



## POSITION DESCRIPTION – LEADING HAND / GRADER OPERATOR (FINAL TRIM)

<b>Position Title:</b>	Leading Hand / Grader Operator (Final Trim)
<b>Classification:</b>	Level 5
<b>Tenure:</b>	Full time, permanent
<b>Award:</b>	Local Government Industry Award 2020 (New State Instrument)
<b>Department/section:</b>	Works

### 1. POSITION OBJECTIVES

To lead the Road Crew in carrying out the Shire's annual works programme, including the construction and maintenance of the Shire's road infrastructure and related assets, in a safe and efficient manner, under the supervision of the Works Manager and to a high standard so as to contribute to the Shire achieving its corporate goals. This position will also be responsible for performing final trim grading for the Shire's road construction.

### 2. POSITION COMPETENCIES

#### 2.1 Skills

- Ability to lead and supervise a road construction team.
- Good time management and organisational skills, with an ability to plan and coordinate operational tasks and projects with minimal supervision.
- Demonstrated ability to operate small plant and equipment in a safe manner including utilities, light trucks, tractors, mowers and other workshop equipment.
- Good verbal and written communication skills.
- Good public relations and interpersonal skills.

#### 2.2 Knowledge and Behaviours

- Developed knowledge of safe work practices, including the ability to assess possible hazards, make recommendations as to the solutions and initiate agreed actions.
- Working knowledge of local government Civil Works operations.
- Basic knowledge of Council's organisational structure and function.
- Basic knowledge of the Shire District.

#### 2.3 Qualifications and Experience

- Hold a suitable certificate of competency or a minimum of two years' practical experience in the operation of major plant and final trim grader operation.
- Hold and maintain a minimum HR Driver's Licence.
- White card (WA construction).
- Basic Worksite Traffic Management or Controller Certificate
- Basic or Senior First Aid Certificate.

### 3. KEY RESPONSIBILITY AREAS

#### 3.1 Road Construction and Maintenance

- Ability to direct and motivate staff to ensure all works are completed to a high standard, efficiently and within budget.
- Ability to provide on-the-job direction and training to develop a multi-skilled works team.
- To assist with the construction and maintenance of Council's assets and infrastructure, including to help construct, repair and maintain the Shire's streets, roads, bridges and verges, including appropriate signage and traffic control measures.
- Perform final trim grading and associated planning tasks to deliver on the Shire's road construction schedule.
- To operate in a suitably skilled manner, a variety of light and heavy machinery as directed, including but not limited to; grader, loader, roller, backhoe, skid-steer, heavy and light trucks, tractors and passenger vehicles etc. as required, including performance of daily pre-start checks, and maintaining, cleaning and being accountable for work vehicles, equipment and tools used.
- Perform any other maintenance or labouring duties as necessary to achieve team objectives. For example, to provide works and services generally to the community, including refuse and litter removal, town maintenance works, gardening, turf maintenance, cemetery maintenance and grave digging, tree lopping, and any other duties as directed by the Works Manager.
- To work under the direction of the Works Manager, but to also be self-motivated and provide direction and guidance to the Works Team.
- Due to workload or during critical incidents (e.g. weather, fire, or man-made events) you may be required, with minimal notice, to work overtime and on weekends.
- To undertake any other duties as required, as reasonably directed by the Works Manager or CEO, within known competencies.

#### 3.2 General

- Understand the implications of the Shire's Code of Conduct and comply with all requirements regarding standards of professional and personal behaviour including demonstrating the Shire's corporate values.
- Maintain the customer service standards we expect in accordance with the Shire's Customer Service Charter
- Create and retain accurate and complete records of business activities, in accordance with the Shire's Recordkeeping Plan.
- Support the principles of equity and diversity within the workplace to be respectful and inclusive.
- Adhere to Council policies, procedures, guidelines and standards.
- Be open and accountable in participating in all performance management processes.
- Participate in learning and development opportunities as agreed.
- Undertake any other duties, as reasonably assigned by the CEO or supervisor, within known competencies or with adequate instruction / training.

#### 3.3 Work Health and Safety

##### Supervisor

- Ensure workers, volunteers and contractors have a safe place of work in which to work.
- Actively promote safety and lead by example.
- Consult with workers on all safety related activities.
- Ensure all hazards are identified, assessed and eliminated or controlled.
- Ensure workers are provided Personal Protective Equipment (PPE) and use it.

- Ensure workers have safe methods of performing the required tasks and those methods are documented.
- Ensure workers are adequately trained and assessed as competent.
- Ensure workers are adequately supervised.
- Investigate incidents and ensure action is taken to control the cause(s).
- Actively promote and participate in the Injury Management Program.

Worker

- Work with care for their own safety and health and that of others.
- Participate in developing safe work procedures and follow them.
- Participate in training.
- Use equipment properly and report any faults/damage.
- Use personal protective equipment as directed.
- Report hazard and incidents to their Supervisor/Manager.
- Participate in your return-to-work plans.

**4. ORGANISATIONAL RELATIONSHIPS**

Reports to:	Works Manager
Supervision of:	Road Crew
Internal Liaisons:	Shire Employees
External Liaisons:	General Public / Ratepayers Contractors and suppliers

**5. EXTENT OF AUTHORITY**

Works under direct supervision and performance outcomes are regularly monitored by the Works Manager within the Shire's established guidelines, procedures and policies of Council as well as statutory provision of the Local Government Act and other legislation.

No Delegations or Authorisations are applicable.

**6. ACCEPTANCE AND SIGNATURES**

I acknowledge and accept the requirements of the Leading Hand / Grader Operator (Final Trim) Position Description as part of the Condition of Employment, as highlighted above.

Manager/Supervisor: \_\_\_\_\_

Employee: \_\_\_\_\_

Date: \_\_\_\_\_ / \_\_\_\_\_ / 20\_\_