

Diamantina Shire Council

POSITION DESCRIPTION



Title:	Grader Operator (Labourer)
Position No:	TBA
Award:	Queensland Local Government Industry (Stream B) Award - State 2017 Division 2, Section 5 – Operational Services
Certified Agreement:	Under Development
Classification:	Level 6
Department:	Infrastructure Services
Branch:	Operations (Works)
Location:	Bedourie / Birdsville
Reports to:	Supervisor / Leading Hand (Civil, Construction, Maintenance)
Direct Reports:	Nil

POSITION OBJECTIVE

The Grader Operator is responsible for performing maintenance and civil construction works to a high standard. The position works as part of road maintenance and construction crews, completes scheduled works on time and operates plant to the level of their skills, training, and licencing requirements. The position will be responsible for maintaining appropriate site safety documentation and will be flexible and adaptable to undertake labouring on projects.

COUNCIL'S VALUES

Innovation & Continuous Improvement: Council and staff seek to overcome challenges and take advantage of opportunities through a commitment to innovation. Through innovative thinking and constant review of our practices and approach, we are continually improving our performance and service delivery.

Teamwork: We recognise the importance of maintaining a creative and responsive work environment in which the community, councillors, management, and staff work constructively together in a spirit of teamwork, trust, and loyalty.

Quality: Council is committed to ensuring quality output by providing the organisation with resources that facilitate excellence in performance, commitment, and service delivery.

Accountability: Council has a responsibility to the residents and ratepayers of the Shire to be inclusive and responsive to their views and needs and to communicate effectively.

KEY RESPONSIBILITIES

- Perform final trim grading works to the required high quality operating standards and within the required timeframes including, undertaking tasks associated with maintenance and construction of roads, drainage and other civil infrastructure including earthworks, concrete, pipelaying, bitumen and vegetation work.
- Operate and maintain vehicle / plant in a safe and efficient manner in accordance with traffic regulations, operators' handbook, and Council's workshop guidelines.
- Undertake daily maintenance of assigned plant such as greasing, oiling and minor repairs, and work with workshop service team in the repair and maintenance of assigned plant, including recording pre-start inspections.

- Undertake road maintenance and construction activities in accordance with safety regulations, approved designs, industry and DTMR standards and procedure.
- Drive and operate Council plant and machinery, as required, to level of competency to complete jobs in an efficient and cost-effective manner, keeping the interior and exterior of the allocated plant clean and tidy.
- Provide clear and open communication to team members and attend site inductions, team meetings and toolbox talks, as required, to ensure a safe and healthy workplace.
- Ensure correct and adequate roadworks signage is installed to DTMR standards including the installation of temporary signs and barricades, as required.
- Provide work progress reports to the Supervisor and complete relevant safety, plant and job management documents including accurate timesheets and plant running sheets.
- Assist with prompt responses to customer requests / enquiries and communicate clearly with Council teams and community stakeholders representing Council positively and professionally.
- Actively participate in identifying, recommending, developing and implementing measures through which allocated tasks and responsibilities may be carried out more effectively and efficiently.
- Follow procedures and safe work methods relating to work being undertaken and ensure that Council's Quality Assurance Program is adhered to and the obligations and responsibilities are met within Council's quality management framework.
- Comply with Council's Risk Management Policy and Framework, undertaking duties in a manner which is within an acceptable level of risk, as determined by Council's Risk Management Framework.
- Undertake risk management training and other training in accordance with Council requirements.
- Undertake a range of labouring tasks, as needed on the work site when there is machine downtime, within the scope of the position, consistent with skills, competence and training.

