



MAINTENANCE GRADER DRIVER

POSITION DESCRIPTION



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1. POSITION DETAILS	
Position: Grader Operator	Position classification: MEA Level 6
Directorate: N/A	Employment type: Permanent
Department: Infrastructure	Location: Woodanilling Depot
2. ORGANISATIONAL RELATIONSHIPS	
Responsible to:	Executive Manager Infrastructure
Supervision of:	Nil
Internal and External Liaison:	
Internal	Executive Manager Infrastructure Grader Operator Other Outside employees
External	Nil
3. POSITION OBJECTIVES	
<ul style="list-style-type: none">• Carry out a variety of tasks, as set by the Executive Manager Infrastructure, associated with the annual works program.• Responsible for the safe operation of the Shire of Woodanilling's road maintenance grader, the associated duties as allocated and in relation to unsealed road maintenance activities.• Operate and maintain all associated plant in accordance with Shire of Woodanilling policies and procedures.• Assess possible hazards and advise management/supervisor accordingly.• Maintain infrastructure to a high standard by completing works efficiently and effectively.• Complete works as directed to assist the Shire of Woodanilling in achieving its goals.• Demonstrate a commitment to work safely, effectively and efficiently by ensuring all duties are carried out in a professional manner consistent with the Code of Conduct and the Shire of Woodanilling's policies and procedures.	
4. KEY DUTIES / RESPONSIBILITIES	
<ul style="list-style-type: none">• Provide skilled maintenance grading operation to complete the program for a designated area.• Be able to deliver a high standard of finished works.• Provide skilled machine operation of Council's plant and equipment and skilled labour.• Undertake road maintenance activities to unsealed roads, road shoulders, firebreaks and other Shire of Woodanilling infrastructures as directed.• Perform daily maintenance on Grader ie inspection of water and oil levels, tyres and lights.• Responsible for cleaning Grader at the Council wash down facilities.• Assist with the delivery of all road construction and maintenance programs, including transporting materials, bitumen spraying and sealing, patching, drainage construction, footpaths and kerbing.• Perform maintenance or labouring duties when necessary to achieve team objectives.• Perform daily prestart checks and regular maintenance tasks.• Maintain plant in a clean, tidy and roadworthy condition.• Able to work without direct supervision.• Maintain daily time sheets and other records as required.	

- Responsible for the quality and standard of work performed.
- Provide a high standard of service when interacting with customers, contractors, other staff and members of the public.
- Responsible for materials, tools, equipment, vehicles and plant in use by self and others within the work team.
- Undertake required training to maintain skills.
- Assist with other work as required.
- You may be requested to work overtime and on weekends with minimal notice on time critical projects or critical incidents such as weather, fire etc.

5. SKILLS and EXPERIENCE

Qualifications:

- Hold a current MC, HR class Motor Driver's Licence.
- Current Certificate of Competency for Grader.
- Current Basic Traffic Management Certificate.
- Significant demonstrated experience in the operation of graders and good knowledge of daily maintenance requirements.
- Current Worksafe Construction and Safety Awareness Training Card.
- Hold a current Senior First Aid certificate.

Experience:

- Previous experience in the provision of all facets of municipal works and advanced plant operation skills.
- Experience in the safe operation and user maintenance of vehicles and machinery.
- Experience in civil engineering work including relevant plant operation.

Skills:

- Satisfactory level of general labouring and plant operation skills.
- The ability to assess possible hazards, make recommendations as to the solutions and initiate agreed actions.
- Satisfactory level of communication (written and verbal) skills.

Knowledge

- Knowledge of the local community.
- Knowledge of Work Safety & Health Act.
- Basic understanding of quality control techniques.
- Good working knowledge of Municipal Engineering.

6. EXTENT OF AUTHORITY

Perform duties as directed, under the general direction of the Executive Manager Infrastructure within policies, procedures and legislative requirements.

7. OHS REQUIREMENTS

- Follow all Work Health and Safety guidelines, policies and procedures.
- Ensure own safety and avoid adversely affecting the safety and health of any other person through any act or omission at work.
- They will not misuse or damage any equipment provided in the interests of health or safety.
- Use and maintain protective equipment correctly.

- Report ALL accidents and incidents (including near miss) arising in the course of work to direct line manager ASAP and then complete the Accident Incident Report form as soon as reasonably practicable within 24 hours where possible.
- Ensure compliance with Safe Work Method Statements (SWMSs) and Job Safety Analysis sheets (JSAs).

Approved by the Chief Executive Officer

Date: ____ / ____ / _____