

Position Description

**SECTION 1** - **POSITION IDENTIFICATION**

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| **Title:** | Operator - Grader |
| **Department:** | Works |
| **Responsible to:** | Shire of Halls Creek - Supervisor Works |
| **Position:** | Full time - 76 hours per fortnight (Casual 3 months probation) |
| **Award:** | Municipal Employees (WA) Award 2011 |
| **Classification:** | Depends on experience |

**SECTION 2** - **POSITION FUNCTION**

**Overall**

As a member of the Shire of Halls Creek road crew, primarily drive allocated machinery in the delivery of quality roadwork and other services including the preparation of construction and maintenance programs and to ensure the efficient and effective utilisation of the plant in a safe and effective manner.

**Within Section**

Under direction of the Supervisor Works or leading hand, apply best efforts to other duties and requirements that may include more than purely plant operation, to ensure that the overall operation of the Works crew is efficient and functional for the whole of the work scope in a Shire wide operation.

**Within Organisation**

Liaise with fellow operators, workers and/or contractors to ensure the overall work product of the Shire works crew brings credit to the team's efforts, all the while ensuring that the work is conducted in a safe and health conscious manner that reflect creditably on the organisation.

**SECTION 3** - **KEY DUTIES**

**Allocated Plant**

Operate the plant including the equipment on-board within the scope and limitations of its licensed capacities as described by the manufacturer and outlined by the Shire during induction and other familiarization conversations and within normal expectations of Shire plant doing standardized Shire construction and maintenance work.

**Construction and Maintenance Programs**

* In association with construction road crews undertake construction projects including road preparation as necessary and directed.
* Display strong competence in Grader operations.
* Complete maintenance grading programs and prepare roads in accordance with the leading hands instruction.
* Direct associated machinery as required on occasions to complete rural road regrades.

**Machine Servicing and Maintenance**

* Undertake daily serviceability checks prior to commencing use of the machine in accordance with Shire operational and Occupational Health and Safety requirements and policy.
* Maintain high operational standard of cleanliness including cleaning cab, degreasing, engine oil, water checks etc. including power washing when machine is in the depot.
* Ensure that all support tools and equipment like tyre changing equipment, chains, fire extinguishers, first aid equipment is in a serviceable state, ready for immediate use.
* Report all machine and equipment maintenance issues through the arranged processes dependent on nature, seriousness and urgency of the matter be responsible for the follow-up to ensure the item is resolved and corrected.

**Occupational Health and Safety**

* Ensure own safety and avoid adversely affecting the safety and health of any other person through any act or omission at work,
* Ensure compliance to Main Roads WA Traffic Management standards and Worksafe High Risk Construction Standards when involved in roadworks,
* Undertake risk assessment, hazard identification and control, and conduct accident/incident/near miss investigation and documentation as required within scope of this position,
* Maintain Safe Work Procedures and combined with Job Safety Analysis sheets (JSA's) as required within scope of the work for this position.

**SECTION 4 - PERFORMANCE INDICATORS**

This position is subject to ongoing performance appraisal and supervision via daily crew work and JSA meetings with your direct supervisor. As a minimum - the formal review of the duties, position description and ongoing compliance will be assessed every 6 months from appointment.

You will be assessed on your performance in:

1. Successfully carrying out the duties as described above.
2. Continued eligibility to meet the Selection Criteria and Appointment Factors as defined below.
3. Your continued capacity to undertake the work without your personal health being affected by work stresses. No evidence of developing personal health issues as a result of unbalanced work requirements and/or work stresses.
4. Continued compliance with legislative requirements that apply to this position as an employee of the Shire and the upholding of the Shire of Halls Creek Code of Conduct and organisation policies that apply to the position.
5. Client feedback and/or formal complaints during the period of review.
6. Your capacity to work as a valued team member of the Shire Works Department.

