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# Diamantina Shire Council

# POSITION DESCRIPTION

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SUSTAINABLY DEVELOPING THE OUTBACK

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

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## 9.0 POSITION OBJECTIVE

To operate a Grader in all situations as required by the supervisor in all aspects of maintenance grading of local Council and Department of Transport and Main Roads (DTMR) roads.

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## 10.0 REQUIREMENTS OF THE JOB

### a) Skills/Capabilities

- Ability to operate a Grader to Councils Quality standards to perform maintenance grading, including but not limited to; mixing WQ35 best locally sourced gravels, and reforming a road incorporating the crown, crossfall, table drains and catch drains to provide a quality finish on the pavement surface to Council Standard.
- Ability to coordinate other construction equipment operators including truck drivers, roller operators etc.
- Ability to carry out machine operation, daily servicing checks and basic maintenance as per operators handbook and DSC workshop guidelines.
- Ability to operate a variety of plant and 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.
- Desirable: ability to final trim

### b) Knowledge

- Sound knowledge of DTMR management of works standards as stated in the Manual of Uniform Traffic Control Devices
- High Level knowledge of road maintenance and construction techniques.
- Sound knowledge of Workplace Health and Safety Act – 2011 and safe work practices.
- Sound knowledge of the National Heavy Vehicle Regulations (NHVR) Chain of Responsibility and the National Transport Commission (NTC) Load Restraint guidelines and requirements.
- Sound knowledge of Council's policies and procedures or a demonstrated ability to learn.

### c) Experience and/or qualifications

- Proven experience and competency in the operation and maintenance of a grader in a road construction or maintenance environment.
- Current Construction Safety Induction Card (White Card)
- Current Queensland 'C' Class Drivers Licence.
- Current Queensland Occupational Health & Safety Licence – Grader or Current RII Certificate of Competency in Grader Operations
- Desirable: experience and competency on other road construction and maintenance machinery
- Desirable: MC Class licence

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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;
  - Mixing all gravels including WQ35 (locally sourced);
  - Reforming a road incorporating the crown, crossfall, table drains and catch drains to provide a quality finish on the pavement surface to Council Standard;
  - Performing minor maintenance including greasing, oiling and minor repairs;
  - Keeping the interior and exterior of the allocated plant clean and tidy;
- 2) Coordinate a variety of construction plant i.e. Rollers, Water Trucks to complete jobs in an efficient and cost effective manner.
- 3) Operate and maintain any vehicle/plant in a safe and efficient manner in accordance with traffic regulations, operators' handbook, and DSC workshop guidelines.
- 4) Provide work progress reports to the Supervisor.
- 5) Undertake training in accordance with council requirements.
- 6) Communicate, solve and discuss work problems with other team members and the Supervisor.
- 7) Assist with prompt responses to customer requests/enquiries and project a helpful and positive image of the Council and its staff.
- 8) Ensure that Councils Quality Assurance Program is adhered to.
- 9) 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.
- 10) Perform other Council work as directed by your supervisor

### Workplace Health and Safety Responsibilities

- 11) Undertake the responsibilities relevant to the position as specified in Schedule 1 – WH&S Obligation and Responsibility Statement as amended from time to time.

**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.

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## 12.0 KEY SELECTION CRITERIA

- 1) Demonstrated ability to operate a Grader to Councils Quality standards to perform maintenance grading, including but not limited to; mixing WQ35 best locally sourced gravels, and reforming a road incorporating the crown, crossfall, table drains and catch drains to provide a quality finish on the pavement surface to Council Standard.
- 2) Demonstrated ability to coordinate the work of other plant operators to complete jobs in a timely and cost effective manner.
- 3) Demonstrated ability to operate a variety of plant and hand tools associated with road maintenance and construction works.

- 4) Ability to work within a team and under remote supervision whilst exercising initiative, judgement and enthusiasm.
- 5) Demonstrated commitment to Workplace Health and Safety policies and procedures.
- 6) Current Queensland 'C' Class Drivers Licence.

**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 PHYSICAL DEMAND CATEGORY

SEDENTARY WORK								
Light Duty	Frequent lifting / carrying of objects weighing up to 5kgs.					<input type="checkbox"/>		
Work	Frequent lifting / carrying of objects weighing up to 10kgs.					<input type="checkbox"/>		
Heavy Work	Frequent lifting / carrying of objects not exceeding 25kgs					<input checked="" type="checkbox"/>		
WORK ENVIRONMENT								
ATTRIBUTE			MANOEUVRE	FREQUENT	OCCASIONAL	NONE		
Chemicals	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Bending	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Cold	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Squatting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Dampness	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Climbing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Fumes/gases	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Twisting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Heat / Humidity	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Reaching	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Heights	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	PLANT OPERATION					
Noises	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Maximum seat rating of 120kgs					
SPECIFIC ACTIONS REQUIRED				AUDIO – VISUAL DEMANDS		REPETITIVE MOTIONS		
This job may include:								
Standing/Walking	Sitting		Driving		Hearing	<input checked="" type="checkbox"/>	Foot Movement	<input checked="" type="checkbox"/>
<input type="checkbox"/> None	<input type="checkbox"/> None	<input type="checkbox"/> None	<input type="checkbox"/> None	<input type="checkbox"/> None	Depth Perception	<input type="checkbox"/>	Fine Manipulation	<input type="checkbox"/>
<input type="checkbox"/> Occasional	<input type="checkbox"/> Occasional	<input type="checkbox"/> Occasional	<input type="checkbox"/> Occasional	<input type="checkbox"/> Occasional	Colour Discrimination	<input type="checkbox"/>	Pushing/Pulling	<input type="checkbox"/>
<input checked="" type="checkbox"/> 1-4 hrs	<input type="checkbox"/> 1-4 hrs	<input type="checkbox"/> 1-4 hrs	<input type="checkbox"/> 1-4 hrs	<input type="checkbox"/> 1-4 hrs	Peripheral Vision	<input checked="" type="checkbox"/>	Finger Dexterity	<input type="checkbox"/>
<input type="checkbox"/> 4-6 hrs	<input type="checkbox"/> 4-6 hrs	<input type="checkbox"/> 4-6 hrs	<input type="checkbox"/> 4-6 hrs	<input type="checkbox"/> 4-6 hrs			Simple Grasping	<input checked="" type="checkbox"/>
<input type="checkbox"/> 6-8 hrs	<input checked="" type="checkbox"/> 6-8 hrs	<input checked="" type="checkbox"/> 6-8 hrs	<input checked="" type="checkbox"/> 6-8 hrs	<input checked="" type="checkbox"/> 6-8 hrs				

### 14.0 ORGANISATIONAL RELATIONSHIPS / ACCOUNTABILITY

Reports to: Roadworks Ganger

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.

### 15.0 EXTENT OF AUTHORITY

As per Council's Delegation Register

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## 16.0 APPROVALS

**Reviewed by:** Trevor Stewart  
Infrastructure Manager

**Approved by:** Leon Love  
Chief Executive Officer



**Signed:**  
**Date:** 10 September 2020

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

**Applicant signature:** \_\_\_\_\_

**Date:**            \_\_\_/\_\_\_/\_\_\_