

**Temora Shire Council**

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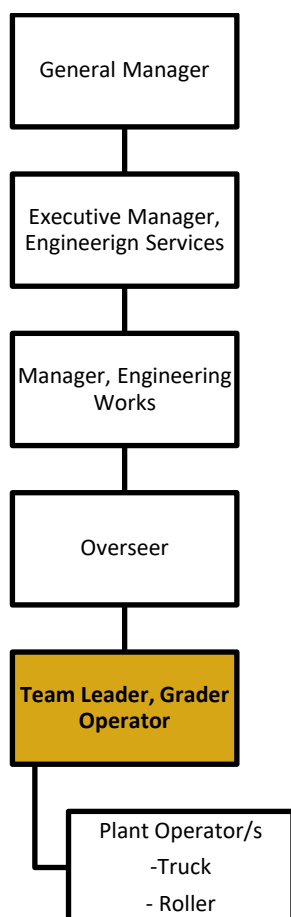
Position Description

Team Leader – Grader Operator

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Please note that Position Descriptions are under constant review and may be changed, after consultation, to reflect organisational requirements at any time.

POSITION:	Team Leader - Grader Operator
SECTION:	Engineering Works
MANAGER:	Manager, Engineering Works
POSITION REPORTS TO:	Overseer
ENTRY LEVEL CLASSIFICATION:	Grade 6-7
HOURS OF WORK:	76 Hours per fortnight



POSITION OVERVIEW

The Team Leader, Grader Operator position has leadership responsibilities with a delivery focus within the engineering works function. This position requires operation of various items of plant and equipment to deliver daily maintenance and upgrade works consistent with Council's works plans, policies, procedures and site conditions. Further compliance with TfNSW specifications, standards and work plans to be adhered.

POSITION RESPONSIBILITIES

Plant Operation

- Primarily operate a Road Grader to achieve quality maintenance and construction outcomes for road infrastructure including drainage consistent with council specifications, detailed work plans and TfNSW specifications
- Operate plant and equipment including but not limited to Trucks, Utility Vehicle, Loaders, Rollers, etc in accordance with manufacturers operating manual
- Load heavy vehicles consistent with legislative requirements to ensure adequate load restraint and weights are complied.
- Maintain plant and report any defects, suspected faults or breakdown to Plant Manager while ensuring all equipment used is adequate for the task being performed
- Ensure plant inspections and relevant documentation is completed regularly. Organise servicing in consultation with the Overseer and Plant Manager.
- Use small plant, hand and power tools to carry out duties in safe, efficient and effective manner

Planning, Programming and Reporting

- Assist the Overseer in planning and programming resources for the delivery of Grader crew maintenance and upgrade operations regularly to ensure effective operations
- Complete records and documentation strictly in accordance with Council's policies and procedures
- Coordinate and plan activities onsite to maximise productivity and plant utilization
- Read, interpret and apply construction plans
- Ensure daily records are maintained and submitted
- Complete conformance and accomplishment recording and reporting to TfNSW requirements
- General administrative duties within the engineering department relative to Grader operations and road construction activities, to assist with infield support as directed by the overseer or manager
- Prepare, check and monitor the completion of worksite documentation & submit completed documentation to management

General Duties

- Liaise with other members of the team to ensure that site conditions optimise maintenance activities
- Manage and lead staff onsite to ensure operational objectives are achieved, staff matters addressed early and an excellent example of performance and work ethic is set at all times.
- Onsite supervision of Contractors and Volunteers when required
- Respond to afterhours incidents on call out basis
- Undertake traffic control activities as required, including traffic management inspections to ensure compliance with plans
- Observe work starting and finishing times to ensure team effectiveness
- Undertake work consistent to work plans, work method statements or specifications
- General labouring including shovel work – can involve heavy lifting tasks as directed by supervisor
- Other duties as required and directed by the supervisor

Safety

- Ensure compliance with Risk Assessments, Safe Work Method Statements (SWMSs), other WHS and NSW SafeWork requirements
- Act responsibly to ensure the safety of yourself, other staff and members of the public in accordance with council policies, procedures and applicable legislation
- Compliance with Council protective clothing policy Eg Steel Toe-Capped Boots, Long Sleeve Shirts, Long Pants, Sun Protection, etc
- Use PPE where required e.g. hard hats, glasses, ear protection
- Liaise with Councils Enterprise Risk Manager for Risk Assessments, Safe Work Methods, etc, ensuring these items of documentation are onsite and implemented correctly.
- Participation in Councils immunization program which may include Hepatitis A & B and Tetanus.

Training

- Consult with the Overseer and Manager, Engineering Works regarding training requirements
- Induct others in plant/equipment operation and maintenance and mentor staff to support continuous improvement within the team and recommend training opportunities for staff to the Overseer and Manager
- Undertake training needed to fulfill position requirements

QUALIFICATIONS & EXPERIENCE

Essential Criteria

- Extensive grader operation experience and a broad range of experience in heavy plant operation (loaders, rollers, etc.);
- Capability to lead and supervise a team and/or supervisory experience;
- SafeWork General Construction Induction White Card; and
- Ability to partake in physical tasks inc. set-out of traffic signs, loading of vehicles, general labouring.

Desirable Criteria

- Current class HR driver's license (highly desirable);
- Certificate III in Civil Construction or equivalent;
- SafeWork NSW Implement Traffic Control Plans;
- SafeWork NSW Traffic Controller.