



Position Description

A. POSITION PROFILE

Position:

**Plant Operator – Grader &
Technical Team Leader**

Position Evaluation:

Award: Band 1 Level 4

Salary System Grade: 10

Conditions of Employment:

*Australian Citizen or Right to Work in Australia
Local Government (State) Award 2023
Permanent Full-time*

Additional Benefits:

Nine Day Fortnight

Position Occupant:

Vacant

Department:

Civil Works

Section:

Civil Works

Location:

Cootamundra

Gundagai

Direct Supervisor:

Works Supervisor

Number of Staff Supervised by this position:

Maximum of 8 staff

B. STATEMENT OF FUNCTION

Operate a Grader to undertake Council works as directed by the Works Supervisor and contribute to the manual labour pool with the Operations function. This role is also required to provide guidance, instruction and direction for the purpose of achieving a key result.

C. KEY RESPONSIBILITIES

1. Ensure that all plant is operated effectively and efficiently to achieve Council's goals and objectives.
2. Ensure plant is operated safely when working in the proximity of overhead or underground utility services.
3. Ensure that the civil works crew are operating and maintaining plant effectively and efficiently to achieve Council's goals and objectives.
4. Ensure that civil works crew are operating plant in a safe manner and following safe work method statements and manufacturer's instructions.
5. Ensure all Safe Work practices are followed including traffic control signage is appropriately positioned.
6. Knowledge and understanding of capabilities of all civil plant and construction techniques.
7. Ensure all appropriate records / forms / sheets are filled in correctly and / or electronic records data has been completely entered.

D. DUTIES

1. Operate a grader to undertake civil construction and maintenance works.
2. Coordinate and complete projects and jobs as instructed by the Works Supervisor.
3. Inspect worksite and conduct Toolbox meetings to identify hazards, assess risks and discuss Safe Work Methods.
4. Plan work sequence and collect required tools, equipment, resources, and personal protective equipment to undertake the task.
5. Supervise maintenance, construction or other works as required to ensure site initiatives and timeframes are achieved.
6. Assist with worksite preparation, measuring, marking and basic levelling.
7. Maintain worksite/workplace tidiness and cleanliness.
8. Undertake and comply with risk assessments and work method statements (WMS) in relation to worksite activities.
9. Support other plant operators through directing movement of plant and loads and communicating work site conditions and information.
10. Use and maintain tools and equipment effectively to complete tasks efficiently.
11. Attend to repairs, maintenance and cleaning of Council assets as directed.
12. Respond to emergency situations as requested.
13. Operate other mobile plant, trucks and equipment as directed subject to the level of training and licencing achieved.
14. Undertake training to maintain, update and advance personal skill levels and in compliance with relevant workplace legislation.
15. Respond to inquiries from members of the public and provide information within scope of responsibility.
16. Carry out all other duties as directed that are within the limits of the employees' skill, competence and training, including labouring, traffic control and erection of signage.
17. Supervise and liaise with Contractors as required.
18. Communicate with Works Supervisor/Management through phone and email as required.
19. Complete required workplace records and necessary paperwork (SWMS, Toolbox, Contractor Sheets, etc) on time.
20. Contribute to constructability/design and cost estimate discussions.
21. Provide verbal instruction of works to be undertaken to contractors as required.
22. Job / Time management for works / crews under your supervision.

E. ESSENTIAL CRITERIA

1. Demonstrated experience through certification and/or training in the operation and maintenance of graders.
2. Demonstrated experience in road construction and maintenance labouring.
3. Practical knowledge of volume estimation and compaction limits/rates.
4. Current NSW Class C Drivers Licence or above or equivalent.
5. WHS Construction Induction (NSW White card) or equivalent.
6. Demonstrated literacy and numeracy skills to follow written communication and complete standard forms.
7. Demonstrated interpersonal and communication skills.
8. Proven ability to work effectively in a team environment.
9. RMS Traffic Controller Certification (Blue card or equivalent).
10. Ability to communicate instructions effectively, provide training and check quality of work meets the requirement for achievement of Council's goals and objectives.

11. Skill to convince and explain specific points of view of information to others and reconcile differences between parties.
12. Experience to adapt procedures to suit situations and a thorough knowledge of the most complex operational work procedures to achieve work objectives and relay progress to Works Supervisor/Management.
13. Working knowledge of roles and responsibilities under the current WHS Act.

F. DESIRABLE CRITERIA

1. Tertiary qualifications in Civil Construction at Certificate III level or above or equivalent.
2. Current NSW Class MR Drivers Licence or above or equivalent.
3. RMS Traffic Control Implement Traffic Control Plans Certification (Yellow Card or equivalent).
4. Confined Spaces certification.
5. Chainsaw Operations certification.
6. Experience in the use and application of 3D grader control systems.