

Position Description

Backhoe Operator

Division	Engineering
Business Unit	Water & Wastewater
Position Number	451010
Location	Water Treatment Plant Yass
Award Band	Operational Band 1/Level 3
Salary Grade	Grade 5 - 7
Remuneration	Grade 5 Entry \$57,476.12 to Grade 7 Step 3 \$65,217.36 per annum plus 11.5% Superannuation
Conditions	Permanent Full Time 38-hour week with a 9 day fortnight (RDO) Adverse Working Conditions Allowance (AWC)
Date position description approved	June 2025

Council Overview

Yass Valley Council is a local government organisation employing over 150 staff and with an annual budget of \$50 million. Yass Valley Council (YVC) is managed by the Chief Executive Officer and three Directors. This management team ensures the continued delivery of excellent services and optimum infrastructure to residents and visitors. The three Directorates of YVC are Corporate and Community, Planning and Environment, and Infrastructure and Assets.

The Infrastructure & Assets Directorate comprises Waste Services, Roads Delivery, Facilities Maintenance, Workshop, Recreational Services, Water & Wastewater, Engineering Services, Facility & Waste Assets. The role of Backhoe Operator is located within the Water & Wastewater team.

Council Vision

“To build and maintain sustainable communities while retaining the region’s natural beauty”.

Council Values



Primary Purpose of the Position

- To carry out backhoe operation duties and assist other employees in the Water and Wastewater Sections in carrying out their duties.
- To work as a co-operative team member and contribute to the enhancement of team outputs.
- To execute all work in a safe manner and ensure all Council WHS policies and procedures are adhered to at all times.

Key Accountabilities

Within the area of responsibility, this role is required to:

- Operate plant in a safe and competent manner within all road traffic laws and regulations.
- Ensure that the Safe Working Load of the plant is not exceeded in lifting operations.
- Ensure all WHS requirements are adhered to, in particular:
 - Hard hat requirements
 - Safe trenching methods
 - Excavation near power cables
 - Slinging of loads
 - Working near power lines
- Ensure that trenches are constructed to specified line and levels where required.
- Maintain plant in a sound condition to maximise work production.
- Immediately report any faults requiring maintenance to the Supervisor or Coordinator Water & Wastewater.
- Maintain the vehicle in a sound operational manner and provide basic routine vehicle servicing and maintenance of all vehicles under control as set down by the manufacturer and at a standard acceptable to the Workshop Supervisor.

General Assistance

- Assist other members of the Section in carrying out assigned work duties when not carrying out authorised backhoe operation duties.
- Provide assistance within skills and knowledge base and award classification level where required. This may involve assisting other teams and carrying out tasks of a lower classification.

Administration / Maintenance

- Complete standard forms associated with pre-start check lists, fault reports, accident reports, Workcover, leave forms and other associated forms within timeframes established, including the completion of accident forms where 'near misses' occur.
- Ensure that timesheets are completed accurately and authorised by the relevant supervisor within the required collection period.

Communications / Customer Service:

- Advise the public of proposed works, where appropriate, that are likely to cause an inconvenience to them and respond to any matters raised courteously and effectively.
- Operate Council's two-way communications system.

Organisational Accountabilities

Code of Conduct: Comply with the minimum standards of conduct expected of employees as set out in Council's Code of Conduct.

Customer Service: Present a positive image of Council and provide an effective service to Council customers, the community and internal customers.

Equal Employment Opportunity: Promote a workplace free from discrimination and harassment by treating all colleagues and customers with respect and professionalism without regard to background or irrelevant personal characteristics.

Policies and Procedures: Comply with all Council's policies, procedures and guidelines.

Workplace Health and Safety: Take reasonable care for the health and safety of self and others. Comply with any reasonable instructions, policies and procedures given by Council.

Key Challenges

- The ability to be flexible and adapt quickly changing work environments and work teams as determined by work schedules.

Key Internal Relationships

Who	Why
Supervisor Construction & Maintenance	Receive direction and support, provide advice and exchange information
Supervisor Water	Receive direction and support, provide advice and exchange information
Supervisor Wastewater	Receive direction and support, provide advice and exchange information
Coordinator Water & Wastewater	Receive direction and support, provide advice and exchange information
All other staff	To foster teamwork and cooperation

Key Dimensions

Decision making

The incumbent has the authority to take any reasonable steps to ensure the achievement of agreed objectives set out in the relevant business plan. The role may have delegations from the Chief Executive Officer as set out in an instrument of delegation. All decisions must be in accordance with legislation and Council policies and procedures. Decisions should also be consistent with the objectives of Council's strategies and plans.

All staff have the power to stop work in circumstances that are deemed an immediate risk to health and safety until a satisfactory resolution is agreed and implemented.

Reports to

Supervisor Construction/Maintenance in Water & Wastewater

Direct reports

NIL

Indirect reports

NIL

Budget (operating and capital expenditure)

NIL

Essential Requirements

- A current class "C" driver's licence.
- Completion of Construction Induction Training (White Card).
- Competency in the operation of front-end loader/backhoe as evidenced by a previous certificate of competency issued by SafeWork, a statement of attainment or a certificate of successful completion of training with a Registered Training Organisation.
- A thorough knowledge of all WH&S requirements for backhoe operation including requirements for trench safety.
- A demonstrated understanding of water main and sewer main installation and repair, road construction, road maintenance and road drainage activities.
- A proven backhoe operation ability in trenching, loading, backfilling, excavations, working to line and levels.
- The ability to carry out other labouring tasks associated with water main construction and repairs.
- The ability to carry out basic administrative tasks and be able to comprehend and understand Council policies, day-to-day operational procedures, systems and guidelines.
- Demonstrated ability to be courteous and polite to members of the public and display a positive image of Council.

Desirable

- A current HR (Heavy Rigid) truck driver licence and a sound driving record.
- A Roads and Traffic Authority Traffic Control Ticket.
- Completion of Chainsaw Operations course.
- First Aid Certificate.
- The ability to operate or learn to operate an excavator in a relief capacity.

Approval History

Stage	Date	Comment	MagiQ Reference
Reformatted to new version	17.06.25		

Ownership and Approval

Responsibility	Role
Author	Human Resources
Owner	Manager Water & Wastewater
Endorser	Director Infrastructure & Assets
Approver	Executive Management Team