

Position Description

Senior Field Operator (Grader)

Name of appointed officer: Vacant

Date of appointment:

Date of last review of position description: September 2017

Salary and conditions

All terms and conditions of employment are consistent with the Local Government (State) Award unless otherwise stated.

Assessed entry level of position within salary system:	Band 2 Level 1
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Position limit within salary system: (20 Grade structure)	Grade 6 – Entry to Step 4
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Status of position:	Permanent
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Hours of work per fortnight:	76
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Organisational relationships

Directorate:	Works and Civil
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Section:	Civil Services
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Team:	Not applicable
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Work base:	South Grafton, Maclean, or Koolkhan Depot (as appropriate to the position), however this may change should business need identify other work locations to be more appropriate to deliver our services in future
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Position responsible to:	Supervisor (Roads) (South Grafton, Maclean or Koolkhan Depot) as appropriate to the position
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Level of support and supervision:	Medium level of independence
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Level of personal management	Medium
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Level of teamwork required:	High
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Supervision of staff:	Supervises the daily work activities of up to 8 staff
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Organisational relationships

Internal contacts:	All staff within Council but primarily within the Civil Services Section
External contacts:	General public, government agencies, and private organisations

Vision, mission and values

Our vision: To make the Clarence Valley a community full of opportunity

Our mission: To plan and deliver services valued by the community

Our values: the acronym '**STRIVE**' describes the values and behaviours which are considered to be core requirements when we deal with each other and our community



Our Values and Behaviours

Safe	
We will have a safety focused workplace culture to ensure the wellbeing of our staff and the community.	
Acceptable	Unacceptable
I am aware of hazards	I take shortcuts
I promote a safe culture	I ignore safety
I look out for others	I do not communicate
Teamwork	
We will work together as one council towards shared goals and for the greater good of the community.	
Acceptable	Unacceptable
I share the load	I undermine others
I communicate with others	I act in isolation
I value people's strengths	"What's in it for me?"
Respect	
We will be inclusive, treat people with courtesy and fairness, and ensure each individual is valued and heard.	
Acceptable	Unacceptable
I am inclusive	I am a bully
I value the skills and opinions of others	I am aggressive
I listen actively	I am a gossip
Integrity	
We will behave in a way that is honest, open, and transparent. We will take responsibility for our actions and strive for excellence.	
Acceptable	Unacceptable
I am honest	I lie and conceal
I work ethically and lead by example	I act corruptly
I am responsible for my actions	I undermine others
Value	
We will deliver services efficiently, effectively, and in an environmentally and financially sustainable manner.	
Acceptable	Unacceptable
I always look for improvements	I misuse Council resources
I work efficiently	I'm a bludger
I learn from my mistakes	I don't respect the environment
Engagement	
We will engage with our staff and community to inform our decision making, and create awareness of our activities.	
Acceptable	Unacceptable
I communicate in a clear and timely manner	I deliberately misinform (lie)
I am the face of Council	I don't value consultation
I value all our customers' needs	I ignore communication

Physical requirements of the position

Frequent driving between job sites

Prolonged periods of sitting whilst operating hand and foot controls

Prolonged periods of standing and bending

Capable of working in difficult terrain, including walking up and down embankments and over rough ground

Manual handling, including changing grader blades weighing 50kg with assistance from co-worker and general labouring duties

Access and egress to grader and other machines and plant

Purpose of the position

To undertake works, including:

- Determine, arrange and allocate resources (materials, plant and personnel) to complete allocated works with regard to road, drainage and general construction and maintenance activities, particularly (but not restricted to) unsealed road maintenance grading.
 - Manage and monitor works and personnel to ensure correct standards, legislative requirements, timelines and budget are met.
 - Undertake maintenance and construction works to the required standard for road, drainage and general construction and maintenance activities.
 - Ensure all project related documentation is correctly recorded.
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To undertake investigations for Council works and matters of public complaint and request

