



Paroo Shire Council Position Description

Title:	Grader Operator
Award:	Queensland Local Government Industry Award (Stream B) – State 2017, and Paroo Shire Council – Non-Operational Staff Certified Agreement 2021-2024.
Level:	6
Employment Basis	Full Time
Department:	Infrastructure
Location:	Cunnamulla

Position Objectives

This role is to perform maintenance work and all types of civil construction to a high standard. 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. To maintain appropriate site safety documentation as required.

Reporting Arrangements and Delegations

This role reports directly to the Works team leader (Construction and Maintenance Supervisor or Works Supervisor)

Key Selection Criteria

1. Model safe and healthy workplace behaviour
2. Ensure a safe workplace for your team
3. Comply with Council's Code of Conduct, Workplace Health and Safety and Anti-Discrimination policies
4. Perform all grading works to the required standards and within the required time frames
5. Act as leading hand as required and coordinate site operations
6. Perform other operator and labouring duties as required
7. Provide clear and open communication to your team members
8. Communicate clearly with other Council teams and community stakeholders
9. Represent Council positively and professionally and comply with policies and procedures

Skills and Experience

- 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.

Qualifications

- 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.

Key Responsibilities and Duties

- 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.
- 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.

Work Health & Safety (WHS) and Risk Management

- Be responsible and accountable for adhering to the WHS Obligation & Responsibility Statements applicable to the position. A copy of the current Obligations and Responsibility Statement will be provided as part of induction. All safety documentation is available in Council's safety management system
- Be responsible for applying WHS to daily tasks performed in the workplace including completion of risk assessments
- Undertake a vaccination risk assessment and ensure required vaccinations are completed
- Maintain knowledge of safe work procedures in relations to maintenance and construction work
- Report all matters beyond your authority promptly
- Take all practical measures to ensure that your workplace is safe and without risk to health or property

ADDITIONAL POSITION REQUIREMENTS

The incumbent must be:

- Prepared to work flexible hours to meet the requirements of the position;
- Willing to obtain a 'Blue Card' to enable the incumbent to work with or supervise people less than eighteen (18) years of age if required;

- Medically fit and physically capable to meet requirements of the position;
- In compliance with legislation and Paroo Shire Council Policy you will be required to provide a current National Police Check Certificate and have a Pre-Employment Health Assessment.

Ethical Behaviour

Employees must:

- Perform all jobs, tasks and processes in accordance with relevant guidelines and standards;
- Operate and maintain all Council assets including plant, fleet and equipment within Council guidelines and manufacturers' specifications;
- Behave in a manner consistent with Council's Code of Conduct and HR policies and the Local Government Act 2009; and
- Maintain confidentiality of all Council information obtained during the course of employment.

Customer Service

Employees must:

- Foster and maintain strong public relations with Council's ratepayers, clients and other bodies directly or indirectly associated with Council; and
- Provide consistent and excellent customer services to all stakeholders.

Teamwork and Participation

Employees must:

- Establish and maintain effective professional relationships with the Chief Executive Officer, managers, supervisory staff, employees and contractors; and
- Maintain a positive team culture based on honesty, trust and integrity.

OTHER INFORMATION

- Paroo Shire Council is an Equal Employment Opportunity employer;
- All Employees within Council are subject to an initial three-month probationary period; and
- It is essential that applicants are interested in the lifestyle and unique rewards of working towards the development and prosperity of a small rural remote community.

PHYSICAL REQUIREMENTS

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"/>	<input type="checkbox"/> None	<input type="checkbox"/>	<input type="checkbox"/> None	Depth Perception	<input type="checkbox"/>	Fine Manipulation	<input type="checkbox"/>
<input checked="" type="checkbox"/> Occasional	<input type="checkbox"/>	<input type="checkbox"/> Occasional	<input type="checkbox"/>	<input type="checkbox"/> Occasional	Colour Discrimination	<input checked="" type="checkbox"/>	Pushing/Pulling	<input type="checkbox"/>
<input type="checkbox"/> 1-4 hrs	<input type="checkbox"/>	<input type="checkbox"/> 1-4 hrs	<input checked="" type="checkbox"/>	<input type="checkbox"/> 1-4 hrs	Peripheral Vision	<input type="checkbox"/>	Finger Dexterity	<input checked="" type="checkbox"/>
<input type="checkbox"/> 4-6 hrs	<input checked="" type="checkbox"/>	<input type="checkbox"/> 4-6 hrs	<input checked="" type="checkbox"/>	<input type="checkbox"/> 4-6 hrs			Simple Grasping	<input checked="" type="checkbox"/>
<input type="checkbox"/> 6-8 hrs	<input type="checkbox"/>	<input type="checkbox"/> 6-8 hrs	<input type="checkbox"/>	<input type="checkbox"/> 6-8 hrs				

POSITION DESCRIPTION ACCEPTANCE

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

Employee Signature.....

Employee Name.....

Date.....

CEO Signature.....

CEO Name.....

Date.....