



POSITION DESCRIPTION GRADER OPERATOR

1. TITLE

Grader Operator

2. LEVEL

Shire of Narembreen Works Staff Enterprise Bargaining Agreement - starting at level 4

3. DEPARTMENT/SECTION

Works Department

4. POSITION OBJECTIVES:

4.1 Objectives of Position

As part of the Works team, ensure works are carried out efficiently, effectively and economically and in accordance with any safe operating procedures currently in place in relation to:-

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

4.2 Within Department

To work as part of a team ensuring that summer and winter formation works are carried out and that satisfactorily maintenance and duties are performed to the required standard. As well ensuring that daily machine maintenance is undertaken.

4.3 Within Organisation

Undertake works maintenance and projects in accordance with the Shire of Narembreen's Strategic Community Plan and within the annual budget adopted by the Shire.

5. REQUIREMENTS OF THE JOB

5.1 Skills & Knowledge

- Basic written and verbal communication skills
- Basic numeracy skills
- Able to work in accordance with Occupational Safety and Health industry obligations
- Understanding and training in correct manual handling techniques

- Able to work in all reasonable conditions.
- Capacity to perform physical tasks including but not restricted to digging, shovelling, lifting within relevant OSH guidelines.

5.2 Experience

- Experience on construction and general grader work.
- High School education; or up to one month related experience or training; or equivalent combination of education and experience.
- Previous Local Government experience.

5.3 Qualifications and/or Training

- Hold a current HR class motor driver's licence.
- High school education
- Up to one month related experience or training; or equivalent combination of education and experience
- Basic Worksite Traffic Management and Traffic Control.
- Previous Local Government experience

6. KEY DUTIES/RESPONSIBILITIES

- Operate a grader.
- Carry out operation of plant as allocated in a capable and efficient manner to reflect credibility of the organisation at all times.
- Perform daily maintenance on plant, i.e. inspection of water and oil levels, tyres and lights.
- Carry out minor maintenance and cleaning and ensure liaison with the Plant Mechanic in respect to repairs required.
- Cleaning of grader at the depot wash down facility.
- Take reasonable care to ensure personal safety and health at work and that of other persons in the workplace.
- Observe all safe working practices as directed by the Works Manager and use of personal protective equipment as provided.
- Report all accidents, incidents and hazardous situations arising in the course of work.
- Perform other routine duties as required within the Construction/Maintenance crew, as directed by the Works Manager or Leading Hand.
- Physical Requirements: ability to use hand tools such as binders & chains, shovels, rakes, brooms, hand sprayers & kanga hammers to assist with culvert construction, bitumen seal works & pavement level checks.

7. ORGANISATION RELATIONSHIPS

7.1 Responsible to

- Works Manager
- Leading Hand

7.2 Internal and External Liaison

Internal:

- Chief Executive Officer
- Works Manager
- Leading Hand
- Other Works Staff

External:

- Contractors
- General Public

8. OCCUPATIONAL SAFETY AND HEALTH

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

- Ensure his or her own safety
- Avoid adversely affecting the safety and health of any other person through any act or omission at work
- Must comply with safety instructions specified by their employer
- Must use personal protective equipment as directed by their employer
- Must not misuse or damage safety equipment
- Must report near misses/accidents and incidents as well as hazards to their managers/supervisors
- Must co-operate with their employer
- Should actively participate in Work Injury Management Programmes.

9. 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
- Undertake equal employment opportunity training provided by Council.

10. EXTENT OF AUTHORITY

Position operates under the broad direction of the Works Manager within established guidelines, procedures and policies of Council.

11. SELECTION CRITERIA

Essential

- Basic written and verbal communication skills.
- Basic numeracy skills including the ability to use these skills with money, weight, volume and distance measurements.
- Developing problem solving skills.
- Good knowledge of daily maintenance requirements for Prime Mover and trailers
- General knowledge of Occupational Health, Safety & Welfare policies within the workplace.

- High School education; or up to one month related experience or training; or equivalent combination of education and experience.
- Current HR class driver's licence

Desirable

- Previous Local Government experience.
- HC Licence

12. Preparing Your Application

Applicants must demonstrate that they meet the Essential Selection Criteria above.

Your application should include the following documents:-

- Covering Letter
- Resume
- Names of two referees with telephone contact details

13. Further Information

Further information may be obtained by phoning Works Manager, Mr Arthur Cousins on 0429 647 330.

For information on the Shire of Narembeen, please go to:
www.narembeen.wa.gov.au

GENERAL INFORMATION

The Shire of Narembeen is one of the State's leading agricultural regions and is the gateway to the famous Wave Rock tourist icon. The Shire covers an area of 2,980kms², with Shire east west boundary dimensions of approximately 125 kilometres. Narembeen is located 283kms south east of Perth where country living is at its best.

Shire of Narembeen Summary Statistics

Population – townsite approx 460 persons, Population – Shire approx 810 persons, South Kuminin (23kms south) and Mt Walker (42kms east), tourist attractions-Wadderin Wildlife Nature Reserve, Narembeen Ski Lake, Holleton Rock, Roe Dam, Roe Lookout, Wildflowers, length of sealed roads 287km, length of unsealed roads 1107 km, number of electors 586, number of dwellings 480, number of employees (FTE) 30.

Medical:

Hospital, Pharmacy, Dentist, Doctor, Occupational Therapist.
Visiting – Diabetic Educator, Dietician, Podiatrist, Women's GP

Education:

Narembeen District High School - Kindy to Year 10

Recreation:

Narembeen Recreation Centre - grassed sportsground to cater for football, cricket and hockey, synthetic tennis courts, synthetic bowling greens, darts, netball and basketball courts, Aquatic Centre, Gymnasium and 2 golf courses (located north of Narembeen and east at Mt Walker.)

Local Organisations:

Include Junior Basketball, Bowls, Darts, Senior and Junior Football, Men's and Ladies Golf at Narembeen and Mt Walker, Ladies and Men Senior and Junior Hockey, Senior and Junior Netball, Men's, Ladies and Junior Tennis at Narembeen and Mt Walker, Arts & Craft Society, Lions Club, Anglican Church, Catholic Church, Church of Christ, P&C Association, Go Narembeen Progress Association, Narembeen Volunteer Emergency Services (Fire Brigade & St John), Historical Society, Mt Walker Sporting Association, Men's Shed, Wheatbelt Business Network, The Fencepost (local newspaper), Police, Second Hand Clothing Store

Commerce:

IGA, Post Office, Rural Traders, Shearing Contractors, Transport Operators, Agricultural Contractors, Agricultural Spraying Contractors, Farm machinery, Steel and Fabrication, Hotel, Roadhouse, Motel, Caravan Park & Cabins, Primary Producers, Farm Merchandise, Hardware Store, Tyre Retailer & Repairs, Panel Beater, Vehicle Service and Repairs, Hairdresser, Beautician, Community Resource Centre, Doctors Surgery, Dental Surgery, Café, Bankwest, Carpenter, Electricians, Plumber, Gift Store.

Council Meetings

Ordinary Meetings are held on the third Tuesday of each month commencing 2.30 pm.