



## SOUTHERN GRAMPIANS SHIRE COUNCIL POSITION DESCRIPTION

### Position Details

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Title:	Hamilton Livestock Exchange Operator
Classification:	2
Business Unit:	Infrastructure
Reports to:	Manager Livestock Exchange

### Position Summary:

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- To control stock movements in connection with the operation of the Livestock Exchange;
- To assist users of the Livestock Exchange with the selling process;
- To carry out Livestock Exchange facility operations and maintenance;
- To assess animal health and act as an Animal Welfare Officer at the livestock exchange;
- To ensure plant and equipment used at the Livestock Exchange is kept in good order

### Key Responsibilities

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#### Yard Operations

Carry out yard operations as directed, including, but not limited to:

- Drafting, droving and relocation of stock as required;
- Discharge Animal Welfare obligations as the designated Animal Welfare Officer.
- Operation of the live weight selling facility (including computer data entry);
- Reading of stock eartags.
- Hosing/cleaning of yards;
- Removal of dead stock;

#### Facility Maintenance

Carry out maintenance as directed, including, but not limited to:

- Maintain effluent treatment plant, including irrigation;

- General maintenance of the facility, including concreting, carpentry, painting, welding etc.;
- Tractor driving, including ploughing, slashing, spreading of fertiliser, weed spraying, etc.;
- Use of herbicides;
- Maintain utility, tractor and minor plant, in good repair as required;
- General cleaning duties.

### **Other Works and Responsibilities**

- Operation of irrigation systems in accordance with relevant Guidelines.
- The incumbent shall be expected to perform the roles of First Aid Officer and OH&S Representative for the Livestock Exchange and will promote safe workplace practices.
- Operation of other plant and equipment, and carrying out of other duties as directed, depending upon skill levels required.

### **Key Performance Indicators**

- Timeliness and accuracy of stock movements;
- Cleanliness of yards;
- Compliance with relevant guidelines and legislation, including but not limited to OH&S, Environment Protection and Animal Health.
- Quality of maintenance works carried out;
- Condition of maintained plant and equipment;

### **Public Relations**

The incumbent shall be expected to perform all tasks/duties in a manner which promotes effective teamwork and good public relations.

### **Extent of Authority**

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- Commit to and adhere with Councils Child Safe Requirements

The incumbent is directly responsible to the Livestock Exchange Manager for:

- Implementing previously agreed work methods to safely and efficiently move stock around the Livestock Exchange and carry out associated Livestock Exchange operations;
- Operating Livestock Exchange equipment as required;
- Correct maintenance of plant and equipment;
- Supervision of other employees as required.

### **Judgement and Decision Making**

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- Involves the use of personal judgement in the completion of tasks;
- Jobs are generally clearly defined, well understood or clearly documented;
- Expected to solve minor problems.

### **Specialist Skills and Knowledge**

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- A high level of knowledge of stock handling procedures;
- A high level of knowledge of Animal Welfare
- Ability to operate and maintain plant;
- Intermediate administrative skills, including use of computers
- Basic handyman skills in order to be able to assist tradespeople in carrying out these functions.

### **Management Skills**

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- Will comply with systems and policies to ensure a safe work environment by:
  - Taking reasonable care for his or her own health and safety and the health and safety of others within the workplace and co-operate with Council with respect to any action taken to comply with a requirement of the OHS Act
  - Not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health, safety or welfare.
  - Contribute to OHS consultation processes.
  - Prompt reporting of hazards and incidents.
- Ability to manage own time and that of others as required under general direction;
- Good understanding of Occupational Health and Safety issues.

### **Inter-personal skills**

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- Ability to gain cooperation of stakeholders to resolve issues;
- Ability to discuss and resolve problems;
- Ability to work as part of a team.

## Compliance with Legislation and Policies

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- Adhere to all current relevant codes of conduct and legislative requirements including:
  - Southern Grampians Shire Council Policies and Procedures;
  - Southern Grampians Shire Council Staff Code of Conduct;
  - Privacy and Data Protection Act 2014 (Vic);
  - Equal Opportunity Act 2010 (Vic);
  - Occupational Health and Safety Act 2004 (Vic);
  - Government/Industry Codes of Conduct;
  - The Southern Grampians Shire Council Enterprise Agreement; and
  - The Municipal Emergency Management Plan.
- Demonstrate a commitment to risk management principles and practices, and also maintain a safe environment for staff and the community;
- Responsible for ensuring the security of Council's assets under the Officer's control;
- Responsible for ensuring compliance with the requirements of the Occupational Health and Safety Act 2004 (Vic), Council's Health and Safety management programs and for ensuring, as far as practicable, safe working practices for all staff.

## Qualifications and Experience

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- Demonstrated experience in handling stock;
- Demonstrated ability to operate plant, eg. tractor, motorbike, loader, etc.;
- Demonstrated initiative, and ability to manage own time under general direction.
- Demonstrated basic trade skills (desirable);
- Demonstrated intermediate administrative skills, including use of computers.

## Key Selection Criteria

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The employee will demonstrate the following:

### Essential Criteria

- Current Victorian Drivers Licence is essential;
- Demonstrated stock handling experience essential;
- Licence to operate front end loader and skid steer would be desirable.
- Satisfactory level of physical fitness to undertake manual work;
- Time Management and ability to provide leadership & direction when Manager is on leave

- High level of understanding regarding OH&S responsibilities & requirements
- Effective team player

## Agreement

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I, \_\_\_\_\_ have read and understand the objectives and conditions of the above mentioned role.

Employee: \_\_\_\_\_

SGSC: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

• Date: \_\_\_\_\_

Date: \_\_\_\_\_

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