

POSITION DESCRIPTION

Position:	Grader Operator (Final Trim)
Department:	Technical Services
Location:	Shire Depot
Reports To:	Works Supervisor
Supervises:	When applicable.
Hours of Work:	76 hours/9-day fortnight
Employment Status:	Continuing Employment – Full Time
Stream/Level:	Level 4 - Level 6 Shire of Collie Enterprise Agreement

PRIMARY PURPOSE

- Lead the Works team in the construction or maintenance of infrastructure to a high standard.
- Operate grader and other machinery to a high standard and in a safe manner.

KEY TASKS – DUTIES/RESPONSIBILITIES

Team Supervision and Work Planning:

- Direct team to ensure all works are completed to a high standard, efficiently and within budget.
- Ensure a safe work environment and safe work practices by the team at all times, including risk assessment, issue report and resolution.
- Provide guidance and direction to develop a multi-skilled works team (able to operate all machinery).
- Ensure maintenance of all plant and equipment at the required service intervals and in a timely manner as needed.
- Liaise with Works Supervisor to ensure all supplies are available when required.

Road Maintenance and Construction:

- Operate Grader, truck, loader, roller, backhoe, excavator proficiently and safely as part of maintenance and construction activities.
- Grade to level and cross sections with required compaction, within acceptable tolerances.
- Perform final trim grading to roads ready for sealing.
- Perform maintenance grading (in Winter) as required.
- Cut and maintain table drains.
- Rip, scarify or spread materials for road construction and maintenance.
- Check survey and set out levels, where applicable, using appropriate equipment.
- Communicate with other relevant operators on tipping of materials.
- Operate plant safely ensuring you are aware of underground and overhead services.
- Perform any other duties/activities required as part of the Works Team.
- Provide relief for any other team member operating other plant or driving trucks, as per skills, competence and licences held.
- Operate any machinery or tools with care and in the correct manner as instructed.

Labouring/General Duties:

- Perform any labouring or maintenance duties in the Workshop, Garden and Waste Facility as and when required, in order to achieve department objectives.
- Perform routine plant maintenance duties as required.
- Maintain and accurately complete records of work and timesheets.

Behaviour and Conduct:

- Perform duties efficiently, responsibly, and ethically and in accordance with the Shire's Code of Conduct.
- Contribute positively to the team and support the team's efforts
- Actively participate in the Risk Management program, Organisational Performance Review and Evaluation Program.

Occupational Health & Safety and Risk Management:

- Comply with the Shire's Risk Management and OHS procedures
- Actively participate in the Continuous Improvement Program.
- Take responsibility for your own health, safety and fitness at work
- Perform work in a safe and healthy manner and abide by all Shire and legislative safe work procedures, instructions and Injury and Safety Management Practices.
- Store and maintain safety items or equipment in the proper manner, as instructed.
- Ensure your actions do not endanger others in the workplace.
- Correct or report unsafe situations and use safety equipment and devices as specified.
- Participate in all safety activities to ensure the safety and health of staff is maintained.

Personal Qualifications

<p>Experience & Qualifications</p>	<ul style="list-style-type: none"> • At least two years previous experience in a similar workplace position operating a Grader. • Current HR Class licence. • Plant knowledge and experience. • Extension experience in plant operation/road construction.
<p>Employee Safety Responsibilities</p>	<p>Employees have an important role to play in helping the Shire of Collie achieve its desired excellence in health, safety and welfare.</p> <p>In the own interests, and as a legal obligation, all employees therefore have a responsibility to ensure that nothing is done to make health and safety provisions less effective. They must:</p> <ul style="list-style-type: none"> • Take responsible care to protect their own health and safety at work. • Ensure that they do not endanger any other person through any act or omission at work. • Report property damage, accidents, injuries, and near-accidents to their supervisors as soon as possible after the event. • Ensure that correct use is made of all equipment provided for health and safety purposes.

