skill, dexterity, and where work is performed to exact tolerances.
<b>Job Classification:</b>	Service Delivery
<b>Job Band:</b>	
<b>Date updated:</b>	

**AGENCY VISION**

The Ministry strives to enrich our communities through quality infrastructure development. To achieve this ICI's goals are to:

- Ensure that we deliver on our core public services.
- Deliver well planned, quality infrastructure.
- Effectively management waste.
- Deliver optimal outcomes for the Cook Islands through our people, network, systems and services.

**ORGANISATIONAL STAFFING STRUCTURE**



## KEY RESULT AREAS (KRA'S)/OUTPUTS

<p><b>KRA 1: Heavy Plant Machinery Operation</b></p> <ul style="list-style-type: none"> <li>• Manoeuvres heavy equipment and operates complex mechanisms involving digging, moving earth and materials, grading, loading and performing similar tasks to advance projects relating to construction and maintenance of road, utilities and other infrastructure</li> <li>• Operates excavator, track hoe and backhoe to perform skilled digging and trenching for maintenance, upkeep and construction projects for public utilities and other infrastructure, where exacting tolerances and specifications are required</li> <li>• Operates a track or rubber-tired loader with large volume and weight capacities to load materials into trucks or move them over short distances</li> <li>• Positions equipment and controls height, angle, and position of scoop for optimum delivery of payloads</li> <li>• Operates motor grader, scraper and excavator with blade attachment to set gradients for large construction and maintenance projects such as roads, landscaping, embankments, and other projects requiring exacting specifications related to slope, angle and pitch</li> <li>• Operates bulldozer, scraper and compactor to move earth, gravel, sand and other materials for large construction and maintenance projects; and operates mechanisms to establish rough grades or to smooth and compact surfaces in preparation of pavement, construction or other work</li> </ul>	<ul style="list-style-type: none"> <li>• All plant are operated correctly and in line with the standard operation and maintenance procedures</li> <li>• Safety precautions practiced in transporting machinery and materials for each type of haul</li> </ul>
<p><b>KRA 2: Road Maintenance Work</b></p> <ul style="list-style-type: none"> <li>• Where instructed, clear along road damaged area. Working in confined areas</li> <li>• Repair damaged roads along the Ara Metua and Ara Tapu</li> <li>• Where instructed, load cleared material onto smaller truck, to cart away to authorized dump site</li> <li>• Ensure safe temporary traffic control</li> <li>• Ensure traffic management equipment is removed and at end of day</li> <li>• Ensure traffic management equipment is properly stored and maintained</li> <li>• Maintain traffic flow at all times</li> <li>• Ensure work sites are left in a clean and tidy condition</li> <li>• Maintain public safety at all times</li> </ul>	<ul style="list-style-type: none"> <li>• All roads are repaired and associated works completed as per the ICI Business Plan - Road Maintenance Programme</li> <li>• Road site is safe for the public</li> <li>• Road site safety equipment is maintained</li> <li>• No road accidents to the public and ICI operators during construction work</li> <li>• Road sites are left in a clean and tidy condition</li> </ul>
<p><b>KRA 3: Road Construction (Preparation &amp; Sealing)</b></p> <ul style="list-style-type: none"> <li>• Collaborates with the Road Works Manager and Road Sealing Supervisor, receives and carry out instruction</li> </ul>	<ul style="list-style-type: none"> <li>• All roads are sealed and associated works completed as per the ICI Business Plan - Road Sealing Programme</li> </ul>