**SECTION 5** - **SELECTION CRITERIA**

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| **Essential** | **Skills** |
|  | * Developed plant operator driving capacities. * Evidence of capacity to maintain work machine in an excellent serviceable condition. * Learning skills in plant operation in a roadworks context. |
|  | **Knowledge** |
|  | * Working knowledge of the operation and practices of a Local Government Works Department including road construction and maintenance techniques and other associated requirements. * Developing knowledge of plant and equipment maintenance requirements. * Developing knowledge of project management and project operations. * Developing knowledge of Occupational Health and Safety operations at a works crew operational level and underlying legislative requirements. |
|  | **Experience** |
|  | * Experience in Local Government or similar organizations in the Works/Services Department, * Experience in construction and maintenance projects operating plant; preferably in a works environment; |
|  | **Training Outcomes and Qualifications and/or Training** |
| **Desirable** | * Testing for VOC Qualifications on relevant plant * WA Driver License * Current First Aid qualifications or ability to obtain * White Card |
|  | First Aid qualifications. |
|  | Hands on experience in Local Government. |
| **On-going Eligibility** | It is a condition of employment with the Shire of Halls Creek that it will not appointment or allow the continued employment of staff member where the person,  a. No longer holds the Motor Vehicle Driver's License necessary for the continuance of meeting the majority of the position description for a period exceeding one month beyond available leave entitlements. |

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| **Shire Policy Requirements** | **Camping Out**  It is a requirement of Shire Roads Crew staff that camping out will apply, and on occasions may apply to trainees. Shire would normally work a 1Oday on and 4 day off roster, but subject to the requirements of the works being undertaken this can change. Travel time back to Halls Creek is generally provided. |
|  | Trainees would generally work a Monday to Friday Roster. |
|  | The Shire provides a mobile camp for its road crew employees when undertaking Shire works. |
|  | The next major roads program involves camping with external contractors in a camp provided by Main Roads WA. Main Roads camp rules will apply to this accommodation. |
|  | MRWA also require an alcohol breath test at the commencement of each shift. |
|  | **Work Hours and Time In Lieu** |
|  | The Shire operates a normal 11-hour day when undertaking its own roadworks program. When we are working for MRWA, this changes to a 12-hour day generally. Trainees will be required to work a program sufficient to give adequate experience of these work rosters, but Shire will limit most days to a 7.6 hour day. |
|  | Shire road works staff accumulates one hour per day worked for Time In Lieu, which is normally paid as additional leave during the annual shutdown (wet shutdown) in December/January each year. Staff leaving mid-year, will receive the time in lieu balance as part of their termination payment. |
|  | **Police Clearance** |
|  | It is a requirement for all employees of the Shire of Halls Creek to provide a National Police Clearance (at interview or within 3 months of appointment) and maintain a clear record as it pertains to the requirements of the role, duties and obligations of the position. |
|  | **Medical** |
|  | It is a requirement for all employees of the Shire of Halls Creek to undertake a medical with necessary testing suitable for the role, duties and obligations of the position, (within 3 months of appointment) which will include a drug test. |
|  | **Drivers License** |
|  | Minimum - Class C driver's licence - copy to be provided upon interview or at commencement. |

**SECTION 6** - **APPOINTMENT FACTORS**

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| **Location** | Shire of Halls Creek Works Depot, HALLS CREEK, WA 6770. |
| **Organisational Relationships** | Responsible to: Supervisor Works Responsible for: Nil  Internal and External Liaison:  Internal All Council Staff  External General Public,  Contractors and Suppliers on occasions. |
| **Extent of Authority** | Under direct supervision of the Supervisor Works or leading hand. |
| **Delegation Authority** | Nil |
| **Employment Terms** | The Municipal Employees (WA) Interim Award 2011applies to this position.  A Probationary period of 3 months will apply to this position in accordance with Shire policy. |

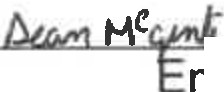
**SECTION 7** - **CERTIFICATION**

The details contained in this document are an accurate statement of the purpose, duties and role specifications and other requirements of the position.

CEO Date

**Noel Mason**

**Chief Executive Officer**

I have read and understood the requirements of the position as detailed in this document.



mployee Date Appointed