

# POSITION DESCRIPTION



<b>TITLE</b>	Grader Operator
<b>DEPARTMENT</b>	Road Services
<b>AWARD</b>	Queensland Local Government Industry (Stream B) Award – State 2017
<b>CLASSIFICATION</b>	LGEA Level 6 – 7
<b>REPORTING OFFICER</b>	Roads Manager
<b>DELEGATIONS</b>	As per Councils Register of Delegations

## ORGANISATIONAL VALUES

Are the fundamental beliefs that define our culture and behavior, reinforcing our relations with each other and our community.

**COMMUNICATION** We are “HOT” Honest, Open & Two-way - It is the transaction of ideas, thought, information, facts & values between council, staff & community

**FUN** We laugh together, We work together - Work is only work if you make it so. In every job that must be done there is an element of fun.

**POTENTIAL** We encourage growth - Giving everyone a chance to reach their full potential is the best work anyone can do.

**COURAGE** We plan to succeed – Excuses for failure are not documented. Fear is not present because no one ever works alone. Change is constant, growth is optional

**SAFETY** We think, act & promote safety – Safety isn’t a slogan it is a way of life.

**COMMITMENT** We are passionate & engaged – Commitment ignites our actions and drives our performance. It fuels our passion for a job well done.

## DEPARTMENT SUMMARY

To support the Road Services Department to ensure services are delivered professionally, through technical understanding of engineering processes and ensure contracts and projects are scoped and delivered effectively.

## OBJECTIVES

The main objectives of a Grader Operator is to have an advanced knowledge of Construction/Maintenance techniques with regard to Grader Operations and WHS Compliance. They need to be able to work with minimal supervision and achieve harmonious co-operation with other personnel in Council’s Organisation.

Responsibilities include precise blade control, operating GPS systems, performing site prep, and conducting safety checks on equipment.

## KEY RESPONSIBILITIES

### Grader Operator

- Operate Council’s Grader in a safe and efficient manner on all job sites.
- Perform road maintenance/construction and miscellaneous operations to an acceptable standard.

- 
- Ensure that the plant is correctly maintained.
  - Contribute to camps being maintained in a safe, clean and proper manner.
  - Ensure timesheets and plant returns are accurately completed on a daily basis.
  - Ensure all plant defects are recorded and promptly notified and complete weekly plant reports.
  - Ability and willingness to perform general laboring duties as instructed by your supervisor.
  - Follow all procedures correctly relating to your work.
  - All work is to be carried out in accordance with the Quality Assurance System.
  - Ensure that correct signing is used in accordance with the Bulloo Shire Policy and relevant Standards.
  - Be instrumental in organising resources such as labour/plant and materials for a job.
  - Ensure all mobile fuel units are accurately accounted for, including dips and returns.

### **Workplace Health and Safety**

- All Bulloo Shire Council Workers are to comply with Bulloo Shire Council WHS Policies and Procedures, be proactive in the identification and management of hazards, consult and communicate with others and work in a healthy and safe manner.

## **REQUIREMENTS OF THE POSITION**

### **NECESSARY SKILLS & EXPERIENCE (SELECTION CRITERIA):**

#### **(R) - Required / (D) - Desirable (training could be provided)**

- Valid Grader Operator Ticket **(R)**
- General Construction Induction Card **(R)**
- Class "C" Drivers License **(R)**
- Sound knowledge of grader operations and capabilities **(R)**
- Up to date knowledge of construction and maintenance techniques and approaches **(R)**
- Ability to understand and act upon given instruction and tasks **(R)**
- Sound knowledge of relevant Workplace Health and Safety legislation and regulations **(R)**
- Sufficient grader operating ability to fulfill objectives **(R)**
- Knowledge of Quality Assurance procedures and practices **(R)**
- Sufficient planning skill to fulfill objectives **(R)**
- Sufficient skill to service and maintain equipment good condition **(R)**
- The ability to work within a team environment to ensure that outcomes are achieved **(R)**
- Ability to understand and complete established forms and general reporting requirements relevant to the position **(R)**
- Sufficient communication skills to deal with members of the public and other Council Officers **(R)**
- Any other Machinery Operation Tickets **(D)**

## **DUTY OF WORKERS**

While at work, a worker must:

- (a) take reasonable care for his or her own health and safety; and
-

- 
- (b) take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
  - (c) comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the PCBU to allow the person to comply with the WHS Act; and
  - (d) co-operate with any reasonable policy or procedure of the PCBU relating to health or safety at the workplace that has been notified to workers.

### DUTIES OF WORKER USE PPE

- (1) This section applies if a PCBU provides a worker with PPE.
  - (2) The worker must, so far as the worker is reasonably able, use or wear the equipment in accordance with any information, training or reasonable instruction by the PCBU.
  - (3) The worker must not intentionally misuse or damage the equipment.
-