

## POSITION DESCRIPTION

POSITION DETAILS			
<b>Position Title:</b>	Plant Operator – Grader		
<b>Position Number:</b>	272, 301, 308	<b>Standard Position Hours:</b>	38 Hours
<b>Directorate:</b>	Works and Infrastructure	<b>Unit:</b>	Works Delivery
<b>Salary Grade:</b>	3	<b>Award Band and Level:</b>	Band 1 Level 3
<b>Position Reports to:</b>	Team Leader		
<b>Staff Management:</b>	Nil		
<b>Budget Responsibility:</b>	Nil		
<b>Date Created:</b>	1 June 2011	<b>Date Last Reviewed:</b>	8 August 2017
<b>Version:</b>	1	<b>Document Number:</b>	DOC2016/005936

### ORGANISATIONAL ENVIRONMENT

Cessnock City Council employs approximately 280 employees and is responsible for a local government area of approximately 1,950 square kilometres within the Hunter Valley of New South Wales, approximately 120 kilometres north of Sydney and 40 kilometres west of Newcastle.

Cessnock City Council provides a diverse range of services and facilities for the residents and visitors of the local government area. Cessnock City Council comprises of 3 Directorates;

- Works and Infrastructure
- Planning and Environment
- Corporate and Community Services

### ORGANISATIONAL CONTEXT OF POSITION

The Works and Infrastructure Services directorate manages services associated with the following functions within Cessnock City Council;

- Works Delivery
- Design Delivery
- Strategic Asset Planning
- Recreation Services
- Waste and Environment Services

### WORKPLACE HEALTH & SAFETY

The Responsibilities, Authorities and Accountabilities (RAA's) applicable to this position is Level 6.

For specific WHS Responsibilities, Authorities and Accountabilities applicable to this position, refer to the WHS RAA Handbook.

The person accepting this position is required to read and comply with the RAA's applicable to this position.

## PRIMARY OBJECTIVE

The primary objectives of the position are to:

- Undertake plant operator duties, as a part of a multi-skilled team, associated with the maintenance and construction of roads, paved areas, drainage facilities and/or parks. Primary item of plant operated being a Grader
- Undertake general labouring duties associated with the maintenance and construction of roads, paved areas, drainage facilities and parks.

## KEY ACCOUNTABILITIES

1. Undertake the safe operation of the Grader and Laser for the maintenance and construction of roads, paved areas, drainage facilities and/or parks, including;
  - Cleaning out drains and culverts,
  - Stripping topsoil,
  - Excavation,
  - Cut and Fill,
  - Box out and trim subgrade,
  - Spread and mix material,
  - Trim both cut and fill batters,
  - Scarify hard areas,
  - Cut water table drains to grade,
  - Grade to line and level,
  - Perform final trim on road pavement,
  - Levelling carried out to specified tolerances;
  - Landfilling/landscaping.
2. Ensure that the Grader and Laser is maintained in a clean and well presented condition, undertake minor servicing on a daily basis or as required and perform major servicing of the grader in conjunction with the workshop as required.
3. Ensure that all works are completed in accordance with RMS specifications.
4. Undertake the safe operation of all other plant as required such as Roller and Compactor.
5. Monitor and maintain stockpiles for the project site.
6. Undertake erosion and sediment control on worksites and stockpiles.
7. Train and mentor other plant operators in the use of the Grader and other plant as required.
8. Undertake general labouring duties including;
  - Manual handling of materials, eg. excavation and spreading of material, pipe laying, concrete works, erection of roadside furniture and roadside cleaning.
  - General concreting works including erection of formwork, fixing of reinforcement, placement and finishing of concrete.
  - General asphalt and bituminous sealing works, eg. pothole patching, asphalt works and sealing operations.
  - Erection of erosion and sediment control measures such as silt fences, gabions, turfing.
  - Landscaping works, eg. tree lopping, spreading of topsoil, turfing, planting of trees and shrubs, hand watering and minor civil works.
9. Undertake the safe operation and maintenance of small plant and equipment, such as chainsaws, hand mowers, hand tools, brush cutters and concrete vibrators.
10. Complete the daily pre-start checklist and ensure that all relevant paperwork, including pre-start, fault report and incident reports are completed accurately and in a timely manner and in accordance with Council policies and procedures.

11. Respond to emergency events on a roster basis if required.
12. Work and participate in an enthusiastic and co-operative team spirit.
13. Control traffic at worksites, including placement of signs, lights and barriers.
14. Ensure that best practice work methods are adopted on work tasks.
15. Develop and maintain a positive team culture focused on teamwork and cooperation.
16. Undertake works in accordance with all relevant quality, environmental and WHS requirements.
17. Maintain the health and safety of the general public and Council staff during the execution of works by ensuring safe work practices are adopted and adhered to in accordance with Council's WHS policy and procedures.
18. Ensure a positive image of Council is promoted throughout the community through courteous, responsive and efficient service.
19. Any other accountabilities or duties as directed which are within the employee's skills, competence and training.

## POSITION SELECTION CRITERIA

### Essential

1. Demonstrated experience in a civil construction/maintenance role including road and drainage construction, concrete construction and civil maintenance and knowledge, understanding and experience of road engineering work methods employed on civil projects.
2. Demonstrated competence and ability to safely operate, service and maintain a Grader, Grader Laser, Roller and other plant as required.
3. Demonstrated thorough understanding of road and drainage construction and maintenance requirements.
4. Demonstrated thorough knowledge of the effects of moisture content on road construction materials.
5. Demonstrated experience and understanding of sediment and erosion control techniques.
6. Demonstrated competency in undertaking specified labouring duties for civil projects and maintenance tasks.
7. Demonstrated experience in the safe use of minor plant and equipment.
8. Demonstrated knowledge and understanding of Workplace Health and Safety requirements.

### Essential Certificates, Licences and Tickets

9. Holder of all of the following;
  - Current class HR driver's licence
  - Work Safely in the Construction Industry Certificate (White Card)
10. Holder of, or willingness and ability to obtain within 6 months of commencement, all of the following;
  - Current RMS Traffic Controllers Certificate
  - Current RMS Traffic Controllers Certificate (Implement Traffic Control Plans)
  - Safe Working Near Powerlines
  - Erosion and Sediment control
  - Fire Extinguisher

### Highly Desirable

1. Holder of all of the following;
  - Certificate IV Trainer Assessor
  - Elevated Work Platform (EWP)
  - Basic Scaffolding
  - ICAM Investigation
  - First Aid Certificate including CPR
2. Demonstrated competence and ability to safely operate, service and maintain other items of plant.
3. Demonstrated concrete finishing skills.
4. Basic carpentry skills.
5. Basic knowledge of landscaping requirements.

## SIGNATURE

### Employee

Full Name:			
Signature:		Date:	