
Diamantina Shire Council

POSITION DESCRIPTION



SUSTAINABLY DEVELOPING THE OUTBACK

1.0 TITLE:	Plant Operator (Grader)
2.0 AWARD:	Queensland Local Government Industry (Stream B) Award - State 2017
3.0 SECTION:	Operational Services
4.0 DESCRIPTOR	Not Applicable
5.0 CLASSIFICATION:	Level 6
6.0 DEPARTMENT:	Infrastructure
7.0 BRANCH:	Works
8.0 LOCATION:	Bedourie or Birdsville

9.0 POSITION OBJECTIVE

To operate a Grader in all situations as required by the supervisor.

10.0 REQUIREMENTS OF THE JOB

a) Skills/Capabilities

- Ability to Final trim.
- Ability to carry out machine operation, daily servicing checks and basic maintenance as per Operators handbook and DSC workshop guidelines.
- Ability to operate a range of hand tools associated with road maintenance and construction works.
- Ability to work within stipulated guidelines.
- Ability to work as a team member and contribute to team outcomes.
- Willingness to learn.
- Ability to complete manual tasks.
- Ability to be flexible, reliable, honest and committed.

b) Knowledge

- The Main Roads standards as stated in the Manual of Uniform Traffic Control Devices
- The Local Government Act 1993.
- Good knowledge of road maintenance and construction techniques.
- Good knowledge of Workplace Health and Safety Act – 2011 and safe work practices.
- Good knowledge of Council's policies and procedures or a demonstrated ability to learn.

c) Experience and/or qualifications

- Proven experience in the high standard of operation and maintenance of a grader and other plant.
 - Experience in road construction and maintenance.
 - Current Construction Safety Induction Card (White Card)
 - Current Queensland 'C' Class Drivers Licence ('MR' Class licence desirable)..
 - Current Queensland Occupational Health & Safety Licence – Grader or Current RII Certificate of Competency in Grader Operations
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11.0 KEY RESPONSIBILITIES OF THE POSITION

- 1) Operate Grader within operating parameters as advised by manufacturer, including but not limited to:
 - Conducting pre-start checks;
 - Operation in successive passes over working area to achieve specified result, such as grade terrain or remove, dump, or spread earth, rock or other material;
 - Alignment of operations with reference stakes and guidelines on ground or positions equipment including following hand signals of others;
 - Minor maintenance including greasing, oiling and minor repairs.
- 2) Operate and maintain any vehicle/plant in a safe and efficient manner in accordance with traffic regulations, operators' handbook, and DSC workshop guidelines.
- 3) Provide work progress reports to the Supervisor.
- 4) Undertake training in accordance with council requirements.
- 5) Communicate, solve and discuss work problems with other team members and the Supervisor.
- 6) Assist with prompt responses to customer requests/enquiries and project a helpful and positive image of the Council and its staff.
- 7) Ensure that Councils Quality Assurance Program is adhered to.
- 8) Comply with all Councils policies including but not limited to the Code of Conduct, Drug and Alcohol policy, Smoking policy and Workplace Bullying and Harassment Policy.
- 9) Perform other Council work as directed

Workplace Health and Safety Responsibilities

- 10) Being aware of Council's WH&S Management System – SAFE PLAN the WH&S Management Plan and MAPs.
- 11) Performing all work and associated functions in a safe manner.
- 12) Complying with all documented WH&S policies, procedures, work instruction and verbal instructions issued by Council or its officers.
- 13) Correctly using and maintaining all personal protective clothing and equipment supplied by Council.
- 14) Identifying hazards, conducting risk assessments, and taking corrective action to eliminate hazards where possible in the workplace, and/or to report hazards and risks in accordance with WH&S procedures.
- 15) Establishing and maintaining a high standard of housekeeping and cleanliness within individual work areas and on Council's property generally.
- 16) Reporting and assisting with the investigation of all incidents in the workplace, including minor injuries, near misses and property damage.
- 17) Attending any toolbox, team talks or specific training supplied by Council.
- 18) Being familiar with the location of first aid treatment centres, fire protection facilities and evacuation procedures.
- 19) Working in a manner that will not endanger yourself, other employees or the public.
- 20) Report any concerns for WH&S to your Supervisor.

Note: An employee may be directed to carry out such duties as are within the limits of the employee's skill, competence and training. All employees have a legal obligation and are required to observe Council policies and procedures in relation to Code of Conduct, Confidentiality, Anti-Discrimination and Equal Employment Opportunity; Workplace Health & Safety; Employee Welfare; the Environment and Service Delivery Standards. Employees must also fulfil all recordkeeping responsibilities in accordance with relevant Information Standards and associated guidelines.

12.0 KEY SELECTION CRITERIA

- 1) Experience working in a similar role, minimum 3-5 years.
- 2) Demonstrated ability to operate a Grader including final trim.
- 3) Demonstrated ability to operate a variety of plant and hand tools associated with road maintenance and construction works.
- 4) Ability to operate effectively in a team, contributing positively to team operations and working relationships in a friendly and flexible manner.
- 5) Ability to work under direct supervision whilst exercising initiative, judgement and enthusiasm.
- 6) Demonstrated commitment to Workplace Health and Safety policies and procedures.

- 7) Current Construction Safety Induction (White Card)
- 8) Current Queensland 'C' Class Drivers Licence.
- 9) Current Queensland Occupational Health & Safety Licence – Grader or Current RII Certificate of Competency in Grader Operations

Note: As part of any recruitment for this position, Council may require the applicant to undertake a Criminal Records Check, Working with Children Check, Physical fitness/medical test, drug or alcohol test, relevant skill test, machine competency test prior to appointment. It is a condition of employment with DSC that all applicants agree to this requirement before appointment. Some positions require incumbent to undergo mandatory immunisation or provide medical documentary evidence of suitable immunisation as the work environment may involve exposure to areas identified as "at risk" work areas.

13.0 ORGANISATIONAL RELATIONSHIPS / ACCOUNTABILITY

Reports to: Construction Foreman

Internal Liaisons: All Council Departments

External Liaisons: State and Local Government authorities as appropriate, suppliers and contractors, Councillors, community members/groups, and members of the general public.

14.0 EXTENT OF AUTHORITY

As per Council's Delegation Register

15.0 APPROVALS

Reviewed By: Trevor Stewart
Infrastructure Manager

Approved by: Leon Love
Chief Executive Officer

Signed:

Date:

I, **[name]** have read and understood this Position Description Plant Operator (Grader) and accept the objectives and responsibilities of this position.

Applicant signature: _____

Date: ___/___/___