Major duties and responsibilities

Undertake relevant works to ensure cost efficient delivery of service and a safe working environment for employees and the public, including (but not limited to) the following:

- Operation of a grader to Council standards, including:
 - Maintenance grade Council's unsealed roads to Council standards;
 - Assess Council's unsealed roads as to maintenance requirements;
 - Construct/reinstate table drains and open drains;
 - Remove trees/suckers from along road reserves;
 - Conduct road construction including final trim grading to engineering plans and Council standards;
 - Identify gravel types for usage as fill and road base courses;
 - Operation of other designated items of plant within the operators capabilities and certification
 - Undertaking general maintenance activities within the Council area
 - Undertaking construction activities within the Council area
 - Undertaking traffic control duties
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Convey information regarding training requirements of staff

Provide input to staff competency and performance appraisals

Request purchase orders for works undertaken in the position

Coordinate delivery of materials and services required to complete Council designated works

Major duties and responsibilities

Ensure works under the positions control are completed to required standard

Undertake works in accordance with all quality, environmental and WHS requirements, completing all appropriate documentation including (but not limited to):

- Active involvement in injury prevention and management, and return to work programs
- Risk assessments
- Selection and use of appropriate safe work codes and traffic control plans
- Plant pre start check lists
- Site inductions
- Quarry operation documentation
- Daily costing sheets
- Quality and environmental control documentation
- Timesheets and plant sheets

Liaise and coordinate with others to ensure efficient delivery of Council services

Convey information regarding the state of Council's asset/infrastructure and suggest remedial action

Be responsible for the maintenance of the first aid kit attached to the plant operated by the position

Essential selection criteria

The selection criteria must be addressed as part of your application. Applicants must meet the essential criteria in order to be considered for interview.

Education and knowledge

Certificate III in appropriate discipline; **or** equivalent relevant industry experience

Licences/tickets, clearances, membership

Current Drivers Licence

WHS Construction Induction Training Certificate (NSW); or equivalent recognised in NSW

Experience

Demonstrated experience in a similar role requiring grader operation duties

An understanding of road and drainage maintenance and construction activities

Position related skills

Work supervisory skills and the ability to organise the duties of staff

Communication skills including the ability to liaise with the public

Clerical, administration and organisational skills, including the ability to work with minimal supervision

Work qualities

Behaviour that positively demonstrates commitment to Council's STRIVE values

A demonstrated commitment to and knowledge of Work Health & Safety requirements

Desirable selection criteria

The following criteria are considered important and demonstrated capacity to meet them will be highly regarded

Education and knowledge

Certificate IV in a relevant discipline

Licences/tickets, clearances, membership

High Risk Work Licence Class 'DG' - Dogging

Statement of Attainment (Backhoe) or WorkCover ticket, or ability to demonstrate competence

Chainsaw Certificate Level 1 (trim and cross cut felled trees)

Safe Work Near Overhead Powerlines Certificate

RMS Traffic Control Certificate 'Traffic Controller'; or equivalent recognised in NSW

RMS Traffic Control Certificate 'Implement Traffic Control Plans'; or equivalent recognised in NSW

Experience

Competent final trim grader operation skills

Experience in the operation of tractors slashers and rollers

Other features of this position may include

Call back

Generic performance requirements

Ethics/probity – act in accordance with the Code of Conduct.

Equal employment opportunity - comply with Council's Equal Employment Opportunity (EEO) Protocol.

Health and safety (WHS) - undertake duties and act at all times in accordance with the WHS Management System.

Other duties (outside of specific position requirements) - under the provisions of the Local Government (State) Award, Council may direct any employee to carry out duties that are believed to be within the employee's skills, qualifications, competence and fitness capabilities, whether or not they are a usual function of the position. Where an employee is required to perform duties associated with a higher position, the **Use of skills** Clause in the Local Government (State) Award will apply.

Declaration

In signing this declaration I acknowledge that I,
have been advised of the requirements, terms and conditions of appointment to this position
based on this Position Description.

Signed: Date

Employee