

POSITION DESCRIPTION

TITLE OF POSITION:	Grader Operator
POSITION STATUS:	Full Time
DEPARTMENT:	Works & Services
LOCATION:	Jundah
AWARD:	Queensland Local Government Industry Award B– State 2017 plus Barcoo Shire Council Certified Agreement
LEVEL:	6

ORGANISATIONAL ENVIRONMENT

Barcoo Shire - The Heart of the Channel Country, Outback Queensland.

Barcoo Shire Council is the local authority for the Barcoo Shire area. The Shire is a remote rural local government area located in Central Western Queensland and covers an expanse of 60,901 square kilometres (an area about the size of Tasmania). Barcoo Shire incorporates the towns of Jundah, Windorah and Stonehenge. The total population of the Shire is approximately 460 and its administration centre is Jundah.

Barcoo Shire Council administers local government, makes and enforces local laws and adopts and implements policy. Council's vision is to develop a proactive community with a diverse and sustainable economy based on the natural resources and values of the Channel Country.

Council's mission is to provide a better quality of life for the people of its Shire by.

- Committing to the objectives in its Corporate Plan;
- Empowering its communities;
- Creating and taking advantage of opportunities; and
- Being a leader and innovator in local government and its region.

POSITION OBJECTIVES

To assist in the construction of Shire and State roads as a consummate and professional plant operator, with high level skills in the detection and rectification of faults and defects. Further, to work as a contributing member of the Works and Services team towards achieving goals as stated in the Corporate Plan, whilst upholding the principles and standards of the Council and displaying respect for all members of the community.

ORGANISATIONAL RELATIONSHIPS AND DELEGATIONS

Responsible To: Construction Supervisor

Supervises: Not Applicable

DELEGATION

No financial or other delegation applies to this position.

EXTENT OF AUTHORITY

This position operates under limited direction and exercises a degree of autonomy to make decisions.

PERFORMANCE ASSESSMENT

- This position is subject to an annual Performance Review in accordance with Council's Performance Management System.
- Individual performance in this position will be assessed against achievement of the Duties and Responsibilities outlined in Duties Statement.

POSITION REQUIREMENTS

Knowledge

- Thorough working knowledge of correct plant operating techniques;
- Thorough working knowledge in the operating capabilities of various plant;
- Thorough working knowledge of road operations and gravel types;
- Thorough working knowledge of rectification of minor and major faults; and
- Thorough working knowledge of Workplace Health and Safety principles and practice.

Skills & Ability

- Ability to safely and consummately operate various Council plant including the ability to exercise precision skills in plant operation, specifically grading;
- Ability to detect and rectify problems involved in the construction and maintenance of roads;
- Ability to think laterally and apply knowledge and experience to overcome new problems;
- Significant ability to exercise discretion in relation to the organisation of work, the application of appropriate skills and time management;
- Ability to lead work programs and gangs directly related to the specific area under construction;
- Ability to understand, evaluate, plan and execute out various work orders;
- Ability to perform a diverse range of activities and to deliver quality outcomes and/or services;
- Demonstrated ability to correctly use hand tools to perform tasks;
- Ability to operate power tools, ride-on equipment and other light mechanical plant;
- Demonstrated general agility, good hearing and vision;
- Ability to work efficiently within a small group, and to work under remote supervision; and
- Ability to keep time sheets and proper records of work undertaken, and plant, equipment and materials used for the purposes of the job.

Experience/ Qualifications

- Current drivers licences (manual vehicle, C Class, and HC Class or ability to obtain licences within three months) are required;
- Safety General Induction (White) Card;;
- A minimum of three years demonstrated grader operation in construction and maintenance situations;
- A grader ticket (essential) and various other plant tickets or ability to attain plant tickets; and
- A minimum of five years demonstrated ability in construction and maintenance activities related to local government operations.

