



POSITION DESCRIPTION

Position Title	Grader Operator
Department	Works Department
Position Status	Permanent Full Time – 80 Hour, 9 Day Fortnight
Award	Works Staff Enterprise Bargaining Agreement 2021
Classification	Level 4 / Level 4A
Reports To	Leading Hand and Works Manager
Delegations and Authority	As per Council's Delegation of Authority Register and within established guidelines, procedures and policies of Council.

OBJECTIVES OF POSITION

Work as part of a team to ensure the safe, efficient and effective maintenance and construction of Councils road infrastructure, including but not limited to:

- Road maintenance and construction / reconstruction;
- Drainage maintenance and construction / reconstruction; and
- Asset maintenance.

KEY DUTIES AND RESPONSIBILITIES

- Construction and maintenance of roads infrastructure;
- Safely and efficiently operate Council's plant, including but not limited to, grader, truck, loader, roller, backhoe, excavator on road construction and maintenance activities and projects as required;
- Ensure correct signage is used in accordance with current regulations;
- Grade to level and cross sections with required compaction, within acceptable tolerances;
- Perform daily maintenance on plant, carry out minor maintenance and cleaning and ensure liaison with the Mechanic in respect to repairs required; and
- Perform other routine duties as required within the Construction/Maintenance crew, as directed by the Works Manager or Leading Hand.

REQUIREMENTS

Skills and Experience

- Ability to communicate effectively and professionally with colleagues and the public;
- Ability to perform labouring type works including lifting, digging, pushing and pulling; and
- Minimum two years previous experience in a similar position operating a grader.

Knowledge

- Operation of plant and road construction; and
- Correct manual handling techniques.

Qualifications

Essential

- Hold a current “HR” class motor driver’s licence; and
- Basic Worksite Traffic Management and Traffic Controller.

WORKPLACE SAFETY AND HEALTH

The following are your responsibilities to ensure that a safe and healthy work environment is maintained:

- Undertake duties with compliance to WHS Act, 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; and
- Use personal protective equipment as directed by the employer.

EQUAL EMPLOYMENT OPPORTUNITY

The following are your responsibilities to ensure that an equal employment opportunity environment is maintained:

- Treat all work colleagues equally, in a non-discriminatory manner and with consideration and respect in accordance with the Code of Conduct; and
- Undertake equal employment opportunity training provided by Shire of Narembeen.

ACKNOWLEDGEMENT

I hereby agree to abide by all Council’s corporate requirements including policies and procedures and acknowledge that this position description outlines the overall responsibilities and duties that are to be carried out as part of this role of which I agree to perform to the best of my ability.

Signature of Employee	
Name	
Date	

Position Description Review

Arthur Cousins, Works Manager

September 2023