



# Carrathool Shire Council

## POSITION DESCRIPTION

### Grader Operator

<b>DIRECTORATE</b>	<b>INFRASTRUCTURE SERVICES</b>
<b>REPORTS TO</b>	<b>SOUTHERN OVERSEER</b>
<b>CLASSIFICATION</b>	<b>BAND 1 LEVEL 4</b>
<b>GRADE WITHIN SALARY STRUCTURE</b>	<b>8</b>
<b>STATUS OF EMPLOYMENT</b>	<b>PERMANENT</b>
<b>HOURS OF WORK</b>	<b>38</b>
<b>POSITION CODE</b>	<b>4221</b>
<b>DATE APPROVED</b>	<b>19 JANUARY 2024</b>

### Council overview

Carrathool Shire Council is a large rural Council, having an area of 19,000 square kilometres and five urban centres. The Council is traversed by the Murrumbidgee and Lachlan Rivers, the Mid Western Highway and the Kidman Way. Agribusiness is growing and has diversified greatly, and now includes enterprises such as cotton, walnuts, olives, rice, corn, cherries, and chicken farm developments with capital investment in the range of \$500 million. The area is thriving, and so are the opportunities.

### Council vision

Carrathool Shire Council and the community will work together to protect and deliver quality of life in harmony with economic development and environmental sustainability.

### Primary purpose of the position

Efficient operation of Council's grader to meet Council's requirements and coordinate the efficient completion of maintenance and construction projects.

## Key accountabilities

Within the area of responsibility, this role is required to:

- Rip, shape, spread and trim road materials to provide a stable surface for the bitumen seal, or for the final driving surface.
- Operate the grader to maintain existing gravel roads to provide a safe driving surface for road users.
- Prepare gravel surface for bitumen seal to ensure an excellent road surface is produced.
- Coordinate and direct work on site to ensure that maintenance and construction projects occur consistent with plans.
- Shoot, set and work to levels to ensure construction and maintenance projects occur consistent with specifications.
- Construct mitre drains to ensure effective drainage of the road.
- Maintain, clean, refuel and check the safe operation of all features of the grader prior to commencing work each day to ensure minimum downtime.
- Erect barricades and safety signs to protect the public whilst work is performed and ensure compliance with traffic control and public safety procedures.
- Carry out other duties that are within the limits of the employee skills, competence and ability as required.

## Organisational accountabilities and responsibilities

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<b>Customer Service</b>	<ul style="list-style-type: none"><li>• Ensure an efficient, courteous and professional service to internal and external customers at all times.</li><li>• Always present a positive image of Council.</li></ul>
<b>Governance</b>	<ul style="list-style-type: none"><li>• Carry out work in line with relevant legislative requirements, codes, practices, and standards.</li><li>• Carry out their duties in a professional and ethical manner, in compliance with the requirements of Council policies and procedures.</li><li>• Take responsibility for and manage own work and contribute to a productive work environment.</li><li>• Comply with Council's Code of Conduct and requirements of EEO and anti-discrimination policies.</li><li>• Ensure accurate and timely record keeping in accordance with Council's requirements.</li></ul>
<b>Work Health and Safety</b>	<ul style="list-style-type: none"><li>• Perform work in accordance with WHS Legislation and Council's policies and procedures.</li><li>• Report all near misses/accidents, injury and illness as per Council policies to the immediate supervisor.</li><li>• Contribute to work health and safety of self and others.</li><li>• Attend and participate in all training as directed.</li></ul>
<b>Risk Management</b>	<ul style="list-style-type: none"><li>• Assist Council supervisors and managers in identifying and assessing hazards at the workplace.</li><li>• Be aware of and follow Council's risk management procedures when undertaking tasks or projects.</li><li>• Do not interfere or misuse any safety device or equipment which has been provided.</li></ul>
<b>Environmental</b>	<ul style="list-style-type: none"><li>• Consider the protection of the environment when undertaking Council activities.</li></ul>

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## Key relationships

Internal	External
Manager Infrastructure Service	Nil
Northern Overseer	
Other staff	

## Compulsory requirements of the position

- The successful candidate will be required to undertake pre-employment screening and achieve a satisfactory outcome.
- Be available for on-call rostered overtime and/or call back emergencies outside normal working hours. This position will be required to be included in the on-call roster.

## Essential requirements





1. General induction for construction certificate (white card).
2. Working experience in road construction and maintenance activities combined with the ability to use laser levelling techniques.
3. Demonstrated ability to supervise, lead and communicate within small teams.
4. Working understanding of the mechanical operation of the grader, combined with the ability to work to final trim preparation.
5. Awareness of workplace safety.
6. Understanding of traffic control and public safety procedures.
7. Class C driver's licence.

## Desirable requirements

8. Grader Operation competency.
9. Qualifications in traffic control.

## Capabilities for the role

Carrathool Shire Council's Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance, or, "how we do things around here". It builds on our organisational values and creates a common sense of purpose for all staff at all levels of the workforce. Below is the full list of capabilities and the level required for this position. The capability names in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.









