



POSITION DESCRIPTION

Our Values:



Position title:	Grader Operator
Section:	Roads and Quarry, Chief Operating Office
Position reports to:	Team Leader
Band and Level:	Band 1 Level 4
Salary grade:	Grade 8
Staff management:	Nil
Budget responsibility:	Nil
Primary function of the role:	

The Grader Operator is a key member of the Roads and Quarry Sections within Council's Chief Operating Office. As such this position plays a vital role in supporting the Team Leader in ensuring the efficient and effective use of plant, materials and other resources under their control and undertaking duties associated with all aspects of construction and maintenance works.

This position is part of a multi-skilled team and is required to be flexible and agile. From time to time, this role may be required to support more than one department as the need arises and provide support across the organisation as directed.

Designated Person:

This position may satisfy Lismore City Council's Designated Person's definition and as such the person who fulfils this position is required to comply with all obligations and requirements associated with a Designated Person as detailed in the Code of Conduct and any variation therefore or successor Codes of Conduct.

Person Description

The right person for this role will:

- Be accepting of new ideas and embrace change
- Be outcome focused
- Be open minded in sharing information and knowledge freely
- Be flexible and agile to work across different business areas

- Have a drive for improvement
- Have personal integrity and take responsibility
- Have a genuine customer service focus
- Have the ability to prioritise and schedule work and meet deadlines
- Have excellent time management and organisational skills
- They will embody Council's values.

Key responsibilities and performance goals:

	Responsibilities	Accountability
Work Health and Safety	Manage and monitor work health and safety responsibilities, ensure compliance with the legislation and regulations that govern the operations within the Program area and assist others in the team to implement the relevant policies, procedures and processes.	<ul style="list-style-type: none"> • An engaged workforce fostering a culture of safety and behaviour based on safety principles.
Customer driven service delivery	Build and maintain relationships with key stakeholders and customers (internal and external) related to program service delivery.	<ul style="list-style-type: none"> • Provide a high level of customer service to manage the expectations of internal and external customers in the resolution of their issues. • Enhance your knowledge base. • Drive a customer service approach in all internal and external interactions.
Finance	Create, manage and control financial and physical resources within agreed budgets, timeframes and reporting standards.	<ul style="list-style-type: none"> • Services are delivered to the established benchmarks within the agreed budget tolerances and timeframes.
People	Employee:	<ul style="list-style-type: none"> • Demonstrate accountable, affiliative and constructive behaviours in all interactions • Commitment to fostering and participating in a positive team environment. • Be flexible and adaptable to the changing needs of the team. • Participate and contribute. • Be available to take on other roles as required (e.g. in leave periods).
Drive Innovation	Create a culture that inspires people to generate innovative solutions that optimise revenue to Lismore City Council.	<ul style="list-style-type: none"> • Initiate utilisation of technology to: <ul style="list-style-type: none"> ◦ Ensure single source of the truth ◦ Replace own source financial models and forecasting tools with council best practice. • Network with peers and other industries to continue to generate business improvements.
Communication and Consultation	High level of written, verbal and interpersonal communication skills that inspires confidence in your team and the audience you are communicating with.	<ul style="list-style-type: none"> • Provide clear concise information. • Application of influencing skills to lead and encourage your team to embrace change, demonstrating accountable, affiliative and constructive behaviours.

Entry Level Qualifications:

Knowledge and skills required to be held and used to satisfy Entry level position requirements.

Note: The knowledge and skills must be demonstrated before progression to the next step.

- Local Government (State) Award skill descriptors for entry point:
 - Authority and accountability: Responsible for work requiring independence in the application of skills, subject to routine supervision. Responsible for quality of work function.
 - Judgement and problem solving: Option on how to approach tasks requires interpretations of problems and may involve precise judgement in operational areas.
 - Specialist knowledge and skills: The number of work areas in which the position operates makes the work complicated and a variety of skills are required in its completion. Position may require competence in operation of complex machinery.
 - Management skills: Supervisory skills in the communication of instructions, training and the checking of work may be required.
 - Interpersonal skills: Skills are required to convince and explain specific points of view or information to others and to reconcile difference between parties.
 - Qualifications and experience: Experience to adapt procedures to suit situations and a thorough working knowledge of the most complex operational work procedure to achieve work objectives.
- Workplace incidents (including injuries, near misses, property damage) are reported to immediate supervisor and relevant incident reporting completed
- Safe work methods are followed in accordance with risk assessments and specific instructions
- Display engagement and positive constructive participation to team WHS discussions
- Participate in relevant WHS training and apply knowledge and skills gained
- Workplace procedures for dealing with emergencies are followed whenever necessary within scope of responsibilities and competencies without putting self, co-workers and the public at risk
- Issued Personal Protective Equipment is used, stored, maintained correctly and replaced appropriately
- Plan and organise your allocated work tasks
- Conduct effective workplace communication, contribute to team planning
- Contribute to work improvement processes (particularly safety and efficiency)
- Carry out manual tasks and tasks consistent with ground crew roles
- Perform site set-out: carry out measurements, establish lines / levels / offsets from fixed (or reference) points and undertake necessary periodic checks of the accuracy of works while works are undertaken
- Competency and applicable operating licence/s for operating graders used in construction and maintenance works
- Pre-operation checks, maintenance and servicing requirements for various plant and equipment used under the role

Skills and Experience

Qualifications, certificates and licences

- Knowledge of methods and routines specific to the work of the unit or team. Job requires minimum formal education.
- Drivers licence Class LR
- Verification of operator competency for graders, as applicable under the role
- WorkCover General Construction Induction Certificate
- Current Class C Driver's Licence.

Experience, skills and knowledge

- Undertake sustainable work practices that align with Council's commitment to the principles of sustainability.
- Demonstrated extensive experience and ability to deliver services aligned to the business activities of the team.
- Demonstrated experience leading behavioral change in an established team and inspiring people to drive engagement, change and accountability.
- Demonstrated experience in the delivery of effective high-level customer service
- Demonstrated experience in working collaboratively with peers to ensure consistency in the achievement of organisation objectives (multi-skilling, information and resource sharing).
- Demonstrated ability to work both independently and in a team fostering an environment based on teamwork and cooperation.
- Extensive experience in managing workloads to comply with tight deadlines in a high-pressure work environment with a high volume of work.
- Demonstrated commitment to ethics, probity and transparency in decision making.
- Thorough understanding of and commitment to equal employment opportunity and work health and safety principles.

