



Shire of Lake Grace

GRADER OPERATOR- FINAL TRIM POSITION DESCRIPTION

Shire Values

'A safe, inclusive and growing community embracing opportunity'

Position title	Grader Operator – Final Trim
Department / service area	Infrastructure Services
Industrial award	Local Government Industry Award 2010
Classification	Level 4
Position reports to (role)	Manager Infrastructure Services
Position supervises / Manages (roles)	This position will involve supervisory responsibility.
Last date PD reviewed	28/06/2018
Links to Corporate Plan Objectives	Economic Objective - A prosperous agricultural based economy, supporting diversification of industry Outcome 1.1 An innovative, productive agriculture industry. 1.1.1 Enhance and maintain transport network
Position Certification Date:	24/06/2019
Employee Name:	Signature:
Manager Name: Vanessa Crispe	Signature: 
Manager Infrastructure Services	
Position Summary	
Job Purpose The Grader Operator - Final Trim is responsible for all construction and maintenance activities associated with the delivery of grader operations throughout the Shire's road network, as directed by the Manager, Infrastructure Services. This role will be carried out with a high level of accuracy in a safe and expedient manner to ensure an excellent standard of service delivery for the Community.	
Primary, delegated or supporting responsibilities; <ul style="list-style-type: none">• To operate the Grader effectively and efficiently in order to achieve the desired design levels and maintenance grading outcomes• To ensure that Shire roads and infrastructure are maintained in a safe and serviceable condition• To carry out preparation and final trim on Shire roads and car parks• To ensure that all road maintenance activities conform to specified standards such as road compaction, water binding and the mixing and spreading of material• To carry out general maintenance to road reserves during wet weather, machine breakdowns, etc. as and when required• To be responsible for performing daily maintenance on the Grader i.e. inspection of water/oil levels, tyres and lights• To be responsible for reporting any mechanical faults and service requirements to the Manager Infrastructure Services for all plant and equipment within the Construction Team.• To ensure that an accurate record of plant activities is kept and submitted to Manager Infrastructure Services on a weekly basis	

- To ensure that Council policies and procedures are adhered to at all times
- To be accountable for safe and efficient work practices including work zone traffic control signage

General Responsibilities and expected behaviour or conduct

The Model Code of Conduct provides elected members and staff in Local Government with consistent guidelines for an acceptable standard of professional conduct. The Code addresses in a concise manner the broader issue of ethical responsibility and encourages greater transparency and accountability in individual Local Governments.

Staff are expected to;

- ✓ assist other employees from time to time and contribute to teamwork
- ✓ behave in a manner and be seen to act, properly and in accordance with the requirements of the law and the terms of this Code
- ✓ observe the highest standards of honesty and integrity
- ✓ avoid conduct which might suggest any departure from these standards
- ✓ give effect to the lawful policies of the Local Government, whether or not they agree with or approve of them.

Key Performance Indicators

Performance Requirements

To be determined

Occupational Safety and Health Statement of Outcome

A safe and efficient place of work is our goal, and we must all be committed to reach this outcome. The Shire of Lake Grace is committed to continuous improvement of the Occupational Health and Safety standards.

