



POSITION DESCRIPTION

GRADER OPERATOR (RMPC)

Position Number:	755, 756	Location:	Cunnamulla
Award:	Queensland Local Government Industry Award (Stream B) – State 2017		
Certified Agreement:	Paroo Shire Council – Operational Staff Certified Agreement 2021-2024		
Classification Level:	6	Employment Type:	Permanent Full Time
Department / Team:	Infrastructure Services / Operations		
Reports to:	RMPC Supervisor	Supervises:	No direct reports

Our Values

In making and implementing our decisions we will be guided by the principles of *integrity, efficiency and continuous improvement* and exhibit the following values:

- P** – Pride
- A** – Accountability
- R** – Respect
- O** – Open and Transparent
- O** – Opportunities for Employment
- S** – Safety
- C** – Commitment



Position Objectives

The Grader Operator is responsible for performing maintenance work and all types of civil construction to a high standard. The position will act as the Leading Hand, as required, and will work closely with the Site Supervisor to be responsible for assisting other on-site operators and labourers to understand what is expected of them. The position will be responsible for maintaining appropriate site safety documentation and is flexible and adaptable to provide labour on projects as required.

Key Responsibilities

- Perform all grading works to the required standards and within the required time frames.
- Undertake daily maintenance of assigned plant and work cooperatively with mechanical service team in the repair and maintenance of assigned plant, including recording of pre-start inspections.
- Act as Leading Hand as required by the Site Supervisor, coordinating site operations and ensuring a safe and healthy workplace for the team.
- Drive and operate other Council plant and machinery, as required, to level of competency.
- Provide clear and open communication to all team members.
- Communicate clearly with other Council teams and community stakeholders and always represent Council positively and professionally.
- Undertake tasks associated with maintenance and construction of roads, drainage and other civil infrastructure including earthworks, concrete, pipelaying, bitumen and vegetation work.
- Complete all relevant safety documents as required, including but not limited to: SWMS, SOP's, Risk Assessments, JSA's, Take 5's and Hazard Inspections.
- Provide high quality works that conform to required specifications and/or work practices.

- Follow all procedures and safe work methods relating to work being undertaken.
- Be committed to working with site supervisors to achieve high quality work within budgetary and time constraints as outlined in the agreed program of works.
- Actively participate in identifying, recommending, developing and implementing measures through which allocated tasks and responsibilities may be carried out more effectively and efficiently.
- Undertake a range of tasks, as needed on the work site, including labouring when there is machine downtime, within the scope of the position, consistent with skills, competence and training.

Qualifications, Skills and Experience

Essential

- ‘C’ Class Queensland Drivers Licence or higher.
- Grader Operations Competency (RIIMPO324F).
- Roller Operations Competency (RIIMPO317F).
- Construction Safety Induction Card (White Card).
- Pre-Employment Health Assessment and National Police Check prior to appointment.

- Demonstrated experience operating and maintaining a grader and be capable of carrying out the physical requirements of this position, including manual labouring as required.
- Flexibility to work hours as operationally required to complete works and the ability to work with minimal supervision when necessary.
- Ability to lead and direct a small work team.
- Ability to communicate effectively in order to understand, follow and execute verbal and written instructions.
- 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.
- Ability to camp out (work camp) as required.

Desirable

- Plant competencies and licenses including but not limited to: Backhoe, Front End Loader, Skid Steer
- Certificate III in Civil Construction or equivalent.

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, Work Health and Safety Policy and Anti-Discrimination Policy.
- 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.
- Perform jobs, tasks and processes in accordance with relevant guidelines and standards.
- Maintain confidentiality of Council information obtained during the course of employment.
- Operate and maintain Council assets including equipment, plant and fleet within Council guidelines and manufacturers’ specifications.
- Foster and maintain strong stakeholder relationships directly or indirectly associated with Council.
- Provide consistent and timely customer services to our colleagues and communities.

Work Health and Safety

- 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 Queensland’s Work Health and Safety Act 2011.

- Maintain a positive attitude towards acquiring an understanding of work health and safety (WHS) legislation, including Council’s WHS policies and procedures and foster and maintain a positive attitude towards WHS within the individual work teams.

Position Description Acceptance

I agree and accept all terms, conditions and duties outlined in this document.

Employee Name: _____

Employee Signature: _____ Date: _____