KEY SELECTION CRITERIA

- Demonstrated experience and competency in a similar role operating and maintaining a grader in civil road construction and maintenance including final trim.
- Demonstrated ability to operate and perform maintenance grading, including mixing locally sourced gravels, reforming a road, crossfalls, table drains and catch drains to provide a quality finish on the pavement surface to Council Standards.
- Demonstrated experience operating and maintaining a wide range of plant, equipment and hand tools associated with road maintenance and construction works.
- High level knowledge of road maintenance and construction techniques and standards including the ability to measure and take levels for preparation of site work.
- Sound knowledge of the National Heavy Vehicle Regulations (NHVR) Chain of Responsibility and the National Transport commission (NTC) Load Restraint guidelines and requirements.
- Ability to solve problems, work without direct supervision whilst exercising initiative, judgement and enthusiasm.
- Ability to correctly install adequate roadworks signage to Department of Main Roads (DTMR) standards including the installation of temporary signs and barricades, as stated in the Manual of Uniform Traffic Control Devices.
- Ability to operate effectively in a team, contributing positively to team operations and working relationships in a professional and flexible manner.

- Basic literacy and numeracy skills to ensure an understanding of Council's policies and procedures and the ability to complete timesheets, job cards and defect reports.
- Demonstrated understanding and commitment to *Workplace Health and Safety Act 2011*, Work Health and Safety policies and procedures and safe work practices.
- Knowledge of the Department of Transport and Main Roads standards - Manual of Uniform Traffic Control Devices (MUTCD)
- Where required, stay in camp accommodation away from town and undertake work outside of normal business hours.

QUALIFICATIONS, SKILLS AND EXPERIENCE

Essential

- 'C' Class Queensland Drivers Licence or higher
- Construction Safety Induction Card (White Card)
- Certificate of Competency in Civil Construction Grader Operations
- Pre-Employment Health Assessment and National Police Check prior to appointment, as required.

Desirable

- Plant competencies and licenses including but not limited to: MR and HR Class Licences, Backhoe, Front End Loader, Skid Steer, Forklift
- Certificate II or III Civil Construction or equivalent
- Current Traffic Control Ticket
- Level 2 Traffic Management Certificate
- Confined Space Entry Certificate
- First Aid and CPR Certificate

Note: Council may require the applicant to undertake a Working with Children Check (Blue Card), physical fitness / medical test, drug or alcohol test, relevant skill test, machine competency test prior to appointment. It is a condition of employment that applicants agree to this requirement before appointment.

Mandatory immunisation or medical evidence of immunisation is required for some positions, as the work environment may involve exposure to areas identified as "at risk" work areas.

Corporate Accountabilities

- Demonstrated commitment to apply and adhere with Council's Policies and Procedures and *Local Government Act 2009*, including but not limited to Council's Code of Conduct, Anti-Discrimination and Equal Employment Opportunity, Employee Welfare, the Environment and Service Delivery Standards and confidentiality.
- Fulfil recordkeeping responsibilities in accordance with relevant Information Standards and associated guidelines and maintaining confidentiality of Council information obtained during the course of employment.
- Perform jobs, tasks and processes in accordance with relevant guidelines and standards.
- Capable of carrying out the physical and inherent requirements of the position and being flexible and adaptable to meet the requirements of the position.
- Maintain a positive team culture based on honesty, trust and integrity.
- Operate and maintain Council assets including equipment, plant and fleet within Council guidelines and manufacturers' specifications.

- Foster and maintain strong internal and external stakeholder relationships associated with Council and provide consistent and timely customer services to our colleagues and communities.
-

Work Health and Safety Responsibilities

- Undertake the responsibilities relevant to the WH&S Obligation and Responsibility Statement for the position, as amended from time to time.
 - Apply Council policies and procedures in everyday work activities to assist Council in ensuring a safe work environment and to meet the standards imposed by any relevant safety legislation as required by *Work Health and Safety Act 2011* (Qld).
 - Maintain a positive attitude towards acquiring an understanding of Work Health and Safety (WHS) legislation, including Council's WHS policies and procedures and WHS practices within individual work teams.
-

EXTENT OF AUTHORITY

As per Council's Delegation Register.

Position Description Acceptance

I have read and understood this Position Description and accept the objectives, responsibilities and requirements of this position.

Employee Name: _____

Employee Signature: _____

Date: _____