

## POSITION DESCRIPTION

<b>TITLE OF POSITION:</b>	Final Trim Grader Operator
<b>POSITION STATUS:</b>	Full Time
<b>DEPARTMENT:</b>	Operational Works
<b>LOCATION:</b>	Jundah / Stonehenge / Windorah
<b>AWARD:</b>	Queensland Local Government Industry Award (Stream B) – State 2017 and Barcoo Shire Council Local Government Operational Employees’ Certified Agreement 2021-2024
<b>LEVEL:</b>	6
<b>TOTAL REMUNERATION PACKAGE INCLUDES:</b>	Base Salary; Locality & Camp Allowances; Heavily Subsidised Housing Rental; Superannuation; and Five (5) Weeks Annual Leave and Annual Leave Loading

### Barcoo Shire - The Heart of the Channel Country, Outback Queensland

Barcoo Shire Council is the local authority for the Barcoo Shire area. The Shire is a remote rural local government area located in Central Western Queensland and covers an expanse of 61,974 square kilometres (an area about the size of Tasmania). Barcoo Shire incorporates the towns of Jundah, Windorah and Stonehenge. The total population of the Shire is approximately 308 and its administration centre is Jundah.

Council's vision is a professional organisation creating a better future for our community.

Council's mission is to serve our community through sustainable infrastructure and service delivery

Council's values are:

1. **Simplicity** – We will simplify things for ourselves and our community, and focus our efforts on the things that matter most.
2. **Transparency** – We will meaningfully engage with our community in our decision-making processes and in the delivery of our projects, services and infrastructure.
3. **Accountability** – We are all accountable for our actions, inactions, professionalism, performance and behaviour which will drive our culture of continuous improvement.
4. **Respect** – We will respect each other, our organisation, our community and our environment.

## **ABOUT YOUR ROLE**

### **PLANT OPERATOR**

To assist in the construction of Shire and State roads as a competent and professional plant operator, with high level skills in the detection and rectification of faults and defects. Further, to work as a contributing member of the Operational Works team towards achieving goals as stated in the Corporate Plan, whilst upholding the principles and standards of the Council and displaying respect for all members of the community.

### **ORGANISATIONAL RELATIONSHIPS**

Reports to:                      Construction Supervisor

### **PERFORMANCE ASSESSMENT**

- Key Performance Indicators (KPIs) will be developed between the employee and the Supervisor or Manager and reviewed annually through the Performance Review Process;
- This position is subject to an annual Performance Review in accordance with Council's Performance Management System; and
- Individual performance will be measured against the responsibilities outlined in the Duties Statement.

### **The incumbent must be:**

- Prepared to work flexible hours to meet the requirements of the position;
- Medically fit and physically capable to meet requirements of the position;
- Prepared, if required, to undertake a medical assessment by Council's medical practitioner; and
- Prepared, if required, for Council to undertake a Criminal History Check.

## **ESSENTIAL FOR THIS ROLE**

### ***Knowledge***

- Thorough working knowledge of correct plant operating techniques;
- Thorough working knowledge in the operating capabilities of various plant;
- Thorough working knowledge of road operations and gravel types;
- Thorough working knowledge of rectification of minor and major faults; and
- Thorough working knowledge of Workplace Health and Safety principles and practice.

### ***Skills and ability***

- Ability to safely and competently operate various Council plant including the ability to exercise precision skills in plant operation, specifically grading;
- Ability to detect and rectify problems involved in the construction and maintenance of roads;
- Ability to think laterally and apply knowledge and experience to overcome new problems;
- Significant ability to exercise discretion in relation to the organisation of work, the application of appropriate skills and time management;
- Ability to lead work programs and gangs directly related to the specific area under construction;
- Ability to understand, evaluate, plan and execute out various work orders;
- Ability to perform a diverse range of activities and to deliver quality outcomes and/or services;
- Demonstrated ability to correctly use hand tools to perform tasks;
- Ability to operate power tools, ride-on equipment and other light mechanical plant;
- Demonstrated general agility, good hearing and vision;
- Ability to work efficiently within a small group, and to work under remote supervision; and
- Ability to keep time sheets and proper records of work undertaken, and plant, equipment and materials used for the purposes of the job.

### ***Experience/ Qualifications***

- Current drivers licences (C Class manual vehicle and HC Class or ability to obtain licences within three months) are required;
- Safety General Induction (White) Card;
- Willing to obtain a 'Blue Card' to enable the incumbent to work with or supervise people less than eighteen (18) years of age if required;
- A minimum of three years demonstrated grader operation in construction and maintenance situations;
- A Grader Competency (RIIMPO324F) and various other plant tickets or ability to attain plant tickets;
- A minimum of five years demonstrated ability in construction and maintenance activities related to local government operations, desirable;
- Experience in final trim grading.