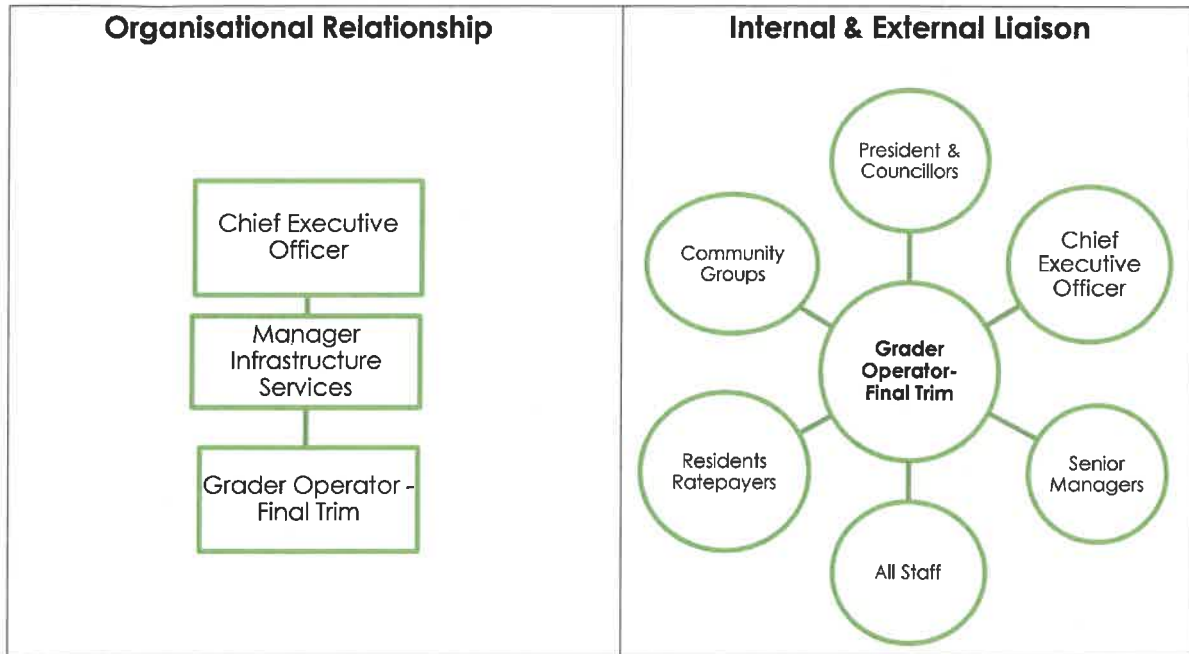
While carrying out duties, ensure Occupational Safety and Health standards are upheld by;

- Taking reasonable care to ensure personal safety and health at work and that of other persons in the work place.
- Observing all safe working practices as directed by Manager and Supervisor and the use of personal protective equipment as and when provided.
- Report ALL accidents, incidents and hazardous situations arising in the course of work and be responsible for subordinates to report as required.
- Take responsibility for work zone safe work practices, signs and delineations.
- Ensure you and all staff under your leadership adhere to the 'No Smoking Policy'.

Equal Employment Opportunity Statement of Outcome 2017-2020

1. The organisation values EEO and diversity and the work environment is free from sexual and racial harassment.
2. Workplaces are free from employment practices that are biased or discriminate unlawfully against employees or potential employees
3. Employment programs and practices recognise and include strategies for EEO groups to achieve workforce diversity
4. Maintain a relevant and achievable EEO Management Plan through communication, review/amendment and evaluation

Position Liaises with:



SELECTION CRITERIA

ESSENTIAL

- Demonstrable previous experience of operating graders to high operator complexity to final trim standard
- Demonstrable construction knowledge – i.e. earthworks, sub-base, base and water binding
- Ability to read and understand plans and instructions
- Ability to use survey equipment (laser level) to take basic levels and measurements for construction projects
- Ability to record and track plant activities for submission to Manager Infrastructure Services
- Ability to assess and advise on grading problems/operations
- Working knowledge of grading materials and construction techniques
- Ability to prioritise work effectively to achieve outcomes and to make decisions based on sound judgement and practical knowledge, as directed by Manager Infrastructure Services
- Ability to work independently, unsupervised and as part of team
- Current certificate of competency for motor grader
- Current national 'C' or HR class driver's license
- Ability to complete a successful pre-employment medical check and drug screening
- Hold a National (or Federal) Police Clearance no more than 3 months old
- Traffic Management accreditation
- Valid White Card

PREFERRED

- Previous Local Government experience
- Experience in other road making equipment
- Current First Aid certificate

PHYSICAL REQUIREMENTS OF THE POSITION

Sitting / standing for periods of time, ergonomics, lifting, bending, twisting, working with manual equipment; shovels and climbing into and out of large road maintenance vehicles

GENERAL INFORMATION

This position description is only descriptive of the type of duties to be undertaken during the period of employment, and the employee accepts that the organisation may require the employee to carry out any duties, which are within the employee's skill and competence.

In addition, due to the nature of work with this position and need for timeframes to be met, it is essential that the incumbent is flexible in being able to work when required, including attendance at non-business hours meetings, workshops and the like.

Position Acknowledgement and Acceptance

Yes No

Date __ / __ / __

Position Holder

Signature

Date

Vanessa Crispe



24 / 6 / 19

Manager Infrastructure
Services

Signature

Date

Approved by

Denise Gobbart



26 / 6 / 2019

Chief Executive Officer

Signature

Date

This position description will be reviewed annually as part of the annual performance appraisal process.