



POSITION DESCRIPTION

Our Values:



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| Position title: | Grader Operator |
| Position code: | 1202, 1251 |
| Name: | Vacant |
| Section: | Civic Services |
| Position reports to: | Team Leader |
| Band and Level: | Band 1 Level 4 |
| Salary grade: | 7 |
| Staff management: | Nil |
| Budget responsibility: | Nil |

Primary function:

The Grader Operator is a key member of the Roads Construction and Maintenance Sections of the Civic Services Functional Unit within Council's Infrastructure Services Directorate. 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.

Person Description:

The right person for this role will:

- Embody each of Council's values
- Be self-motivated, proactive, observant and aware
- Be a team player, with natural leadership ability
- Be ever alert towards maintaining and improving workplace safety for themselves and their team
- Willingly contribute to the continual improvement of workplace practices, culture and sustainability

Responsibilities and duties:

- Understand, follow and contribute toward continual development of Council's Work Health and Safety policies and procedures relevant to the work being undertaken in order to ensure own safety, and the safety of others in the workplace
- Communicate proactively and respectfully, and work co-operatively with other team members and staff
- This position is accountable and responsible for completion of regularly occurring basic tasks with individual guidance or in a team
- Safe, competent, efficient and effective operation of a grader, and other various items of plant and

equipment as required by the Team Leader, including machine pre-start checks and minor routine maintenance

Entry level requirements:

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

Qualifications and experience:

- 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

SKILLS STEPS

STEP 1

- 1.1. Works well without need for immediate supervision and/or frequent direction from Supervisor/s
- 1.2. Competency and reliability as a 'final trim' grader operator for construction and maintenance tasks
- 1.3. Contributes to developing, and then follows work schedules to achieve team goals and Council outcomes (Safety, Quality, Environmental and Traffic Management System outcomes)
- 1.4. Be flexible, adaptable and able to respond to various situations as required under the role and demonstrate a willingness to do what is necessary to safely and efficiently deliver high quality outcomes within your level of experience, skills and competency. Sound ability across all conventional areas of general grader operations – such as shoulder grading, construction works, unsealed roads maintenance, general road maintenance works and knowledge of various materials performance

STEP 2

- 2.1. Ability to aid in coordination of the work site for safe and efficient worksite operations (e.g. directing delivery trucks into/through/around a work site with mobile plant and ground crews to tip at the required location). Understands, uses and develops site vehicle and plant movement processes to plan and improve outcomes for safety of the work site, quality of work, materials performance and operational efficiency
- 2.2. Apply well developed inter personal and communication skills to help get the best out of the team, especially more junior or lesser experienced team members and staff
- 2.3. Assist with job planning and execution by actively contributing information and readily applying reasoning/logic toward problem solving and decision making processes between several pre-determined options/outcomes
- 2.4. Actively seek opportunities to multi-skill and gain broader experience across other areas of Councils works, with particular emphasis on gaining on-the-job training and experience in plant and non-plant roles, and pro-actively attaining the necessary competencies and licencing if/as applicable

STEP 3

- 3.1. Able to relief operate several other items of plant (eg. backhoe, trucks, rollers, excavators) if or when the grader is not in use, or not required to be used and another task is not planned for or required by the Team Leader / Coordinator
- 3.2. Draws on own capability and experience in order to assist the Team Leader and/or Coordinator with basic 'on the job' training needs of self and other staff (plant and non-plant roles)
- 3.3. Give guidance to team members such as spotters, roller operators, watercart and truck drivers to ensure they have good understanding of requirements for worksites and construction/maintenance work processes (explain the who/what/when/where/why), and take for opportunities to reinforce messages for continuous improvement
- 3.4. Demonstrate skills in explanation of specific points of view or information to others, and to reconcile differences between parties

STEP 4

- 4.1. Manage effective workplace relationships, building trust and confidence in all interactions (internal or external to Council), gathering and relaying good quality information and ideas to build stronger team relationships and operational capabilities
- 4.2. Assist with on the job training of staff in transitional plant roles (such as roller operators that will transition to grader operators)
- 4.3. Relief Leading Hand and/or Team Leader supervision of work team from time to time and as the opportunity exists

- 4.4. Demonstrate capability of adapting existing practices or procedures to suit work situations using a thorough knowledge of the most complex operational work procedures, to achieve desired outcomes