## PHYSICAL REQUIREMENT ASSESSMENT FOR THIS ROLE

PHYSICAL REQUIREMENTS									
Light Duty	Frequent lifting / carrying of objects weighing up to 5kgs.					<input checked="" type="checkbox"/>			
Work	Frequent lifting / carrying of objects weighing up to 10kgs.					<input checked="" type="checkbox"/>			
Heavy Work	Frequent lifting / carrying of objects not exceeding 25kgs					<input checked="" type="checkbox"/>			
WORK ENVIRONMENT									
ATTRIBUTE			MANOEUVRE	FREQUENT	OCCASIONAL	NONE			
Chemicals	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Bending	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Cold	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Squatting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Dampness	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Climbing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Fumes/gases	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Twisting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Heat / Humidity	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Reaching	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Heights	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	PLANT OPERATION						
Noises	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Maximum seat rating of 120kgs						
SPECIFIC ACTIONS REQUIRED				AUDIO – VISUAL DEMANDS		REPETITIVE MOTIONS			
This job may include:									
Standing/Walking		Sitting		Driving		Hearing	<input checked="" type="checkbox"/>	Foot Movement	<input checked="" type="checkbox"/>
<input type="checkbox"/>	None	<input type="checkbox"/>	None	<input type="checkbox"/>	None	Depth Perception	<input checked="" type="checkbox"/>	Fine Manipulation	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Occasional	<input type="checkbox"/>	Occasional	<input type="checkbox"/>	Occasional	Colour Discrimination	<input checked="" type="checkbox"/>	Pushing/Pulling	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	1-4 hrs	<input type="checkbox"/>	1-4 hrs	<input type="checkbox"/>	1-4 hrs	Peripheral Vision	<input checked="" type="checkbox"/>	Finger Dexterity	<input checked="" type="checkbox"/>
<input type="checkbox"/>	4-6 hrs	<input type="checkbox"/>	4-6 hrs	<input type="checkbox"/>	4-6 hrs			Simple Grasping	<input checked="" type="checkbox"/>
<input type="checkbox"/>	6-8 hrs	<input checked="" type="checkbox"/>	6-8 hrs	<input checked="" type="checkbox"/>	6-8 hrs				

## DUTIES STATEMENT

- This position is responsible for the quality construction of State roads;
- The position is required to exhibit precision skills in final trim grading;
- Monitor and evaluate construction and maintenance works program of the specific area currently under construction (that is the area within the road construction signage), and lead the gang accordingly to produce quality outcomes;
- The position is required to perform a broad range of tasks within the Maintenance and Construction sections, requiring developed industry skills and a broad knowledge of construction and/or maintenance services;
- Maintain plant and equipment used in undertaking tasks to the required standard;
- Undertake roadwork, basic concreting, excavation, channelling, levelling and drainage work;
- Undertake any additional duties or provide labouring assistance as directed by the Construction Supervisor
- Co-ordinate effectively with team members to achieve Council Goals and to undertake and complete tasks without supervision;
- Correctly requisition stores and materials required to complete the work;
- Observe Council policies and procedures under the Workplace Health and Safety Act 1995, Anti-Discrimination and Harassment Legislation and the Environmental Protection Act 1994; and
- Undertake other duties as directed by Works Manager and Construction Supervisor.

## **WORKING FOR BARCOO SHIRE COUNCIL**

### **RESPONSIBILITIES**

#### ***Ethical Behaviour***

Employees must:

- Perform all jobs, tasks and processes in accordance with relevant guidelines and standards;
- Operate and maintain all Council assets including plant, fleet and equipment within Council guidelines and manufacturers specifications;
- Behave in a manner consistent with Council's Code of Conduct and HR policies and the *Local Government Regulation 2012* and the *Local Government Act 2009*; and
- Maintain confidentiality of all Council information obtained during the course of employment.

#### ***Customer Service***

Employees must:

- Foster and maintain strong public relations with Council's ratepayers, clients and other bodies directly or indirectly associated with Council; and
- Provide excellent customer services to all stakeholders in accordance with Council's Customer Service Charter.

#### ***Teamwork and Participation***

Employees must:

- Establish and maintain effective professional relationships with the Chief Executive Officer, managers, supervisory staff, employees and contractors; and
- Maintain a positive team culture based on honesty, trust and integrity.

#### ***Work Health and Safety***

Employees must:

- Actively use and promote the use of council's WHS Management System 'Skytrust';
- Actively participate in programs designed to monitor and protect the health and safety of staff in their workplace and the development of a safety culture within Council;
- Actively comply with provisions of the Work Health and Safety Act by taking all reasonable precautions to ensure the health and safety of self and others;
- Demonstrate a zero tolerance for unsafe practices and procedures;
- Rectify actual or potentially hazardous situations, where appropriate, in accordance with established policies and procedures; and
- Report as soon as practicable to your Supervisor/Manager - unsafe equipment, work practices or conditions - potential hazard - near misses - all injuries sustained whilst in the performance of work duties – damage to Council equipment or property.



**OTHER INFORMATION**

- Acquire and maintain current knowledge of the requirements and functions of employees and Council under the *Local Government Act 2009*;
- Barcoo Shire Council is an Equal Employment Opportunity employer;
- Council currently operates under the Queensland Local Government Industry Award (Stream B) – State 2017 and Barcoo Shire Council Local Government Operational Employees’ Certified Agreement 2021-2024;
- All Employees within Council are subject to an initial three-month probationary period; and
- It is essential that applicants are interested in the lifestyle and unique rewards of working towards the development and prosperity of a small rural remote community.

**POSITION DESCRIPTION ACCEPTANCE**

*I agree and accept all terms, conditions and duties outlined in this document.*

**Employee Signature:**.....

**Employee Name:**..... **Date:**.....



**CEO Signature:**.....

**CEO Name:** MIKE LOLLBACK..... **Date:** 3.11.2023