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QUILPIE SHIRE COUNCIL

POSITION DESCRIPTION

1. POSITION

1.1	Title	Grader Operator – Final Trim
1.2	Award	Qld Local Government Award (State)
1.3	Level	Negotiable
1.4	Department	Engineering

2. PRIMARY OBJECTIVES

2.1 Objectives of Position

- ◆ Under direction, assist and provide support to the Works Manager/Supervisor with Council Works Programs.
- ◆ Capable of performing a wide range of maintenance, repair and construction activities within the Roads and Drainage section.
- ◆ Efficient use of grader on Road Construction and Maintenance Projects

2.2 Within the Section

- ◆ Able to work with minimum supervision
- ◆ Achieve harmonious co-operation between Project personnel
- ◆ Have an awareness of Workplace Health and Safety issues and obligations
- ◆ Report to the Supervisor any identified maintenance requirements in the area
- ◆ If required, fulfill the role of Leading Hand / Crew Leader

2.3 Within the Organisation

- ◆ Ensure Workplace Health and Safety and Human Resources Management procedures and practices are implemented and followed in line with organisation requirements
- ◆ Have a customer-oriented perspective with regard to ratepayers and other external customers
- ◆ Achieve harmonious co-operation with other personnel in Council’s Organisation
- ◆ Demonstrated high level ability to follow work practices, policies, procedures, instructions and guidelines.
- ◆ Well developed ability to lead/“take charge” a small team to deliver maintenance activities, minor works or specific tasks.
- ◆

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3. REQUIREMENTS OF THE POSITION

3.1 Skills

- ◆ Sufficient grader operating ability to fulfill objectives
- ◆ Sufficient planning skill to fulfill objectives
- ◆ Sufficient skill to service and maintain grader in good condition
- ◆ The ability to organise water trucks, rollers and other road construction plant as required for mixing and laying operations
- ◆ The ability to work within a team environment to ensure that outcomes are achieved
- ◆ Ability to understand and complete established forms and general reporting requirements relevant to the position.
- ◆ Sufficient communication skills to deal with members of the public and other Council Officers

3.2 Knowledge

- ◆ Sound knowledge of plant operations and capabilities
- ◆ Sound knowledge of laser equipment or willingness to learn
- ◆ Sound knowledge of mixing techniques for road construction and maintenance works
- ◆ Up to date knowledge of construction and maintenance techniques and approaches
- ◆ Sound knowledge of Local Government infrastructure
- ◆ Sound knowledge of relevant Workplace Health and Safety legislation and regulations

3.3 Experience and / or Qualifications

- ◆ Certificate of Competency for a Grader
- ◆ Driver’s License endorsed for Certificate of Competency
- ◆ Experience in undertaking traffic control and signage set-out on public roads

4. KEY DUTIES & RESPONSIBILITIES

4.1

- ◆ Leave completed grader work neat and tidy, free from large stone and grass
- ◆ No rills to be left, where possible, flatten out all rills
- ◆ Leave drains and floodways clear of obstructions
- ◆ Campsites are to be on private property, near a residence, where possible
- ◆ Responsible for the correct maintenance and care of the machine
- ◆ Ensure all plant defects are recorded and promptly notified and complete weekly plant reports
- ◆ Ensure the stores, including fuel, are monitored and ordered in a timely manner
- ◆ Carry out private works grading as directed by the Works Manager
- ◆ Any other duties as directed by the Foreman
- ◆ Ensure that timesheets are being completed weekly and a detailed record of work carried out is recorded daily on a work sheet
- ◆ All overtime is to be authorised by the Works Manager

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- ◆ Follow all procedures correctly relating to your work
- ◆ To ensure safe work procedures and compliance with the Workplace Health and Safety Act and Regulations
- ◆ All work is to carried out in accordance with the Quality Assurance System
- ◆ Ensure that correct signing is used in accordance with the Quilpie Shire Policy
- ◆ Adhere to Quilpie Shire Council policies
- ◆ Demonstrated team leadership skills with the ability to motivate and encourage team members.

5. ORGANISATION RELATIONSHIPS

5.1 Reports to:

- ◆ Works Manager

5.2 EXTENT OF AUTHORITY

- ◆ All decisions made within the scope of responsibilities as outlined above
- ◆ Call on items of plant required for grader operation
- ◆ Use own judgement and initiative for maintenance work when Foreman is unavailable or as directed

6. WH&S DUTY STATEMENT

6.1 All Quilpie Shire Council employees have a duty under the Workplace Safety & Safety Act 2011 Section 28

- ◆ While at work, all Quilpie Shire Council worker’s must:-
 1. Take reasonable care for his or her own health and safety; and
 2. Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
 3. Comply, so far as the worker is reasonably able, with any reasonably instruction that is given by the person conducting the business or undertaking to allow ther person to comply with this Act; and
 4. Co-operate with any reasonably policy or procedure of the person conducting the business of undertaking relating to health or safety at the workplace that has been notified to workers

6. OTHER INFORMATION

6.1 It is a requirement of all staff to uphold the Council’s equal opportunities policy, and to ensure that the intention and spirit of that policy is followed in their work, including the work of others for whom they are responsible.

6.2 All employees must give full support to Workplace Health and Safety legislation. Active co-operation is expected with those responsible for the effective planning, organisation and monitoring of employees health and safety.

6.3 All employees are bound to act in accordance with the Local Government Act 2009 and the

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provisions of the Council’s Code of Conduct.

7. WH&S DUTY AND RESPONSIBILITY STATEMENTS

All employees have a legal duty to comply with statutory and Quilpie Shire Council WH&S Management System – SAFE PLAN, WH&S policies, procedures and work instructions. These are introduced to ensure the health and safety of employees, contractors, visitors, volunteers, the public and the environment.

The following statements apply to all employees, including permanent, part-time and casual employees.

Responsibilities include:

1. Being aware of the Quilpie Shire Council WH&S Management System – SAFE PLAN the WH&S Management Plan and MAPs.
2. Performing all work and associated functions in a safe manner.
3. Complying with all documented WH&S policies, procedures, work instruction and verbal instructions issued by the organisation or its officers.
4. Correctly using and maintaining all personal protective clothing and equipment supplied by the organisation.
5. Identifying hazards, conducting risk assessments, and taking corrective action to eliminate hazards where possible in the workplace, and / or to report hazards and risks in accordance with WH&S procedures.
6. Establishing and maintaining a high standard of housekeeping and cleanliness within individual work areas and on Quilpie Shire Council property generally.
7. Reporting and assisting with the investigation of all incidents in the workplace, including minor injuries, near misses and property damage.
8. Attending any toolbox, team talks or specific training supplied by Quilpie Shire Council.
9. Being familiar with the location of first aid treatment centres, fire protection facilities and evacuation procedures.
10. Working in a manner that will not endanger themselves, other employees or the public.
11. Report any concerns for WH&S to your Supervisor.

Date Prepared: 2 January 2013

Date Reviewed: 30 June 2013

Approved By:

Dave Burges

Chief Executive Officer