Core Organisational Capabilities			
Capability Group	Capability Name	Level	Stream
 <b>Personal attributes</b>	Manage Self	Intermediate	4
	Display Resilience and Adaptability	Proficient	2
	Act with Integrity and Courage	Intermediate	3
	<b>Demonstrate Accountability</b>	<b>Proficient</b>	<b>1</b>
 <b>Relationships</b>	Communicate and Engage	Foundational	3
	Community and Customer Focus	Foundational	4
	<b>Work Collaboratively</b>	<b>Intermediate</b>	<b>1</b>
	Influence and Negotiate	Intermediate	2
 <b>Results</b>	Plan and Prioritise	Intermediate	2
	Think and Solve Problems	Intermediate	3
	Create and Innovate	Intermediate	4
	<b>Deliver Quality Results</b>	<b>Proficient</b>	<b>1</b>
 <b>Resources</b>	Finance	Foundational	3
	<b>Assets, Tools and Resources</b>	<b>Foundational</b>	<b>1</b>
	Technology and Information	Foundational	2
	Procurement and Contracts	Foundational	4

## Streams

Streams identified for the position are the remainder capabilities prioritised in order for future development and progression. These must be demonstrated to progress through further steps. For further details of these capabilities refer to Council's Capability framework.

## Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at a satisfactory level for a candidate to be suitable for appointment.

Core Organisational Capabilities		
Group and Capability	Level	Behavioural Indicators
 <p><b>Personal Attributes</b> Demonstrate Accountability</p>	<p>Proficient</p> 	<ul style="list-style-type: none"> <li>• Is prepared to make decisions within own level of authority</li> <li>• Takes an active role in managing issues in the team</li> <li>• Supports team members to take responsibility and follow through</li> <li>• Demonstrates commitment to safe work practices and manages work health and safety risks</li> <li>• Identifies and manages other risks in the workplace</li> </ul>
 <p><b>Relationships</b> Work Collaboratively</p>	<p>Intermediate</p> 	<ul style="list-style-type: none"> <li>• Encourages an inclusive, supportive and co-operative team environment</li> <li>• Shares information and learning within and across teams</li> <li>• Works well with other teams on shared problems and initiatives</li> <li>• Looks out for the wellbeing of team members and other colleagues</li> <li>• Encourages input from people with different experiences perspectives and beliefs</li> <li>• Shows sensitivity to others' workloads and challenges when asking for input and contributions</li> </ul>
 <p><b>Results</b> Deliver Quality Results</p>	<p>Proficient</p> 	<ul style="list-style-type: none"> <li>• Takes responsibility for the quality and timeliness of his/her work products</li> <li>• Understands the bigger picture of goals and expectations set for him/her</li> <li>• Meaningfully contributes to team work tasks</li> <li>• Consistently delivers high quality work with minimal supervision</li> </ul>
 <p><b>Resources</b> Assets, Tools &amp; Resources</p>	<p>Foundational</p> 	<ul style="list-style-type: none"> <li>• Effectively uses a variety of work tools and resources to enhance work products and expand own skills set</li> <li>• Takes care of work tools, equipment, accommodation and community assets appropriately, and understand their obligations to use and maintain work tools and equipment appropriately</li> <li>• Reports faults or problems with work tools and equipment within appropriate timeframes</li> </ul>

## Progression skills, qualifications and experience

Progression through the salary system is based upon the acquisition and use of skills and/or employee performance/behaviour. Below are the skills required for progression at each step at and above:

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<b>Step 1 (Entry Level) Essential Criteria</b>	<ul style="list-style-type: none"><li>• General induction for construction certificate (white card).</li><li>• Working experience in road construction and maintenance activities combined with the ability to use laser levelling techniques.</li><li>• Demonstrated ability to supervise, lead and communicate within small teams.</li><li>• Working understanding of the mechanical operation of the grader, combined with the ability to work to final trim preparation.</li><li>• Awareness of workplace safety.</li><li>• Understanding of traffic control and public safety procedures.</li><li>• Class C driver's licence.</li></ul>
<b>Step 2</b>	<ul style="list-style-type: none"><li>• Prerequisites from Step 1 plus:</li><li>• Council's general induction completed.</li><li>• Attainment of certificate to Work Safely Near Live Electrical Apparatus as a Non-electrical Worker.</li><li>• Attainment of qualifications in traffic control.</li><li>• Competent in the operation of grader.</li><li>• Demonstrates Stream 1 Capabilities.</li></ul>
<b>Step 3</b>	<ul style="list-style-type: none"><li>• Prerequisites from Steps 1 and 2 plus:</li><li>• Demonstrated knowledge of the area's local road network.</li><li>• Demonstrated knowledge of road maintenance procedures.</li><li>• Demonstrates Stream 1 and 2 Capabilities.</li></ul>
<b>Step 4</b>	<ul style="list-style-type: none"><li>• Prerequisites from Steps 1, 2 and 3 plus:</li><li>• Attainment of Chemical Accreditation – AQF Level III.</li><li>• Demonstrated knowledge of road construction and heavy patching procedures.</li><li>• Demonstrates Stream 1, 2 and 3 Capabilities.</li></ul>
<b>Step 5</b>	<ul style="list-style-type: none"><li>• Prerequisites from Steps 1, 2, 3 and 4 plus:</li><li>• Attainment/commencement of Certificate III in Civil Construction or related discipline.</li><li>• Demonstrates Stream 1, 2, 3 and 4 Capabilities.</li></ul>

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## Additional information

This position description is indicative and not to be considered as a comprehensive, complete, and/or exhaustive list of responsibilities, duties, and accountabilities. Just as Council is adaptive and responsive, Council's roles are similarly dynamic. This role may evolve and change over time, in line with the changing strategic and operational requirements and outcomes of the organisation, or as a result of ongoing professional learning, organisational development or continuous improvement, which are fundamental tenets of Council's operations.

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## Declaration

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by Carrathool Shire Council from time to time as necessary.

Employee's Name \_\_\_\_\_

Employee's Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

HR Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_