

Position Description

Position Title	Patrol Grader		
Department	<input type="checkbox"/> Community & Corporate <input type="checkbox"/> Office of CEO	<input checked="" type="checkbox"/>	Roads & Infrastructure
Workplace Agreement	<input type="checkbox"/> Australian Services Union <input checked="" type="checkbox"/> Australian Workers Union	<input type="checkbox"/>	Not applicable
Status	<input checked="" type="checkbox"/> Permanent full time <input type="checkbox"/> Fixed term full time <input type="checkbox"/> Casual	<input type="checkbox"/> <input type="checkbox"/>	Permanent part time Fixed term part time
Level/Grade	Local Government Employees Award		
Position Location	Coonalpyn		
Incumbent			
Reports To	Coordinator Roads		
Direct Reports	Nil		

Our People ... Our Culture

"I own the decisions I make, and the actions I take"

"I treat others how I wish to be treated"



"I am curious, I challenge, and I contribute to continuous improvement"

"I understand the impact my behaviour may have on others"

"I will communicate effectively by being open, timely and respectful"

Community Vision Plan 2021 – 2025 - focus

1.

2.

3.

4.

5.

ECONOMY

INFRASTRUCTURE

COMMUNITY

ENVIRONMENT

LEADERSHIP



Strengthening industry and business to create employment, opportunity and prosperity

Enhancing our roads, footpaths, buildings, parks and gardens

Strengthening the fabric of the community to enhance the quality of life of residents

Recognised for our unique native flora, fauna, habitat, water and land use

Our district will be recognised as a leader

Position Objectives	<ul style="list-style-type: none"> • Facilitate the effective preparation and grading of Council’s unsealed roads in accordance with standards established in Council’s Road hierarchy documentation. • To perform a range of civil construction and maintenance functions. • Undertake the position in an effective, efficient and safe manner using methods and practices established in the Roads & Infrastructure Team. • To participate in and contribute to achieving Council’s corporate and community goals. Demonstrate and drive a commitment to delivering a high-quality customer experience in all community interactions.
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Key responsibilities	<p>Road Maintenance & Repair</p> <ul style="list-style-type: none"> • Set up work zone traffic management systems and advisory signage appropriate to the site and location to protect the work area and vehicular traffic using the work zone area. • Undertake preparation and grading of the work zone in accordance with Council’s hierarchy of roads and road maintenance program. • Complete all road work to the standards outlined in Council’s specifications. • Undertake other road construction and maintenance tasks as directed. • Exercise judgement in making repairs to road surfaces to ensure they can be traversed safely and securely by users. • Ensure important asset information is provided to the Works Coordinator Roads and Operations Manager to facilitate road maintenance at optimal service levels. • Attend out of hours call outs as required. • Provide accurate records of daily work carried out for costing purposes (ie. timesheets, fuel records). • Undertake other duties / projects as required in accordance with the AWU Award classification tasks <p>Community Expectations</p> <ul style="list-style-type: none"> • Identify and implement opportunities for continuous improvement to drive an improved (internal/external) customer experience. • Promote a positive and professional image of Council to the community and other external stakeholders. <p>Asset Management & Maintenance</p> <ul style="list-style-type: none"> • To operate plant, machinery, tools and equipment required to carry out the designated tasks, in accordance with the relevant approved operating procedures. • To assist, as far as is practical, in the cost-effective use of plant, equipment and tools related to the infrastructure area, and/or allocated for individual use. • Daily maintenance of assigned plant including recording of pre-start check. • Carry out routine maintenance of plant, tools and equipment and report any further maintenance and/or repairs as required.
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Workplace Health & Safety	<ul style="list-style-type: none"> • Take reasonable care for the health and safety of oneself and others. • Follow safe work practices, policies, procedures, and instructions always. • Perform all duties in a manner that ensure personal health and safety, and that of others in the workplace and the public. • Regularly inspect own work environment and report all hazards or incidents that cause harm or that represent a threat to public safety. <p>Return to Work</p> <ul style="list-style-type: none"> • Comply with the Council's Return to Work Procedures • Actively participate in the development and implementation of return-to-work plans with the agreed primary goal being return to work. • Abide by agreed medical restrictions.
Leadership	<p>Level 1 – 3:</p> <ul style="list-style-type: none"> • Promote a positive image and message for the Council and be proud of your contribution to the community. • Contribute to a positive work environment through sharing success stories and key learnings. <p>Level 4 – 5:</p> <ul style="list-style-type: none"> • Preceding points, plus: • Actively plan and schedule responsibilities for subordinate staff to effectively and efficiently meet requirements. • Champion and role model Council's values to enhance team culture and performance. <p>Level 6 – 8:</p> <ul style="list-style-type: none"> • Preceding points, plus: • Build relationships and strategic partnerships with all internal and external stakeholders. • Assist in the development and implementation of leadership and business excellence opportunities across all Council departments.
Team Work	<ul style="list-style-type: none"> • Trust one another to do what we say we will do. • Encourage collaborative thinking, problem solving and innovation. • Treat colleagues with respect and dignity. • Celebrate team, departmental and organisation wide success.
Accountability	<ul style="list-style-type: none"> • Stand up, take responsibility and accept the consequences of your actions. • Actively participate in all facets of the work environment by attending on time, ensuring full prior preparedness and recognise the achievements of our stakeholders. • Understand the 'why' behind the 'what', noting every interaction is linked to Council's Community Vision Plan and positive community outcomes. • Employees are empowered to use their own initiative within the parameters of legislation and Council's policies & procedures.
Records Management	<ul style="list-style-type: none"> • Adhere to information management practices, policies and procedures for all records created and received. • Comply with legislation in relation to records management. • Ensure official records are created and captured systematically, and can be found and relied upon.
Contribution to Organisation and Community	<ul style="list-style-type: none"> • Actively model Council's values. • Genuinely use each consultation opportunity as presented. • Approach all duties with mutual respect, honest interaction and open communication. • Identify and implement opportunities for continuous improvement to drive an improved (internal/external) customer experience.
Time Management	<ul style="list-style-type: none"> • Effectively prioritise duties to meet deadline(s). • Possess a cooperative attitude in dealing with a wide range of duties and the ability to undertake same within time constraints. • Understand the holistic nature of the position and when competing priorities or external requests require escalation.

