

POSITION DESCRIPTION

Position Details

Position Title:	Final Trim Grader Operator (Leading Hand)
Award Classification:	Level 7 + Over Award Allowance + Leading Hand Allowance
Employment Conditions:	Queensland Local Government Industry (Stream B) Award – State 2017
Department / Branch:	Engineering / Roads Construction
Principal Location:	Council Depot, Hughenden
Reports to:	Road Construction Supervisor (or as directed)
Direct Reports:	Nil

Flinders Shire

Our Vision:	Flinders Shire – a place of discovery, opportunity and lifestyle
Our Mission:	To promote quality of life through leadership, attitude and respect
Our Values:	• A Caring Philosophy • Pursuit of Excellence • Teamwork • Local Ownership • Communication • Leadership • Recognition

Council Structure

Office of the Chief Executive Officer

- Investment, Attraction & Economic Development
- Executive Support
- Human Resources

Corporate & Financial Services

- Financial Control
- Information & Communication Technology
- Business & Customer Services
- Governance & Regulatory Compliance
- Workplace Health & Safety

Community Services & Wellbeing

- Community Development & Engagement
- Tourism
- Community Care
- Regional Marketing & Promotion
- Media / Communications

Engineering

- Open Spaces & Community Assets
- Asset Management
- Project Management
- Roads & Infrastructure

Position Objective

The Final Trim Grader Operator is responsible for operating plant and fleet across Flinders Shire to achieve Councils Operational and Strategic Objectives. Predominantly based within the road construction team, this role may also be required to work across other teams within Engineering Services.

As a Leading Hand, this role will also relieve in the supervisor role when required to do so.

As a representative of Council, demonstrated professionalism and a commitment to a high level of service and continuous improvement in the best interest of Council and the Community are essential.

Key Responsibilities

Operational

- Coordinate and oversee daily road construction or maintenance crew activities, planning, resources and required paperwork in conjunction with supervisor including resolving issues related to work activities
- Relieve when, and as directed in supervisor role
- Assist the supervisor to achieve Councils Operational and Strategic Plans and compliance to relevant standards, specifications, codes of practice, regulations, and policies relevant to work tasks and health and safety
- Competent and safe operation of plant/fleet as licenced and verified to operate and undertaking activities up to and including engaged level as per the Queensland Local Government Award, as amended or replaced
- Hands on labouring within road construction and maintenance such as installing road signs, guide posts, weed management, digging trenches, removing debris, preparing and applying asphalt, loading and unloading trucks, traffic control (as authorised) and prepare work sites in accordance with traffic and other management plans
- Hands on labouring as required and directed within other areas of Council
- Undertake work activities as directed to achieve Council Operational and Strategic Plans
- Maintenance of assigned plant/fleet and work cohesively with workshop in maintaining plant/fleet
- Ensuring all daily checks of plant/fleet are completed and advising of repairs/maintenance requirements
- Ensuring plant/fleet are well presented, tidy and secured
- Provide high level of customer service on behalf of Council ensuring a positive reflection with members of the public is maintained
- Develop and maintain positive communications between Council departments and teams including participation in team/Council meetings
- Sharing of knowledge and skills between team members
- Completion of paperwork and submitted on time including accurate timesheets with job costing codes and health and safety related items
- Maintain currency of licences/tickets for duration of employment as required to undertake allocated work tasks/activities

General

- Consistently complete allocated tasks to a high standard and within agreed timeframes
- Undertake other tasks up to and including your competency and level
- Actively promote the values of the organisation to staff
- Actively participate in identifying, recommending, developing and implementing measures through which allocated tasks and responsibilities may be carried out more effectively and efficiently

Administration

- Ensure general administration and records management requirements are being met
- Provide courteous and professional customer service to internal and external customers and conduct all transactions in an ethical and efficient manner
- Contribute positively to a supportive team-based work environment and participate in team meetings and training sessions as required
- Ensure that requests are acted on and reported upon in accordance with Council Policy
- Keep your supervisor/manager appropriately and adequately informed on the current state of activities relevant to your role and to highlight in advance any points likely to influence Council operations or relations with ratepayers and/or the public

