

Position Description

Position Title:	Grader Operator
Award:	Queensland Local Government Industry (Stream B) Award – State 2017
Section:	Operational Services
Classification:	Level 7
Employment Type:	Full Time
Department:	Engineering / Road Maintenance
Reports to:	Road Maintenance Supervisor (or as directed)
Direct Reports:	Nil

POSITION OBJECTIVE

The Grader Operator is responsible for the safe and efficient operation of plant and fleet across Flinders Shire to support the delivery of Council's operational and strategic objectives. While primarily assigned to the Road Maintenance team, the position may also provide support across other Engineering Services work areas as required.

The role requires a high level of professionalism, a commitment to high-quality service delivery, and a proactive approach to continuous improvement, ensuring outcomes align with the best interests of Council and the community.

KEY POSITION RESPONSIBILITIES

- Competent and safe operation of plant and fleet vehicles for which the employee holds the required licences and has been authorised to operate, undertaking duties up to and including their engaged level in accordance with the Queensland Local Government Award, as amended or replaced.
- Hands on labouring within road maintenance such as installing road signs, guideposts, 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 and 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.
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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. Highly developed communication and interpersonal skills with the ability to confidently relay information to internal and external stakeholders.
4. Ability to lead and work within a team, share knowledge and experience and meet deadlines.
5. Current HR Class drivers' licence with good driving history and willingness to provide driving history if/when required.
6. Current C Class drivers' licence.
7. General Construction Induction (White) Card.
8. Commitment to uphold Council's Code of Conduct, Workplace Health and Safety and Anti-Discrimination policies.

Desirable

- Traffic Controllers Ticket.
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CORPORATE RESPONSIBILITIES

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 *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.

Work 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, there is a requirement 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: Employees across all Council portfolios through to senior leaders including CEO.

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

Delegations: The Grader Operator performs specialised work requiring advanced skills, knowledge, and experience. This role requires the use of judgement and discretion to plan, prioritise, and complete work with minimal supervision. This position has

POSITION DESCRIPTION AUTHORISATION

Position Descriptions cannot provide a definitive list of duties and responsibilities. This position description is subject to change from time to time as Flinders Shire Council may be developed or restructured.

Any such reorganisation of duties shall be the subject of discussion with the position incumbent.

Approved: Misenka Duong, Director of Engineering

Signature: **Date:**/...../.....

ACKNOWLEDGEMENT

I accept the above Position Description and acknowledge that it may require amending or updating periodically due to changes in responsibilities or organisational requirements.

Employee Name: _____

Signature: **Date:**/...../.....