



APPLICATION PACKAGE

Grader Operator (All Rounder)

Contact:

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Executive Manager Infrastructure Services
Shire of Narembreen
9064 7038**

CONTENTS

ADVERTISEMENT.....	3
POSITION DESCRIPTION.....	4
POSITION DETAILS & HOW TO APPLY.....	7
SALARY INFORMATION.....	8

Advertisement



Grader Operator (All Rounder)

Shape the roads, shape the future!

Are you an experienced grader operator ready to make a real impact in a friendly, tight-knit community? Join the Shire of Narembeen's Infrastructure Services team and take on a key role in constructing and maintaining our essential road infrastructure.

This is a **full-time role with a 9-day fortnight**, offering you a fantastic work-life balance in a small Wheatbelt community known for its welcoming atmosphere and excellent amenities. You'll be part of a supportive team environment, contributing directly to the development of Narembeen.

Why Join Us?

- Above-award salary
- Housing allowance
- Housing available
- Council matching of additional superannuation contributions up to 5%
- Free gym membership to the Narembeen Community Gym

How to Apply:

To learn more about the duties and responsibilities, download the application package available on our website: www.narembeen.wa.gov.au. For a confidential discussion about the role, reach out to Ken Markham, Executive Manager Infrastructure Services, at emis@narembeen.wa.gov.au or call (08) 9064 7308 during office hours.

Submit your application by **9am, Monday, 11th November 2024**. Please include your current resume and a cover letter, clearly marked "Private & Confidential – Grader Operator (All Rounder)," and send it to emis@narembeen.wa.gov.au.

Make a move to a community where your skills and passion for grader operations will be truly valued!

Position Description

POSITION TITLE	Grader Operator (All Rounder)
DIRECTORATE	Infrastructure Services
AWARD	Works Staff Enterprise Bargaining Agreement 2021
LEVEL	Level 4A (experience dependent)
STATUS	Full Time (80 hours per week, 9-day fortnight)
LOCATION	Shire of Narembeen Administration Office 1 Longhurst Street

POSITION OBJECTIVES

To work within the road crew in carrying out the Shire of Narembeen annual program, including the construction and maintenance of the Shire's road infrastructure and related assets, in a safe and efficient manner, under the supervision of the Executive Management Infrastructure Services.

DUTIES AND RESPONSIBILITIES

Administration

- Carry out traffic management procedures.
- Conduct pre-start checks on equipment and plant prior to use.
- Keep basic records such as incident reports, pre-start checks, risk assessments and timesheets.

Asset Management

- Assist with the construction and maintenance of Council's assets and infrastructure, including to construct, maintain and report the Shire's bridges, roads, streets, and verges, including appropriate signage and traffic control measures.
- Operate equipment and plant on worksites in a professional manner,
- Perform general labouring activities.
- Required to perform duties as directed or required by the Executive Manager Infrastructure Services.

Plant & Equipment Management

- Safely and efficiently operate plant including but not limited to a backhoe, grader, loader, roller, skid steer and Prime mover, side tippers, low loaders and water carts.
- Perform daily maintenance on equipment and plant, carry out minor maintenance and cleaning and ensure liaison with the Mechanic in respect to required repairs.

Training

- Undertake training related to position as required.

SKILLS AND EXPERIENCE

Skills and Knowledge

- Demonstrated ability in plant operations including grader operations.
- Good organisational and time management skills.
- Knowledge of manual handling techniques.
- Sound verbal and written communication skills.
- Working knowledge of work, health and safety requirements for the workplace.

Experience

- Ability to undertake manual labouring tasks.
- Demonstrated ability to work alone or in a team environment.
- Minimum two years' experience in a similar position operating a grader.
- Experience in road construction and maintenance.

Qualifications, Certificates and Licenses – Essential

- Current police clearance.
- Hold a current and valid 'HC' class license.
- Hold a white card (WA construction).

Qualifications, Certificates and Licenses – Desirable

- Basic Worksite Traffic Management and Traffic Controller accreditation.
- Hold a current and valid 'MC' class license.
- Working knowledge of local government civil works operations.

RELATIONSHIPS

Reports to: Executive Manager Infrastructure Services and Leading Hand

Internal Liaison: Councillors and Shire Staff

External Liaison: Contractors, general public, residents, and ratepayers

EXTENT OF AUTHORITY

The position operates under the direct supervision of the EMIS, with the Leading Hand providing additional oversight. It exercises a degree of autonomy within the constraints of the budget, established policies, and role responsibilities.

CODE OF CONDUCT

Expected to always adhere to the Code of Conduct, ensuring compliance with its standards in all aspects of their role.

DISABILITY ACCESS AND INCLUSION PLAN

Responsible for supporting the Shire of Narembeen's commitment to advancing the principles and objectives of the Disabilities Service Act 1993, including its 2004 amendments, ensuring compliance with the seven standards outlined in the Disabilities Services Regulations 2013, and contributing to the successful implementation of the Disability Access and Inclusion Plan 2024-2029.

EMPLOYMENT CONDITIONS

A pre-employment medical and current National Police Clearance Certificate is required.

Signed declaration that the incumbent has read the Shire of Narembeen's Induction Manual and Employee Code of Conduct prior to the commencement of work.

EQUAL EMPLOYMENT OPPORTUNITY

Responsible for upholding the Shire of Narembeen's commitment to providing a working environment where every employee is treated equally, fairly, and without prejudice, in alignment with the Equal Employment Opportunity Policy and Management Plan.

RISK MANAGEMENT

Responsible for complying with the Shire's risk management policies and procedures, and for reporting any potential risks related to operational procedures

WORK HEALTH AND SAFETY

Responsible to ensure that a safe and healthy work environment is maintained:

- Undertake duties with compliance to WHS Act 2020, WorkCover Code of Practice and Shire's Policies and Procedures.
- Working safely at all times to protect your own health and safety, and the health and safety of everyone with who you work, and any other person at the worksite.
- Actively participate in risk assessments to ensure high risk activities are identified and controlled. Suggest improvements where required.
- Identify and report workplace hazards and follow all reasonable directions from supervisors with regard to safety.
- Use personal protective equipment as directed by the employer

Position Details & How to Apply

If you decide to apply for this position, please include a cover letter outlining your relevant skills and experience and a copy of your resume.

The Shire is an equal opportunity employer and applies merit-based selection techniques. Please read these notes carefully as they are designed to help you understand the Shire of Narembeen's selection process.

Application Checklist

Your application should include:

1. A cover letter introducing yourself
2. A current resume with the details of your experience
3. Names and contact details of at least 2 recent employment references.

Further Information

For further information please contact:

Ken Markham, Executive Manager Infrastructure Services

E: emis@narembeen.wa.gov.au

T: (08) 9064 7308

Closing Date

Closing date for applications – **9am Monday, 11 November 2024.**

Remuneration Information

The position offers a remuneration package:

Item	\$33.87 per hour
Cash Salary*	70,449
Superannuation Guarantee (11.5%)	8,102
Superannuation Matching (up to 5%)	3,522
Leave loading (17.5%)	948
Housing Allowance	5,200
Uniform Allowance	500
Total	\$88,721

Annual Leave

Entitled to 4 weeks paid annual leave each year.

Housing

Residential house available for rent.

Ordinary Hours

80 hours per fortnight.

RDO

Rostered Day Off every second Monday.