	<ul style="list-style-type: none"> • Obey all instructions, such as policies and procedures issued to protect their own personal health and safety, and the health and safety of others. • Report or make such recommendations to their supervisors as they deem necessary to avoid, eliminate or minimise any hazards of which they are aware regarding conditions or methods. • Ensure that they are not by the consumption of alcohol or a drug, in such a state to endanger their own safety at work or the safety of any other person at work. • Keep their work area tidy.
<p>Required Skills and Attributes to perform this role:</p>	<p><u>Essential Criteria</u></p> <p>General</p> <p>Ability to physically perform duties as outlined above (and willingness to perform a Medical Examination to confirm).</p> <p>Experience and Knowledge</p> <ul style="list-style-type: none"> • Possession of a current HR licence, (HC preferred) • Advanced skills and demonstrated experience expertly and safely operating Grader to a final trim standard and other plant. • Good knowledge of water binding, concrete and paving techniques, road construction and drainage techniques, floodway's and environmental guidelines in a rural environment. • Experience in the routine maintenance of road plant and equipment. • Knowledge of Occupational Safety and Health principles and how to work within Equal Opportunity requirements <p>Skills, Abilities and Qualities</p> <ul style="list-style-type: none"> • Ability to lead and supervise a road construction team. • Ability to translate design levels and read road/drainage construction plans. <p><u>Desirable Skills</u></p> <ul style="list-style-type: none"> • Knowledge of the operation of other road construction plant and machinery (eg backhoe, bobcat, loader, excavator) • Previous experience working at a local government in the Works Section. • First Aid qualification
<p>Training</p>	<p>Willingness and aptitude to undertake further training.</p>

REMUNERATION PACKAGE	
Position	Grader Operator (Final Trim)
Employment Category	Continuing Employment – Full Time <i>Clause 7.3.1 Shire of Enterprise Agreement 2017</i>

Hourly Rate	\$28.23 per hour min (Level 4) up to \$30.80 per hour max (Level 6)
Superannuation <i>Employer Superannuation Contribution: depending on employee contribution up to an additional 8% (total contribution 18%)</i>	10% SGC Superannuation (Compulsory) Additional Superannuation (Optional) Additional Superannuation is optional and can commence at any time. Matching contributions by Council up to 8% subject to salary sacrificing contributions by the Employee (as per the Shire of Collie Collective Agreement 2017 Clause 9.7).
Allowances	Service Pay – Commencement at the end of the first year of service @ \$18.00 per fortnight with yearly increment up to 10 years' service as per Clause 14.1 Shire of Collie Enterprise Agreement 2017). Industry Allowance - \$52.27 per fortnight as per Clause 13.1 Shire of Collie Enterprise Agreement 2017. Housing Allowance - \$20.00 per fortnight for employees who reside within the Shire of Collie as per Clause 13.12 Shire of Collie Enterprise Agreement 2017.
Uniform	As per Clause 10.4 – the employer will provide five (5) long sleeve shirts and three (3) pants per person, plus jacket and safety boots.
Staff Discount Scheme	As per Clause 12.1 Shire of Collie Enterprise Agreement 2017 Employees will receive a 100% discount, and their spouse and dependants under the age of eighteen (18) with a 50% discount to all Recreation facilities including the Shire of Collie Swimming Pool and all Shire of Collie run programmes at Roche Park Recreation Centre.
Annual Leave	4 weeks Annual Leave per annum plus leave loading of 17.5% as per clause 17 Shire of Collie Enterprise Agreement 2017.
Public Holidays	As per Clause 25.2 of Shire of Collie Enterprise Agreement 2017 employees are entitled to Two (2) additional days being the Tuesday following Easter and the day following New Year's Day are available per annum to each Employee.
Location	Shire Depot
Hours	76 hours/9-day fortnight - 1 RDO per fortnight.
Start Date	To be confirmed
Reports To	Works Supervisor