

# Position Description

## Senior Field Operator (Grader)

**Name of appointed officer:** Vacant

**Date of appointment:**

**Date of last review of position description:** September 2017

### Salary and conditions

All terms and conditions of employment are consistent with the Local Government (State) Award unless otherwise stated.

Assessed entry level of position within salary system:	Band 2 Level 1
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Position limit within salary system: (20 Grade structure)	Grade 6 – Entry to Step 4
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Status of position:	Permanent
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Hours of work per week:	38
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### Organisational relationships

Directorate:	Works and Civil
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Section:	Civil Services
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Team:	Not applicable
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Work base:	South Grafton, Maclean, Koolkhan as appropriate to the position
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Position responsible to:	Supervisor (Roads) (South Grafton, Maclean or Koolkhan Depot) as appropriate to the position
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Level of support and supervision:	Medium level of independence
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Level of personal management	Medium
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Level of teamwork required:	High
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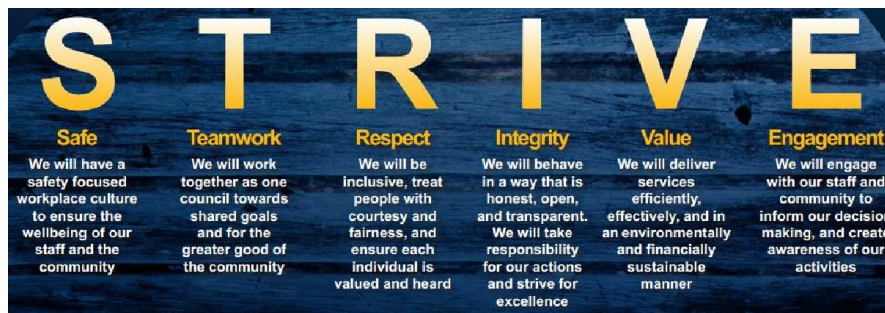
Supervision of staff:	Supervises the daily work activities of up to 8 staff
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Internal contacts:	All staff within Council but primarily within the Civil Services Section
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External contacts:	General public, government agencies, and private organisations
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### Vision, mission and values

<b>Our vision:</b>	To make the Clarence Valley a community full of opportunity
<b>Our mission:</b>	To plan and deliver services valued by the community
<b>Our values:</b>	the acronym ' <b>STRIVE</b> ' describes the values and behaviours which are considered to be core requirements when we deal with each other and our community



### Physical requirements of the position

Frequent driving between job sites
Prolonged periods of sitting whilst operating hand and foot controls
Prolonged periods of standing and bending
Capable of working in difficult terrain, including walking up and down embankments and over rough ground
Manual handling, including changing grader blades weighing 50kg with assistance from co-worker and general labouring duties
Access and egress to grader and other machines and plant

### Purpose of the position

To undertake works, including:

- Determine, arrange and allocate resources (materials, plant and personnel) to complete allocated works with regard to road, drainage and general construction and maintenance activities, particularly (but not restricted to) unsealed road maintenance grading.
- Manage and monitor works and personnel to ensure correct standards, legislative requirements, timelines and budget are met.
- Undertake maintenance and construction works to the required standard for road, drainage and general construction and maintenance activities.
- Ensure all project related documentation is correctly recorded.

To undertake investigations for Council works and matters of public complaint and request

### Major duties and responsibilities

Undertake relevant works to ensure cost efficient delivery of service and a safe working environment for employees and the public, including (but not limited to) the following:

- Operation of a grader to Council standards, including:
  - Maintenance grade Council's unsealed roads to Council standards;
  - Assess Council's unsealed roads as to maintenance requirements;
  - Construct/reinstate table drains and open drains;
  - Remove trees/suckers from along road reserves;
  - Conduct road construction including final trim grading to engineering plans and Council standards;
  - Identify gravel types for usage as fill and road base courses;
- Operation of other designated items of plant within the operators capabilities and certification
- Undertaking general maintenance activities within the Council area
- Undertaking construction activities within the Council area
- Undertaking traffic control duties

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Convey information regarding training requirements of staff

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Provide input to staff competency and performance appraisals

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Request purchase orders for works undertaken in the position

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Coordinate delivery of materials and services required to complete Council designated works

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Ensure works under the positions control are completed to required standard

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Undertake works in accordance with all quality, environmental and WHS requirements, completing all appropriate documentation including (but not limited to):

- Active involvement in injury prevention and management, and return to work programs
- Risk assessments
- Selection and use of appropriate safe work codes and traffic control plans
- Plant pre start check lists
- Site inductions
- Quarry operation documentation
- Daily costing sheets
- Quality and environmental control documentation
- Timesheets and plant sheets

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Liaise and coordinate with others to ensure efficient delivery of Council services

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Convey information regarding the state of Council's asset/infrastructure and suggest remedial action

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Be responsible for the maintenance of the first aid kit attached to the plant operated by the position

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### Essential selection criteria

*The selection criteria must be addressed as part of your application. Applicants must meet the essential criteria in order to be considered for interview.*

#### Education and knowledge

Certificate III in appropriate discipline; **or** equivalent relevant industry experience

#### Licences/tickets, clearances, membership

Current Drivers Licence

WHS Construction Induction Training Certificate (NSW); or equivalent recognised in NSW

#### Experience

Demonstrated experience in a similar role requiring grader operation duties

An understanding of road and drainage maintenance and construction activities

#### Position related skills

Work supervisory skills and the ability to organise the duties of staff

Communication skills including the ability to liaise with the public

Clerical, administration and organisational skills, including the ability to work with minimal supervision

#### Work qualities

Behaviour that positively demonstrates commitment to Council's STRIVE values

A demonstrated commitment to and knowledge of Work Health & Safety requirements

### Desirable selection criteria

*The following criteria are considered important and demonstrated capacity to meet them will be highly regarded*

#### Education and knowledge

Certificate IV in a relevant discipline

#### Licences/tickets, clearances, membership

High Risk Work Licence Class 'DG' - Dogging

Statement of Attainment (Backhoe) or WorkCover ticket, or ability to demonstrate competence

Chainsaw Certificate Level 1 (trim and cross cut felled trees)

Safe Work Near Overhead Powerlines Certificate

RMS Traffic Control Certificate 'Traffic Controller'; or equivalent recognised in NSW

RMS Traffic Control Certificate 'Implement Traffic Control Plans'; or equivalent recognised in NSW

#### Experience

Competent final trim grader operation skills

Experience in the operation of tractors/slashers and rollers

**Other features of this position may include**

Call back

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**Generic performance requirements**

**Ethics/probity** – act in accordance with the Code of Conduct.

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**Equal employment opportunity** - comply with Council's Equal Employment Opportunity (EEO) Protocol.

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**Health and safety (WHS)** - undertake duties and act at all times in accordance with the WHS Management System.

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**Other duties (outside of specific position requirements)** - under the provisions of the Local Government (State) Award, Council may direct any employee to carry out duties that are believed to be within the employee's skills, qualifications, competence and fitness capabilities, whether or not they are a usual function of the position. Where an employee is required to perform duties associated with a higher position, the **Use of skills** Clause in the Local Government (State) Award will apply.

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**Declaration**

In signing this declaration I acknowledge that I, .....  
have been advised of the requirements, terms and conditions of appointment to this position  
based on this Position Description.

Signed: ..... Date .....  
*Employee*

Signed: ..... Date .....  
*Manager Human Resources*

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