



Job Description Form

1. Position Details

Position Title Machine Plant Operator			Position Number DBCA3164829
Level/Grade AWU Level 3	Specified Calling N/A	Agreement AWU (WA Public Sector) GA 2024, AWU Fire Services provisions Agreement 2014	Effective Date 13 April 2026
Division Regional and Fire Management Services		Branch South Coast Region	
Section Albany District		Location Albany	

2. Reporting Relationships

Position Title District Coordinator Conservation	Level/Grade Level 5	Recruitment and Establishment Section <i>C. Brown</i> Registered JDF 13 April 2026		
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Responsible to	Other offices reporting directly to this office			
Position Title Crew Leader	Level/Grade AWU Level 4	<table border="1"> <tr> <td>Position title Conservation Employees Machine Operators</td> <td>Level/ Grade AWU Level 2 AWU Level 3</td> </tr> </table>	Position title Conservation Employees Machine Operators	Level/ Grade AWU Level 2 AWU Level 3
Position title Conservation Employees Machine Operators	Level/ Grade AWU Level 2 AWU Level 3			
↑		←		
Responsible to	This position			
↑				
Officers under <i>direct</i> responsibility				
Position Title Nil	Level/Grade	Approx. no. FTEs supervised		

3. Role and Scope

This is a brief outline of the key responsibilities and scope. Scope may include the level of guidance under which the job operates, range of assignments, and influence on results for the work function or program:

<p>Under the direction of the Crew Leader:</p> <ul style="list-style-type: none"> Operates heavy machinery such as a 950 Caterpillar Wheel Loader or equivalent, D6 Caterpillar bulldozer or equivalent in forested environments and challenging terrain. Undertakes loading, unloading and transportation of heavy machinery with Prime Mover and float on a variety of roads and conditions. Undertakes bushfire suppression work at all categories of bushfire (level 1, 2 and 3) once fire line competent. Applies appropriate disease hygiene and work, health and safety requirements at all times.
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Individuals undertake their duties and responsibilities in accordance with the department's [Code of Conduct](#), policies and procedures, and relevant Government legislation.

4. Responsibilities of the Position and Broad Outline of Duties

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The proportion of time likely to be spent on each function or duty may, if appropriate, be indicated as a percentage (%).

Under the direction of the Crew Leader:

Machine Plant Operations (70%)

1. Operates heavy machinery such as a 950 Caterpillar Wheel Loader or equivalent, D6 Caterpillar bulldozer or equivalent in forested environments and challenging terrain. Undertakes loading, unloading and transportation of heavy machinery with Prime Mover and float on a variety of roads and conditions.
2. Ensures equipment under control is secure at all times and that machinery is adequately maintained and serviced for day-to-day operational use and to manufacturers specifications.
3. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience. This includes:
 - Undertaking bushfire suppression work at all categories of bushfire (Level 1, 2 and 3) and is fire line competent;
 - providing appropriate heavy machinery support for prescribed burn operations; and
 - performing allocated roles in fire management and other incidents, including working outside normal hours as required.
4. Applies appropriate disease hygiene requirements at all times and particularly in environmentally sensitive areas.
5. Undertakes a range of machine operations, including but not limited to:
 - site clearing in a range of vegetation types;
 - developing and rehabilitating gravel pits;
 - recreation, forest, and post mining site earthworks;
 - scrub rolling vegetation; and
 - forming road alignments and bridge construction.

In undertaking this role, the following generic duties also apply: (30%)

Personnel and Training

6. Assesses training needs of conservation employees in conjunction with Machine Plant Coordinator and Operations Officer Road Management.
7. Provides on the job training as required, this includes written assessments.

Planning, Administration and Quality Control

8. Undertakes all administrative functions required of the role.
9. Participates in preparing weekly schedules/ work programs of priorities to be achieved in conjunction with the Machine Plant Coordinator.
10. Advises on methods and techniques to improve quality control, efficiency and productivity.

Customer Service

11. Liaises with the public in a positive and constructive manner.
12. Provides services to internal customers within an agreed schedule.

Ethics and Compliance

13. Ensures records are maintained and reports are prepared in accordance with departmental and district standards.
14. Complies with relevant legislation, regulatory requirements, corporate policy, guidelines, procedures and ethical standards.

Work, Health and Safety

15. Responsible for personal and team safety in carrying out employee responsibilities as defined in the *Work, Health and Safety Act 2020*.
16. Assists in the development and implementation of job prescriptions, Job Safety Analysis and safe working procedures, including workplace inspection, hazard identification and control and accident investigations.
17. Monitors and anticipates public activity within the work site, having regard for occupational safety and health, public liability, and relevant Acts and regulations.

Other

18. Participates in rosters and responses which may be related to prescribed burning, bushfires, search and rescue, or wildlife, as appropriate.
19. Participates in development programs to achieve or as part of Certificate III accreditation in Conservation and Ecosystem Management.
20. Carries out other duties as required or as directed by the District Manager.

5. Selection Criteria

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In the context of the duties and responsibilities of the position, the following selection criteria apply. All criteria are essential unless specified otherwise.

Applicants should submit a cover letter using all following criteria as a guide to express their interest in being selected for interview. The interview process will also be used to assess these criteria and desirable criteria will be assessed as required.

1. Demonstrated ability to operate heavy machinery such as a 950 Caterpillar Wheel Loader or equivalent, and/or D6 Caterpillar bulldozer or equivalent in forested environments and challenging terrain and/or can load, unload and transport heavy machinery with Prime Mover and float on a variety of roads.
2. Ability to supervise and coach others in a range of work situations, identify training needs, conduct training as appropriate, and promote an environment of continuous learning.
3. Physically fit for “on the ground” operational fire work and be able to pass the departmental fire fitness test.
4. Be available for fire service consistent with the *AWU (WA Public Sector) Award 1992* and any prevailing industrial agreements, including regular participation in fire availability rosters on weekends and out of hours; plus, ongoing willingness and ability to participate in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, training and level of experience.
5. Ability to participate in the planning of and implement works programs in an efficient manner, organise resources, determine day to day priorities and ensure best practice quality control measures are achieved.
6. Ability to liaise with and negotiate with other internal stakeholders to ensure all approvals are in place and agree on standard of work before operational works commence.
7. Good oral communication and interpersonal skills, ability to work with departmental employees and contractors with limited supervision and work effectively in a team.
8. Good literacy skills with an ability to complete all records and reports in an accurate and timely manner including use of computers relevant to the requirements of the job.
9. Understanding of work, health and safety, and equity and diversity principles and practices.
10. Current ‘C’ and ‘MR’ Class Driver’s Licence, plus an ‘HC’ Driver’s Licence or ability to acquire as soon as possible.
11. Ability and willingness to acquire Certificate III in Conservation and Ecosystem Management.
12. Experience in Dieback Disease Hygiene requirements and machine operations in environmentally sensitive areas. **(Desirable)**
13. Current HVPL (Heavy Vehicle Pilot License), or ability and willingness to obtain a HVPL.

Values

Our organisational values drive the way we make decisions, interact with each other, and work together to achieve results.

Our five core values — **Integrity, Collaboration, Accountability, Respect** and **Excellence** — represent our commitment to a professional and inclusive workplace culture we can all enjoy. For the purposes of this recruitment process, behaviours that reflect these values are included as **Essential** and/or (as a minimum) **Desirable** selection criteria for this position.

14. Behaviour that reflects **Integrity, Collaboration, Accountability, Respect** and **Excellence**.

Information on whether appointment to this position is subject to provision of a satisfactory Working With Children check or a National Police check, is included in Section 6 of this form.

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6. Other

Position Status Does the position form part of the permanent structure?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Full Time Equivalent (FTE) Full time hours = 1 FTE. Write part time hours as a proportion of 1 e.g. 0.6 FTE if 3 days per week ie 60% of full time hours.	1	
Allowances and Special Conditions Applicable allowances and special conditions are checked with an 'x' in the appropriate box.	<input type="checkbox"/> District Allowance	<input type="checkbox"/> North West Leave
	<input type="checkbox"/> Air Conditioning	<input type="checkbox"/> No Fixed Hours (Rangers only)
	<input type="checkbox"/> Ranger Leave (Rangers only)	<input checked="" type="checkbox"/> Other - Please specify below: Fire Availability
Specialised Equipment Operated Specify type of equipment e.g. 4WD.	Heavy machine plant including 950 Caterpillar Loader or equivalent, Low Loader (Prime mover and float trailer), D6 Caterpillar or equivalent, skid steer loader, grader, chainsaws, power tools, 4WD vehicles, fire-fighting equipment, HF radios and personal computer.	
Working With Children Specify if appointment to this position is subject to a satisfactory Working with Children check – if this position works with children, refer to http://www.checkwwc.wa.gov.au/checkwwc/WWC+Check/ .	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
National Police Check Specify if appointment to this position is subject to a satisfactory National Police check. For more information refer to the department's guidelines on National Police checks .	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

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7. Certification

The details contained in this document are an accurate reflection of position.

Branch/Division Head	Director General
Signature:	Signature:
Date:	Date: