

## **POSITION DESCRIPTION**

Title:	Grader Operator / Municipal Employee
Position Number:	
Department:	Works and Services
Reports To:	Supervisor
Supervises:	
Effective Date:	
Classification:	Level 5 Local Government Industry Award 2020

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### **Overall Objectives**

Provide the council and residents of the Central Highlands with a comprehensive and well maintained municipal road network, waste management, parks, reserves and buildings.

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### **Key Functions, Responsibilities/Principal Accountabilities**

1. Ensure that all information obtained by way of your employment with the Council is treated with discretion and remains confidential.
  2. To operate and maintain grader in a safe and effective manner.
  3. To maintain and construct roads by use of grader.
  4. To maintain and construct physical infrastructure of Central Highlands as directed by supervisor and within the scope of the employees competencies.
  5. Be familiar with all underground services in the Municipality prior to the commencement of work.
  6. To perform minor servicing and maintenance of designated plant.
  7. Ensure the safety and welfare of property, the public and the work force in the discharge of Council's functions.
  8. Use other plant competent and trained to operate as required i.e Loader, road roller, backhoe, excavator, mowers, chainsaws and brush cutters, or as directed by Council supervisors (Supervisor or Manager).
  9. Manual labouring including the operation of small plant and hand tools as directed by a supervisor (Supervisor or Manager) eg; weed spraying, mowing, etc
  10. Undertake approved private works/private hire in a manner acceptable to both Council and the client.
  11. Working safely in compliance with the Workplace Health & Safety Act 2012 and Council's policies and procedures.
  12. To undertake any task, within the limit of the employees skill and training as directed by the leading hand or manager
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# **Selection Criteria**

## **Formal Qualifications**

- Retention of current drivers licence Class A
- Retention of machinery operator's licence extension
- Retention of qualifications in relation to plant operation.
- First Aid Certificate
- Basic Work Site Traffic Management Certificate
- White card
- Chainsaw Licence

## **Experience**

- Experience in all facets of grader operations
- Sound abilities in road maintenance and construction techniques
- Basic mechanical knowledge.
- Skills in road construction/maintenance

## **Knowledge/Skills**

- Ability to work and perform in a safe and healthy manner
- Ability to identify problems in machinery, equipment and works and to report them or undertake minor problem solving.
- Machinery and equipment operating skills appropriate to the class of licence held.
- Discretion to undertake minor maintenance and repair of Council's facilities.
- Ability to operate other machinery and equipment as required.
- Ability to perform works in a competent manner.
- Ability to identify where additional material is required.
- Ability to communicate requirements effectively with truck drivers.
- Ability to decide what good and proper work practices are.
- Ability to work without supervision.
- Ability to work to given tolerances.
- Knowledge of employee obligations under the Workplace Health & Safety Act 2012 and Regulations.

## **Personal Attributes**

- Self motivated and success motivated.
- Ability to work as a member of a team.
- Effective communication skills.
- Ability to communicate with other personnel.
- Competent use of communications equipment.
- Willingness to work overtime as required
- Demonstrate a personal pride in work

## **Performance Indicators**

The incumbent's performance will be judged against the following:

1. Incumbent participates in the implementation and participation of a safe working environment.
2. Activities are undertaken to defined standards and within budget allocations.
3. Provision of safe and healthy working environment.
4. Courteous and co-operative approach to community, councillors and staff.
5. Ability to operate various items of plant to industry standards.
6. Ability to maintain and operate machinery and equipment effectively and safely.

## **MULTISKILLING:**

A supervising officer may direct an employee to carry out such duties as are within the limits of the employee's skill, competence and training, provided such duties do not promote a narrowing of the employee's skill base. If an employee is directed to carry out the work of a higher classification or award band the higher duties clause of the relevant award will apply.

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**DATE APPROVED:** 26 April 2021

**APPROVED BY:** General Manager

**PRESENT OCCUPANT:** Vacant

**DATE OF APPOINTMENT:**