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## **POSITION DESCRIPTION**

**Title:** Grader Operator  
**Department:** Civil Operations – Construction  
**Reports to:** General Manager or delegate  
**Level:** Local Government Employees Award Level 6

## **COUNCIL VALUES**

### **Honesty & Integrity**

Being honest with our community and colleagues, and treating them with respect, fairness, trust and consistency

### **Innovation & Continuous Improvement**

Striving for excellence through best practices, creativity and new ideas.

### **Transparency & Accountability**

Providing open and transparent practices and accountable governance.

### **Diversity**

Respecting social, cultural, economic and environmental diversity.

### **Open Communication**

Assuring timely and effective communication with our community and throughout the organisation.

### **Leadership, Engagement & Fair Representation**

Providing effective leadership to ensure Council's actions best reflect community aspirations.

## **POSITION OBJECTIVE:**

The Grader Operator will be responsible for the operation of grader in all situations required by Construction Supervisor. As well as all other duties as directed by your supervisor at a level that meets industry standards.

## **KEY RESPONSIBILITIES:**

1. Operation of grader in all situations required by Construction Supervisor.
2. Completion of basic maintenance and repairs of grader.
3. Assist Construction Team in the completion of additional labour tasks as instructed by Construction Supervisor.
4. Ensuring all Council and Workplace Health and Safety Standards and safe work practices are met.
5. This position will be required to work overtime should the construction works necessitate
6. This position may be required to camp out should the construction works necessitate

## **GENERAL DUTIES**

Abide by the Workplace Health & Safety Act and Regulations and the provisions outlined in Council's Workplace Health and Safety Policy, namely:

### **Employee Obligations:**

A worker has the following obligations at the workplace:

1. Comply with instructions given for workplace health and safety at the workplace by your employer
2. Use personal protective equipment if provided and properly instructed in its use
3. Not to wilfully or recklessly interfere with or misuse any workplace, health and safety equipment
4. Not to wilfully place at risk the workplace health and safety of yourself or any person at the workplace
5. Attend training as directed

### **Employer Obligations:**

1. Central Highland Regional Council has an obligation to ensure the workplace health and safety of each of the employer's workers at work.
2. Central Highland Regional Council has an obligation to ensure the workplace health and safety of the company and others is not affected by the way the Council conducts the Council's undertaking.

## **REQUIREMENTS OF THE POSITION:**

- (a) **Skills**
- Ability to work in a team environment
  - Basic skills in oral and written communication
  - Ability to co-operate
  - Ability to problem-solving
- (b) **Knowledge**
- Some knowledge of civil construction works.
  - Some knowledge of Workplace Health and Safety Act – 1995 and safe work practices and ability to work within stipulated guidelines
  - Some knowledge of Council policies and procedures
- (c) **Experience**
- Proven experience in the high standard operation and maintenance of a grader and other plant.
- (d) **Qualifications**
- Current Queensland Driver's Licence
  - Certificate of Competency for Grader
- (e) **Personal Attributes**
- Communicate in an appropriate and effective manner, consistent with the requirements of the position, to enhance the image of Council
  - Contribute to improved organisational effectiveness, by respecting other employees, by acting honestly and with fairness, and by working to achieve Council's team objectives.
- (f) **Training**
- Training will be provided as identified in the Employee Development Plan.

## **ORGANISATIONAL RELATIONSHIP**

- (a) **Reports To**
- General Manager
- (b) **Supervises**
- N/A
- (c) **Internal liaisons**
- Senior Management Team
  - Line Managers and Supervisors

**(c) External liaisons**

- Department
- Community members

**EXTENT OF AUTHORITY**

- Freedom to act within defined/established Guidelines and Council's Policies
- Purchased can be made in line with authorised budgeted items and financial delegations.

**EMPLOYEES CONSENT**

I ..... have read, understood and accepted the responsibilities of this position with the Central Highlands Regional Council and agree to the conditions of employment.

Employees signature: ..... Date: .....

GM/CEO's signature: ..... Date: .....