



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

As part of the Works team, ensure works are carried out efficiently 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

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. Ensure that daily machine maintenance is undertaken.

KEY DUTIES AND RESPONSIBILITIES

- 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
- Undertake manual labouring duties
- Report all accidents, incidents and hazardous situations
- Observe all safe working practices as directed by the Works Manager and use of personal protective equipment as provided
- Perform other routine duties as required within the Construction/Maintenance crew, as directed by the Works Manager or Leading Hand

REQUIREMENTS

Experience and Knowledge

- At least two years previous experience in a similar position operating a grader
- Demonstrated plant operation and road construction experience and knowledge
- Current HR class licence
- Basic Worksite Traffic Management and Traffic Control
- Previous Local Government experience is desirable

Skills

- Basic written, numeracy and verbal communication skills
- Comply with Shire's Risk Management and Workplace Health and Safety Policy
- Understanding and training in correct manual handling techniques
- Capacity to perform physical tasks including but not restricted to digging, shovelling, lifting within relevant WHS guidelines

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
- 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
- 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, Manager Works 5 September 2022