



## INFORMATION PACKAGE

### POSITION VACANT

### GRADER OPERATOR - CONSTRUCTION

REF NO: ESC361

**CLOSING DATE: 4.30PM WEDNESDAY 14 OCTOBER 2020**

#### **CONTENTS**

- *Important Information*
- *Job Description*
- *Conditions of Employment*
- *Organisational Chart*
- *Divisional Chart*

Eurobodalla Shire Council  
PO Box 99  
MORUYA NSW 2537

Telephone: (02) 4474 1016  
Facsimile: (02) 4474 1212  
Email: [positions@esc.nsw.gov.au](mailto:positions@esc.nsw.gov.au)

Thank you for enquiring about this position.  
If, after reading the information in this package, you would like further information please contact Greg Knight on 0417 049 911



**Collaborative Respectful Team Spirit Professional Open + Trusting**



## Important Information

Use our on-line application system to apply for this position. This can be accessed through the Jobs at Council section of Council's website [www.esc.nsw.gov.au](http://www.esc.nsw.gov.au)

## Claims against the selection criteria

This is the most important part of the application:

- Only applicants who address the selection criteria will be considered for the position.
- The job description outlines the duties of the role and describes the selection criteria that your application will be checked against. It is recommended that you include examples where you can.
- Selection for interview is based on the responses you make to these criteria.
- The selection criteria are mandatory fields in the online application system and you will be required to provide a response to these criteria as part of the application process.

## Prepare your resume (or CV)

- Prepare or update your resume (or CV) including your personal details, education and training, any relevant licences or certificates, employment history and contact details for at least two referees.
- Save your resume as a Microsoft word document or a PDF document, so it is ready for you to attach to your online application.
- Your resume should include a description of your skills, knowledge, personal qualities, experience and how they relate to the position.

Upload your resume, complete all sections of the online process and press submit to lodge your application.

Confidential referee checking will be carried out to verify the information provided in your application and at the interview. We will not contact any of your nominated referees without seeking your permission first.

For further information on how to make a great application don't hesitate to contact the Council's recruitment team on (02) 4474 1016.

## Position Description

### Grader Operator


Position Code	197
Division	Works
Location	Moruya Depot
Band/Level	Operational Band 1 Level 4

#### Council values

The Eurobodalla Shire Council is guided by organisational values of collaboration, respect, team spirit, professionalism and openness and trust. These values contribute to the organisation's strategic direction and assist with decision making.

Our values represent 'the way we do things' and underpin the range of professional relationships we have with others in our day-to-day work. By reflecting and upholding our values throughout the organisation, we can make a positive difference for our community and our colleagues.

We are proud to be an equal employment opportunity employer. We have a strong commitment to enhancing equality of employment opportunities for all people, including those from diverse and minority backgrounds.

     <b>Our values</b>	<b>We collaborate</b>	We ask for and share ideas, insights and knowledge. We find strength and reward in working together.
	<b>We are respectful</b>	We show respect and compassion to each other and our community. When there are issues, we go to the source.
	<b>We show team spirit</b>	We nurture and value our relationships, bringing out the best in each other.
	<b>We are professional</b>	We act with integrity, take pride in our work and always think first of our community. We aim for excellence in all that we do.
	<b>We are open and trusting</b>	We are upfront and sincere and trust our colleagues to respect our honesty and vulnerability. We look for the best in people and expect that in return.

## Primary purpose of the position

To competently operate mobile items of plant and attachments and assist Works Supervisor and Assistant Works Supervisors to realise a safe and well organised project/ activity.

## Main duties and key result areas (KRA)

1. Proficiently operate road grader to final trim standard in various urban and rural situations.  
*KRA: Road grading operations completed to final trim standard, within required tolerances and timeframes. Grader is operated competently and safely within capabilities.*
2. Proficiently operate other items of road plant and attachments as required.  
*KRA: Plant items are appropriate to tasks and used to complete works to agreed standards in required timeframes. Items of plant are operated competently and safely within capabilities.*
3. Care and maintenance of plant (including carrying out prescribed routine maintenance, daily checks and scheduling for regular services).  
*KRA: Plant is maintained to manufacturers specifications. Plant item defects requiring workshop repair are identified and reported. Well-developed knowledge of plant outputs and uses is demonstrated.*
4. Assist in the preparation and completion of a work project for construction works or maintenance activity in area of responsibility.  
*KRA: Work well planned to allow for a safe, well-organized allocation and use of resources including plant, materials, sub-contractors and service providers. Agreed level of service is achieved. Programmed works are carried out as scheduled. Individual project documentation is accurate and timely.*
5. Support other staff, contractors, and sub-contractors involved in construction and maintenance projects. Actively participate in work team performance reviews.  
*KRA: Project outcomes meet quality, safety and environmental obligations. Worker is keenly involved in achieving a willing work team culture. Positive communication is maintained with staff, contractors, public and others. All parties work constructively to achieve project outcomes in accordance with Council Policy and Procedures. Involved in regular team review, to promote service delivery improvement, remedy non-conformance and identify staff training opportunities*
6. Actively undertake physical labouring and other related construction or maintenance manual activities.  
*KRA: Tasks carried out safely using correct tools, equipment and other resources. Tasks are completed in a safe, timely manner to an acceptable industry standard with minimal guidance.*
7. Assist in providing customer service with the public in relation to construction and maintenance project elements you are involved in.  
*KRA: Positive communications with all parties is maintained. Eurobodalla Shire Council customer service reputation is maintained or enhanced.*

