



POSITION DESCRIPTION

POSITION DETAILS			
Position Title:	Plant Operator – Construction Grader		
Position Number:	272	Standard Position Hours:	38 Hours
Directorate:	Works and Infrastructure	Unit:	Works and Operations
Salary Grade:	5	Award Band and Level:	Band 1 Level 4
Position Reports to:	Team Leader		
Staff Management:	Nil		
Budget Responsibility:	Nil		
Date Created:	1 June 2011	Date Last Reviewed:	9 March 2023
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ORGANISATIONAL ENVIRONMENT

Cessnock City Council employs approximately 400 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 Services
- Planning and Environment Services
- Corporate and Community Services

ORGANISATIONAL CONTEXT OF POSITION

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

- Works and Operations
- Infrastructure
- Open Space and Community Facilities
- Environment and Waste Services

The Works and Operations unit is responsible for provision of the Construction and Maintenance activities relating to Council's civil infrastructure including roads, stormwater drainage, bridges and the airport operations

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:

- Undertake grader operating duties within Councils construction team with the primary task being placement of sub base and base materials and final trimming works to QA tolerances.
- 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.
- 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 for the construction of roads, paved areas, drainage facilities and/or parks.
2. Setup and use Council's Universal Total Station (UTS) on site using information provided by the Surveyor.
3. Ensure Grader is regularly calibrated to maintain the accuracy of performance.
4. Ensure that the Grader and UTS machine control 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.
5. Communicate and provide direction to other staff and plant whilst undertaking grading duties.
6. Ensure that all grading works are completed in accordance with TfNSW/Council specifications to required design tolerances.
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, e.g. 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, e.g. pothole patching, asphalt works and sealing operations.
 - Erection of erosion and sediment control measures such as silt fences, gabions, turfing.
 - Landscaping works, e.g. tree trimming, spreading of topsoil, turfing, hand watering and minor civil works. Train and mentor other plant operators in the use of the Grader and other plant as required.
9. Complete the daily pre-start checklist and ensure that all relevant paperwork, including pre-start, fault report and incident reports are completely accurately and in a timely manner and in accordance with Council policies and procedures.
10. Work and participate in an enthusiastic and co-operative team spirit.
11. Control traffic at worksites, including placement of signs, lights and barriers.
12. Ensure that best practice work methods are adopted on work tasks.
13. Develop and maintain a positive team culture focused on teamwork and cooperation
14. Undertake works in accordance with all relevant quality, environmental and WHS requirements.
15. 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.

16. Ensure a positive image of Council is promoted throughout the community through courteous, responsive and efficient service.
17. 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 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 strong experience (minimum of 5 years) final trim grader experience with proven competence and ability to safely operate, service and maintain a Grader, UTS total station, Roller and other plant as required.
3. Thorough knowledge and experience in the set up and use of Leica GPS/UTS Systems
4. Demonstrated pavement knowledge including optimum moisture and compaction requirements.
5. Effective communication to provide direction to others whilst undertaking grading works.
6. Demonstrated experience and understanding of sediment and erosion control techniques.
7. Demonstrated competency in undertaking specified labouring duties for civil projects and maintenance tasks.
8. Demonstrated knowledge and understanding of Workplace Health and Safety requirements.

Essential Certificates, Licences and Tickets

1. Holder of all of the following;
 - Current class HR driver's licence
 - Work Health and Safety General Construction Induction (White Card)
2. Holder of, or willingness and ability to obtain within 6 months of commencement, all of the following;
 - Current Traffic Controllers Certificate
 - Current Traffic Controllers Certificate (Implement Traffic Control Plans)
 - Safe Working Near Powerlines
 - Erosion and Sediment control
 - Fire Extinguisher
 - First Aid Certificate including CPR

Highly Desirable

1. Demonstrated competence and ability to safely operate, service and maintain other items of plant.
2. Ability to check the quality of the grading works and rectify the defects
3. Demonstrated concrete finishing skills.
4. Basic carpentry skills.

SIGNATURE

Employee

Full Name:

Signature:

Date: