

SHIRE OF WAGIN

Final Trim Grader Operator

1. **TITLE:** Final Trim Grader Driver
2. **CLASSIFICATION:** Level 6
3. **DEPARTMENT:** Works and Services

4. **QUALIFICATIONS, TRAINING AND EXPERIENCE**

The employee at this level will have:

- a) Satisfactorily completed structured and/or on the job training for road construction and road maintenance works.
- b) Possess appropriate and/or relevant equivalent experience of operating motor graders, tandem trucks, front – end loader, Pneumatic and steel rollers in a safe and proper manner.
- c) Possess appropriate experience/skill in operation of small tools and appliances.
- d) A good working knowledge of the technical requirements of road construction techniques, materials and methods.
- e) Current “HR” class licence as a minimum requirement.

5. **SPECIALIST KNOWLEDGE AND SKILLS**

Basic skills required for this position includes the following:

- a) General plant/machinery operation skills.
- b) Operator skill level medium high with significant experience on the motor grader operation.
- c) Operator machine maintenance skills level medium to high and machine care high for all plant/truck operation.
- d) Basic understanding of levels and measures used in road construction and road maintenance and ability to operate the grader and other machinery to achieve the desired levels and standards of completed works.
- e) Operation of multifunctional equipment, small tools and appliances.
- f) All employees are required to undertake labouring type works, when required and/or as directed by the Works Manager. Labouring works to be undertaken includes among other things the following:
 - (i) concrete work construction of headwalls, retaining walls, beds etc
 - (ii) drainage work construction of culverts and drainage structures
 - (iii) tree pruning assist certified operator and others in tree removal
 - (iv) road sign erection both town and rural
 - (v) guide post erection both town and rural
 - (vi) bitumen patching on all roads
 - (vii) bitumen work as per works program or as directed.
- h) Demonstrated ability to self manage, plan and achieve performance outputs and lead other staff in a small team task operation as directed.

- i) Good understanding and application of quality control techniques in achieving a high standard of road construction and maintenance including drainage works.
- j) Basic knowledge of Occupational, Health and Safety policy as they relate to the job being undertaken and the effect on the public whilst undertaking a particular job requirement to implement Occupational, Health and Safety policies when operating machinery.

6. COMMUNICATION

The person must have some oral and written literacy for completion of time sheets, basic road condition reports as required and machine performance and plant maintenance reports and works reports, which are needed to be completed for payroll, plant repair programs and works monitoring.

7. COMPLEXITY/MULTI-SKILLING

The position offers a broader range of activities with variation restricted in the main to operator responsibility, and work environment with a high level of complexity. Multi-skilling requirements will be as a result of formal training programs both in-house and structured training courses to improve versatility of employees.

8. RESPONSIBILITY AND ACCOUNTABILITY

The person:

- a) May be working under limited supervision when undertaking road construction responsibilities and programs. The range of projects and programs may vary according to direction of the Works Manager.
- b) Must accept responsibility for the achievement of the quality and standard of work that has been performed by him/her and the work of other employees when working in a team environment.
- c) Must demonstrate the ability to lead other employees in a team environment providing on-the-job guidance, as the job requires.
- d) Must be responsible for the care, security and proper use of all allocated materials, tools, equipment, vehicles and plant assigned to his/her care and that of other employees working under his/her leadership in a team environment.
- e) Is responsible for leading and supervising a small works team when undertaking road maintenance or other activities as directed by the Works Manager.
- f) Is responsible for quality control/assurance procedures as determined including the ability to recognise and correct quality deviation and/or faults.
- g) Is jointly responsible for productivity and efficiency of the group/team undertaking road construction and maintenance works.
- h) Is required to uphold and actively promote the Equal Employment Opportunity Policy (EEO) within his/her workplace and to ensure that this policy is not breached in the workplace.

9. DECISION MAKING AND PROBLEM SOLVING

- a) Problems that may be encountered whilst undertaking works at this level require employees to use their initiative and knowledge to attain the best solution to the problems encountered. Employees that have previous experience solving problems of a similar nature in a similar work environment are encouraged to utilise this knowledge in problem solving as they arise. However if required the employee is to seek guidance and direction from the Works Manager.
- b) The person may be involved in decision making relating to the work and safety of the public and of other employees.

10. LINE MANAGEMENT/ORGANISATIONAL RELATIONSHIP

Responsible to: Manager of Works

11. PERFORMANCE INDICATORS

As a guide to the person employed in the position of Grader Driver, the following performance indicators are to be used for assessment purposes:

- a) Sick Leave absences from work.
- b) Workers compensation claims relating to work.
- c) Machine care and condition is of the highest order.
- d) Machine downtime, reflected through plant maintenance and repair costs.
- e) Continual use of initiative and responsibility to problem solving that is advantageous to the employer in respect to achieving low road maintenance costs.
- f) Contributing to the improvement of overall work standards via suggestions and innovative ideas.
- g) To continually achieve multi-skilling qualities for the joint benefit of the employer and employee ie. competent operation of other machinery, small tools and appliances.
- h) Demonstrated positive attitudes to work, work place relationships and active support for Council’s policies and its implementation.

12. MOTOR VEHICLE DRIVERS LICENCE

Minimum requirement is a current “HR” class endorsement.

Present Occupant:

Date Appointed: _____

Signed:.....

Prepared by:

Date Issued: 7th January 2019

Supervisor:

Approved by: CEO

Signed:.....

No of Sheets: 3

Reviewed by:

Date: