

POSITION DESCRIPTION

POSITION			
Position Title:		Grader Operator - Plant Operator 7	
Business Unit:	Infrastructure	Classification/Grade:	Band 1Level 4 Grade 7
Position No:		Reports to:	Overseer – Supervisor 2
Location:	Coleambally, Darlington Point, Jerilderie	Positions reporting directly to this position:	NIL but may provide direction to employees

Primary Purpose of the Position

To operate a final trim grader in accordance with specifications and contribute effectively to the day to day activities associated with the construction and maintenance of Council & RMS roads.

Roles & Responsibilities

The **Grader Operator– Plant Operator 7** is directly responsible for the following roles and responsibilities:

1. Operate grader to final trim standards for road construction and maintenance projects.
2. Perform the role of leading hand on road construction and maintenance projects and ensure works are carried out within the required time and to the required standards.
3. Provide direction to employees and where required implement performance management procedures.
4. Operate and maintain allocated plant and equipment safely and correctly.
5. Identify items requiring maintenance and report these to the Overseer or Mechanic.
6. Recognise different materials, their properties, interpret civil construction drawings and how they may be used in maintenance and construction work.
7. Liaise with contractors, material suppliers, general public and, employees.
8. Perform risk assessments in accordance with WH&S policies and procedures and deliver tool box meetings.
9. Maintain and use Personal Protective Equipment (PPE) in accordance with Council and legislative guidelines.
10. Complete appropriate Council documents – employee time sheets, start-up check sheets, risk assessments etc.
11. Assist team members by undertaking labouring duties as required.
12. Other duties within the skills, competencies and classification of the role as directed by the Overseer – Supervisor 2.

Obligations

- Display a positive image while meeting customer service standards for all Council stakeholders both internal and external relevant to the role. Act with Integrity; be ethical and professional and adhere to Murrumbidgee Council's Values.
- Conduct all duties in accordance with relevant Quality Assurance, WHS & Environmental Management procedures for all work activities.

- All employees have a legal obligation to comply with statutory and Council's WH&S Management System, WH&S policies, procedures and work instructions.
- Where applicable comply with Council Delegation levels.
- Conduct all duties in accordance with Council's Code of conduct, plans policies and procedures.
- Maintain physical capability to undertake duties appropriate to the role.

Authority and accountability:

- Responsibility as a trainer/co-ordinator for the operation of a small section which uses staff and other resources, or the position completes tasks requiring specialised technical/administrative skills.

Judgement and problem solving:

- Skills to solve problems which require assessment of options with freedom within procedural limits in changing the way work is done or in the delegation of work. Assistance may be readily available from others in solving problems.

Specialist knowledge and skills:

- Positions will have specialised knowledge in a number of advanced skill areas relating to the more complex elements of the job.

Management skills:

- May require skills in supervising a team of staff, to motivate and monitor performance against work outcomes.

Interpersonal skills:

- In addition to interpersonal skills in managing others, the position may involve explaining issues/policy to the public or others and reconcile different points of view.

Qualifications and experience:

- Extensive experience- minimum three years in final trim grader operation.
- Extensive experience- minimum three years in road construction and maintenance.
- Ability to interpret civil construction drawings.
- VOC on all road construction equipment- grader, tractors, rollers, loaders, excavators etc.
- White card (or general construction induction card)
- HR drivers licence.

Desirable Experience/Qualifications

- Previous recent experience in local government or other government entities
- Traffic Controller Certificates (RMS Blue & Yellow card) or ability to obtain after commencement.

Authorisation:

Prepared By:	GM/HR	Date Issued:	2019
Current Incumbent		Date Commenced:	
Manager:			
Reviewed By:		Date:	

This position description is subject to change from time to time as Council's organisation may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.