ADDITIONAL POSITION REQUIREMENTS

The incumbent must be:

- Prepared to work flexible hours to meet the requirements of the position;
- Willing to obtain a 'Suitability 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;
- Prepared, if required, to undertake a medical assessment by Council's medical practitioner; and
- Prepared, if required, for Council to undertake a Criminal History Check.

RESPONSIBILITIES

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 and Regulations Act 2012; and
- Maintain confidentiality of all Council information obtain 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 excellent customer services to all stakeholders in accordance with Council's Customer Service Charter.

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

- Barcoo Shire Council is an Equal Employment Opportunity employer.
- Council currently operates under a Certified Agreement.
- All Employees within Council are subject to an initial six-month probationary period.
- 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.

DUTIES STATEMENT

Grader Operator

- This position is responsible for the quality construction of State roads;
- The position is required to exhibit precision skills in final trim grading;
- Monitor and evaluate construction and maintenance works program of the specific area currently under construction (that is the area within the road construction signage), and lead the gang accordingly to produce quality outcomes;
- The position is required to perform a broad range of tasks within the Maintenance and Construction sections, requiring developed industry skills and a broad knowledge of construction and/or maintenance services;
- Maintain plant and equipment used in undertaking tasks to the required standard;
- Undertake roadwork, basic concreting, excavation, channelling, levelling and drainage work;
- Undertake any additional duties or provide labouring assistance as directed by the Ganger or RMPC / Maintenance Supervisor;
- Co-ordinate effectively with team members to achieve Council Goals and to undertake and complete tasks without supervision;
- Correctly requisition stores and materials required to complete the work;
- Observe Council policies and procedures under the Workplace Health and Safety Act 1995, Anti-Discrimination and Harassment Legislation and the Environmental Protection Act 1994; and
- Undertake other duties as directed by Works Manager and Construction Supervisor.

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 type="checkbox"/>			
WORK ENVIRONMENT									
ATTRIBUTE			MANOEUVRE	FREQUENT	OCCASIONAL	NONE			
Chemicals	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Bending	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Cold	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Squatting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Dampness	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Climbing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Fumes/gases	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Twisting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Heat / Humidity	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Reaching	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Heights	<input type="checkbox"/> YES	<input type="checkbox"/> NO	PLANT OPERATION						
Noises	<input 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 type="checkbox"/>	Foot Movement	<input type="checkbox"/>
<input type="checkbox"/>	None	<input type="checkbox"/>	None	<input type="checkbox"/>	None	Depth Perception	<input type="checkbox"/>	Fine Manipulation	<input type="checkbox"/>
<input type="checkbox"/>	Occasional	<input type="checkbox"/>	Occasional	<input type="checkbox"/>	Occasional	Colour Discrimination	<input type="checkbox"/>	Pushing/Pulling	<input type="checkbox"/>
<input type="checkbox"/>	1-4 hrs	<input type="checkbox"/>	1-4 hrs	<input type="checkbox"/>	1-4 hrs	Peripheral Vision	<input type="checkbox"/>	Finger Dexterity	<input type="checkbox"/>
<input type="checkbox"/>	4-6 hrs	<input type="checkbox"/>	4-6 hrs	<input type="checkbox"/>	4-6 hrs			Simple Grasping	<input type="checkbox"/>
<input type="checkbox"/>	6-8 hrs	<input type="checkbox"/>	6-8 hrs	<input type="checkbox"/>	6-8 hrs				

WORK HEALTH AND SAFETY

- To comply with provisions of the Work Health and Safety Act by taking all reasonable precautions to ensure the health and safety of self and others
- To rectify actual or potentially hazardous situations, where appropriate, in accordance with established policies and procedures
- To participate in programs designed to monitor and protect the health and safety of staff in their workplace
- To report as soon as practicable to your Supervisor/Manager - unsafe equipment, work practices or conditions - potential hazard - near misses - all injuries sustained whilst in the performance of work duties - damage to Council equipment or property

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.....