Required Skills and Knowledge	<ul style="list-style-type: none"> • Demonstrated ability to operate heavy equipment for road maintenance and construction safely. • Experience in road maintenance, construction and general civil works • Demonstrated ability to work independently. • Effective communication skills. • Demonstrated ability to work collaboratively in a team environment. • Ability to use various electronic devices i.e. mobile phone, tablets, computers • Relevant health and safety laws and responsibilities • Plant and equipment capabilities • Servicing and maintenance requirements of large plant and equipment. • Capacity to undertake manual work
Required Experience and Qualifications	<p>Experience</p> <ul style="list-style-type: none"> • Experience in operating heavy plant and equipment used for road construction and maintenance. • Ability to work remotely with limited supervision. <p>Qualifications</p> <ul style="list-style-type: none"> • Certificate III or equivalent in Civil Construction • Competent in the use of Grader and Grader specific operations • Civil related plant and equipment qualification and or/competencies. • Statement of Attainment in Work Zone Traffic Management • White Card • Current drivers licence Class HC (preferred) • First Aid Certificate
Job Requirements	<ul style="list-style-type: none"> • The location of this position is primarily based at the Coonalpyn Works Depot; however, Council maintains the right to locate this position to any of its operational locations. • Two operators with alternating rosters. Roster 1: Sunday to Tuesday Roster 2: Wednesday to Friday with hour being 6.00 am to 6.30 pm. • Grading shifts will rotate between two rosters (timeframe to be negotiated) with changes every 6 – 12 weeks (whichever is agreed upon). • Ability to work long hours and unsupervised, often in remote/isolated areas. • Some out of hour's work may be required. • Undergo a biennial audiometric test based on the identification of noise hazard(s) attributed to this position. • As far as practicable, use personal hearing protection and personal protective equipment to prevent the risk of hearing loss for all noise related activities attributed to this position. • Actively participate in activities designed to improve the quality-of-service delivery in line with Council's aims and objectives. • Participate in performance development review annually. • Adhere to Code of Conduct of Employees, Council policies and procedures. • Promoting the Council and services available to the community. • Current drivers licence essential. • You are required to carry out other duties as directed which are within the appropriate classification level and commensurate with skills and abilities.

Disclaimer

This Position Description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.

Agreement
<i>This Position Description, reflecting the responsibilities, duties, KPIs and skill requirements for this position has been discussed with the incumbent and manager.</i>

I,		
have read the Job & Person Specification and acknowledge, understand, and accept the requirements and responsibilities of the position,		
Employee Name:	Signature:	Date:
Patrol Grader		
Manager Name:	Signature:	Date:
Dean Mustart Works Coordinator Roads		