- Maintain a personal time management system to ensure deadlines are met; to ensure that other staff of the Council are given due notice and time to comply with deadlines so that their own personal planning is not inconvenienced

Organisational Continuous Improvement & Quality Management

- Willingness and ability to adapt to challenge and opportunities:
 - changing workforce capabilities through multiskilling, succession planning, knowledge management
 - changing technologies and operational procedures by expanding your knowledge of future trends and required competencies
- Willingness and ability to set the example and live the values
- Willingness and ability to advocate a positive and constructive organisational culture
- Willingness to accept responsibility for your own actions and decisions, and to be held accountable for such
- Willingness and ability to integrate the competing demands of work, home, community and self

Corporate Responsibilities

All employees are bound by the *Queensland Local Government Act 2009* to act with integrity, and in a way that shows proper concern for the public interest. All employees are responsible for acting in accordance with the Flinders Shire Council Code of Conduct and other relevant policies, procedures and protocols as may be applicable to the role.

Workplace Health & Safety

All workers have a duty to familiarise themselves with and comply with statutory and Flinders Shire Council Work Health and Safety (WH&S) requirements, including the WH&S Management System, and WH&S Policies, Procedures and work instructions.

In fulfilling this duty, workers are to:

- Take reasonable care for his or her own health and safety.
- Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons.
- Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person in control of the business or undertaking (PCBU) to allow the person to comply with the *Work Health and Safety Act 2011* (e.g. wearing of Personal Protective Equipment as instructed).
- Cooperate with any reasonable Policy or Procedure of the PCBU relating to health or safety at the workplace that has been notified to workers (e.g. reporting of incidents).
- Participate in the consultation and communication processes as prescribed in the *Consultation, Cooperation and Coordination Code of Practice 2021*.

Other Requirements

- This position operates from Council's Administration Office in Hughenden, however, may be required to travel within the Local Government Area and work outside of standard business hours to meet the requirements of the role.
- Travel (including outside of normal hours) to attend training may be required
- 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

Organisational Relationships and Delegations

Internal: Engineering Services Team and other portfolios across Council

External: General public, government departments, contractors, suppliers and community groups

Delegations: The Final Trim Grader Operator (Leading Hand) works under limited direction, has the skills to manage time and organisational priorities. This position has delegated decision making and purchasing authority in accordance with Council's Delegation Register and Procurement Policy.

Selection Criteria

Essential

1. Demonstrated experience in civil works and proven ability to deliver timely and effective operational works with the ability to understand, interpret and apply relevant plans, legislation, standards and guidelines.
2. Competent in operating plant/fleet with a record of safe operations and currency of licences/tickets as relevant to the role.
3. Current HR Class drivers' licence with good driving history and willingness to provide driving history if/when required.
4. Current national general construction induction (white) card
5. Highly developed communication and interpersonal skills with the ability to confidently relay information to internal and external stakeholders.
6. Demonstrated commitment to excellent customer service, and the ability to respond to customer enquiries in a professional and patient manner, achieving mutually agreeable solutions and de-escalating conflict.
7. Ability to lead and work within a team, share knowledge and experience and meet deadlines.
8. Where required, stay in camp accommodation away from town.
9. Commitment to uphold Council's Code of Conduct, Workplace Health and Safety and Anti-Discrimination policies.

Desirable

10. Traffic Management Implementation Ticket is highly regarded.

Authorisation

Position Approved By: Misenka Duong, Director of Engineering

Signature: _____

Date: _____

Receipt and Acknowledgement

I, _____ have received a copy of the attached position description. I have read this position description, and I understand all my job duties and responsibilities. I further understand that my duties may change on a temporary or regular basis according to the needs of the Council without it being specifically included in the position description. I will be notified of these changes in writing and have an opportunity to ask any questions with my immediate supervisor. I have discussed any questions I may have about this position description prior to signing this form.

Employee Signature: _____ Date: _____