8. Actively participate in the continuous improvement of Council's construction and maintenance activities.  
*KRA: Workplace underperformance and inconsistencies are reported to supervisor. Suggestions for workplace performance improvement provided to supervisor. Improvements to focus on safety, performance reporting, productivity gains, quality and value for money aspects related to Council's construction and maintenance activities.*
9. Follow EEO and diversity principles and practices.  
*KRA: Work practices are compliant with EEO and diversity policies and procedures.*
10. Maintain own health and safety and that of other people at the workplace or those who may be affected by the work being carried out.  
*KRA: Council's WHS Policy and procedures complied with.*

## Qualifications/Experience (Selection Criteria)

### Essential

1. Experience in operating graders to final trim standard and experience in operating a wide variety of plant in a road construction/maintenance environment.
2. Demonstrated relevant experience in the civil construction and maintenance work environments.
3. Well rounded understanding and experience in plant capabilities and outputs, used in the construction and maintenance area.
4. Willingness and ability to successfully undertake physical labouring tasks associated with Council's maintenance and construction activities.
5. Demonstrated commitment and involvement in a willing work team to achieve work program obligations.
6. Elementary oral and written workplace communication skills.
7. Elementary literacy and numeracy skills.
8. Willingness to successfully complete recognised training opportunities.
9. Willingness and ability to follow EEO and diversity principles and practices.
10. Knowledge of, or the ability to quickly gain knowledge of, Council's WHS Policy and procedures.

### Desirable

1. GPS/UTS experience as related to road construction/maintenance.

## Licence requirements

The following is the list of licence requirements for this role:

### Mandatory licences required prior to commencement

1. Class LR driver's licence
2. WorkCover WHS Induction Construction (white card) certificate or equivalent.

**Mandatory licences required to obtain with Council assistance if not currently held**

1. Traffic Controller

**The requirements outlined in Council's Policies and Codes of Practice apply to all employees of Council.**

<b>EMPLOYEE:</b>	Position Vacant
<b>SUPERVISOR:</b>	Greg Knight - Construction Coordinator
<b>DATE:</b>	September 2020

## CONDITIONS OF EMPLOYMENT

Position Title:	Grader Operator - Construction						
Reference Number:	ESC361						
Grading:	Grade 7 of Council's salary system						
Salary Range:	<p>In the range of \$1,190.11 to \$1,258.16 gross per week comprised of:</p> <ul style="list-style-type: none"> <li>* \$1,070.46 to \$1,132.60 base salary,</li> <li>* \$16.40 Adverse Working Conditions Allowance, plus</li> <li>* \$103.25 to \$109.16 superannuation (calculated at 9.5%)</li> </ul>						
Award:	Local Government (State) Award 2020						
Probation:	A probationary period of three months applies to new staff members. Ongoing employment is subject to successful completion of the probationary period.						
Pre-placement Medical:	An offer of employment for this position is subject to medical clearance to verify that you are safely able to undertake the duties of the position. Pre-placement medical examinations are at Council's expense.						
Hours of Work:	<p>Full-time, 38 hours per week with hours currently arranged:</p> <table> <tr> <td>Mon to Thurs</td><td>6.55am to 4.05pm</td></tr> <tr> <td>Fri – Week 1</td><td>6.55am to 2.05pm</td></tr> <tr> <td>Fri – Week 2</td><td>RDO</td></tr> </table> <p>with variations from time to time to meet work requirements.</p> <p>ESC has a Council Agreement which provides for flexibility in working hours by individual agreement between employees and managers.</p>	Mon to Thurs	6.55am to 4.05pm	Fri – Week 1	6.55am to 2.05pm	Fri – Week 2	RDO
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Fri – Week 1	6.55am to 2.05pm						
Fri – Week 2	RDO						
Location:	Based from the Moruya Depot and required to work at various locations across the Shire. This position has regular starts and finishes on the job-site.						
Leave Entitlements:	<p>4 weeks annual leave per full year of service. Annual leave accrues progressively over a 12 month service period and accumulates from year to year.</p> <p>3 weeks sick leave on commencement. Additional 3 weeks accumulated on each anniversary of appointment.</p>						

ESC is committed to a safe and mentally and physically healthy workplace environment. Council is an equal employment opportunity employer with a smoke free work environment. We encourage applications from people of Aboriginal/Torres Strait Island backgrounds, people with a disability and their carers, people from non-English speaking backgrounds and women.

## EUROBODALLA SHIRE COUNCIL ORGANISATION CHART

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## EUROBODALLA SHIRE COUNCIL DIVISION CHART