<ul style="list-style-type: none"> <li>• Participate in earthworks construction including operation of heavy plant machinery</li> <li>• Prepare road pavement as part of a roading crew</li> <li>• Construct new roads as part of the roading crew</li> <li>• Complete other associated construction related tasks</li> <li>• Installation, maintenance and removal of traffic management</li> <li>• Maintain public safety at all times</li> </ul>	<ul style="list-style-type: none"> <li>• Minimal or no damage sustained to all service utilities</li> <li>• Participation in earthworks construction</li> <li>• Road site is safe for the public</li> <li>• Road site safety is removed</li> <li>• No road accidents to the public and ICI operators during construction work</li> </ul>
<p><b>KRA 4: Continuous Road Construction and Maintenance Capability Improvement</b></p> <ul style="list-style-type: none"> <li>• Identify hazards and communicate them to supervisor</li> <li>• Report incidents and accidents to supervisor</li> <li>• Participate in on-the-job training as required</li> <li>• Attend all relevant trade training courses</li> <li>• Participate as on-the-job trainer for trainees, team members when required</li> </ul>	<ul style="list-style-type: none"> <li>• Hazards identified are communicated to management</li> <li>• Incidents and accidents are reported</li> <li>• Regular attendance to trade training courses</li> <li>• Attainment of training certificates</li> <li>• New employees have on-the-job training</li> </ul>
<p><b>KRA 5: Natural Disaster Emergency Response</b></p> <ul style="list-style-type: none"> <li>• Be on <u>stand-by</u> at all times for natural disaster events to carry out all necessary work required utilizing Heavy Plant Machinery. (as instructed by ICI Disaster Coordinator)</li> <li>• Be available to carry out response work in Rarotonga and to travel to the Pa Enuā to undertake emergency work</li> </ul>	<ul style="list-style-type: none"> <li>• All damaged infrastructures are attended to, repaired and returned to safe operational standards</li> <li>• All repair work is carried out in a timely manner</li> </ul>
<p><b>KRA 6: Team Coordination</b></p> <ul style="list-style-type: none"> <li>• Provide support where needed or instructed by the Supervisor/Manager or Director</li> </ul>	<ul style="list-style-type: none"> <li>• All tasks are completed satisfactorily</li> </ul>

## WORK COMPLEXITY

<i>Indicate Most challenging problem-solving duties typically undertaken (3-4 examples):</i>	
1	Ensuring heavy machinery is operational and operated correctly at all times
2	Working with heated high temperature 'very hot' bitumen is very dangerous and volatile, if safety measures and road sealing operational standards are not adhered to
3	Preparation and working in extreme heat, heavy rainfall, high seas and other extreme climatic events
4	Analysing and problem solving the different challenges that arise and finding the best, safest and fastest solution
5	Being a team player with good communication skills to ensure that the team understands the requirements to successfully complete a job using heavy machinery.

## AUTHORITY

<b>Financial</b>	No
<b>Staff</b>	No
<b>Contractual</b>	No

## FUNCTIONAL RELATIONSHIPS

Internal	Nature of Contact	External	Nature of Contact
Senior Manager of Civil Works Group Manager – Road Assets	<b>Heavy</b> Provide information and work programme	General Public	<b>Promoting</b> Coordinate movement of road users
Roading Supervisors	<b>Heavy</b> Work programmes		
Heavy Plant Machinery operators and mechanics	Gaining cooperation, resolving minor conflict, supervising		

## QUALIFICATIONS (OR EQUIVALENT LEVEL OF LEARNING)

Essential: (least qualification to be competent)	Desirable: (other qualifications for job)
National Trade Training Certificate Level 4 in Heavy Plant operations and drainage maintenance	As per essential

## EXPERIENCE

Essential: (least number of years to be competent)	Desirable: (target number of years you are looking for)
3-4 years working in road construction or similar civil works operating heavy plant machinery	4-5 years working in road construction or similar civil works operating heavy plant machinery

## KEY SKILLS /ATTRIBUTES/JOB SPECIFIC COMPETENCIES

Level of ability required for the job	
<b>Expert</b>	<ul style="list-style-type: none"> <li>Road Construction method and materials</li> <li>Heavy Plant Operations experience</li> <li>Traffic Management and Road signs understanding</li> </ul>
<b>Advanced</b>	<ul style="list-style-type: none"> <li>Health and Occupational Safety understanding</li> <li>First Aid advance and current certification</li> <li>Operator's supervision and ability to train new operators</li> <li>Computer Literate</li> </ul>
<b>Working</b>	<ul style="list-style-type: none"> <li>Ability to communicate effectively through oral and written.</li> <li>Work programming and ability to prioritise work to suit weather conditions, and ensuring sufficient resources and man power to carry out the task at hand in all situations</li> </ul>
<b>Awareness</b>	<ul style="list-style-type: none"> <li>Liaison with the general public on road sealing programme.</li> <li>Understanding of government procedures and policies</li> </ul>

**CHANGE TO JOB DESCRIPTION**

Changes to the Job description may be made from time to time in response to the changing nature of the Agency work environment - including technological or statutory changes.

**Approved:**

\_\_\_\_\_

HoM/Manager

\_\_\_\_\_

Date

\_\_\_\_\_

Employee

\_\_\_\_\_

Date