



Paroo Shire Council

Position Description: Grader Operator

POSITION DETAILS

Position Title	Grader Operator/Leading Hand	Award	QLD Local Government
Location	Cunnamulla	Classification	Dependant on Role Level 6-8
Department	Infrastructure	Employment Type	Full Time
Reports to	Site Supervisor	Duration	Ongoing

PAROO SHIRE COUNCIL

Paroo Shire covers 47 633 sq. km and is located in South West Outback Queensland. The region incorporates the towns of Cunnamulla, Yowah, Eulo and Wyandra, with Cunnamulla being the hub of the Shire and centrally situated on the crossroads of the Balonne and Mitchell Highways. The shire has a vast cultural diversity within its vibrant rural communities and has a population of approximately 1600. Cunnamulla, meaning “long stretch of water”, gets its name from the picturesque Warrego River which meanders past the town and is a popular spot for fishing and water sports.

The Paroo Shire has a diversity of landscapes situated in the Mulga lands bio-region of South West Queensland. It is an area rich in history, eco systems, flora and fauna. Main industries within the Shire are beef, goats, fat lamb and wool production, apiary, wildlife harvesting, Opal mining and the growing Tourism Industry.

Our Vision

Paroo Shire Council is committed to being progressive in thought and action, where our inclusive communities provide unique places for people to live visit and prosper.

Our Mission

To improve Paroo Shire’s assets and amenities, act as a custodian of culture and the environment, and foster sustainable development and innovation.

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**

THE POSITION

Reporting to the Site Supervisor, you will be responsible to perform maintenance and all types of civil construction to a high standard. You will have a good understanding of civil road construction and maintenance techniques and be prepared to direct the operation of the work site to ensure the completion of the work in line with the program of works

As the Leading Hand, you will work closely with the Site Supervisor. You will be responsible for assisting other operators and labourers on site to understand what’s expected of them. You will be a safety leader, ensuring the site remains compliant with all safety plans and reporting obligations.

This position is responsible for delivering a consistent and professional service that meets the requirements of Council and our community and reflects the quality of services we aim to deliver.

KEY RESPONSIBILITIES



Paroo Shire Council

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- Act as Leading hand on-site as required by the Site Supervisor
- Ensure the completion of all relevant safety and contract documentation daily
- Undertake all maintenance and construction tasks as directed.
- Undertake general labouring duties including, but not limited to, bitumen patching, pipe laying and concreting.
- Drive and Operate Councils plant and machinery for which you are qualified and competent.
- Complete all relevant safety documents as required, including but not limited to; Plant prestart inspections, SWMS, SOP's, Risk Assessments, JSA's, Take 5's and Hazard Inspections.
- Provide high quality works that conform to required specifications and/or works practices.
- Be committed to working with site supervisors to achieving high quality work within budgetary and time constraints as outlined in the agreed program of works.
- Follow all procedures and safe work methods relating to your work.
- Undertake other tasks as required, up to and including your competency and level.
- Actively participate in identifying, recommending, developing and implementing measures through which allocated tasks and responsibilities may be carried out more effectively and efficiently.
- Demonstrate a commitment to Workplace Health and Safety, Council's Code of Conduct and demonstrate appropriate behaviour for a public sector employee.

KEY SKILLS, EXPERIENCE AND QUALIFICATIONS

Essential

- 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.
- The ability to lead and direct a work team
- The 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 and compliance with Council's Code of Conduct, Workplace Health and Safety and Anti-Discrimination policies and the ability to complete timesheets, job cards, defect reports.
- Hold a current MR Drivers licence, Grader ticket (LG or RII in Grader Operations) and a Roller ticket (LR)

Desirable

- HR Drivers Licence
- Excavator, Backhoe, Front End Loader, Skid Steer
- Certificate 3 in Civil Construction or equivalent.

ADDITIONAL INFORMATION



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The person in this role is expected to work a range of tasks, as needed on the work site. This includes:

- Labouring when there is machine downtime.
- Acting as Leading Hand and directing the operation of the worksite.

This position operates from Council's Depot in Cunnamulla; however, you will be required to travel both within, and occasionally outside of, the Local Government Area and work outside of standard business hours.

It may also require overnight accommodation in Camp arrangements, in line with the Paroo Shire Operational Enterprise Agreement.

The incumbent must be:

- Able to hold a MR Drivers Licence
- Medically fit and physically capable to meet requirements of the position
- Undertake a employment medical assessment
- Undertake a Criminal History Check

APPROVAL OF POSITION DESCRIPTION

Position Description Approved by Cassandra White, Chief Executive Officer, Paroo Shire Council

Signature _____ Date 02/09/2021

ACCEPTANCE OF POSITION DESCRIPTION

Position Description Accepted by Name _____

Signature _____ Date _____