



POSITION DESCRIPTION

MAINTENANCE GRADER / PLANT OPERATOR

Location	Works Depot (Shire of Tammin)
Department	Works and Services
Salary	Local Government Industry Award 2010
Reports to	Manager of Works & Services
Supervision of	Nil
Revision	1
Date	13 th May 2020

Approval of Position Description

<i>Document Owner</i>	<i>Position</i>	<i>Reason for Review</i>	<i>Review Date</i>	<i>Additional Comments</i>
<i>Neville Hale</i>	<i>Chief Executive Officer</i>	<i>New Document</i>	<i>30 July 2018</i>	
		<i>Review</i>	<i>13 May 2020</i>	

1. ORGANISATIONAL RELATIONSHIPS

1.1 Responsible to: - Manager of Works & Services

1.2 Supervision of: - Nil Staff

1.3 Internal and External Liaison: -

Internal

- Works Supervisor
- Other Works Staff

External

- Residents and Ratepayers

2. EXTENT OF AUTHORITY

Operates under direct Supervision and within established guidelines, procedures and policies of Council as well as statutory provisions of the Local Government Act and other relevant legislation.

3. PURPOSE OF POSITION

- To maintain the gravel road network as maintenance grading including batters and drainage.
- To assist in the upkeep and maintenance of the Shire of Tammin's infrastructure.
- To operate and maintain various items of plant in an effective, efficient and safe manner.
- To work on various road construction and maintenance projects to provide maximum benefit to the community.

4. KEY DUTIES/RESPONSIBILITIES

- Operate various items of plant, or drive trucks, as required
- Ensure those items of plant that are nominated receive correct care and maintenance as required.
- Carry out the cleaning and minor maintenance tasks of those items of plant, which are nominated as the officer's responsibility.
- Assist with any other road construction or maintenance tasks as required when not actually operating plant.
- Any other duties as may be required by the Chief Executive Officer or Manager Works & Services or Leading Hand (e.g. Grave Digging using shovels and Culvert Work).

Selection Criteria

Qualification	Essential	Desirable
Other relevant short course training (e.g. grader operation certificates, first aid) will be an advantage.		✓
Current "C" & "MR" class Motor driver's license.	✓	
"HR" Motor drivers licence	✓	
Key Skills, Knowledge and Experience	Essential	Desirable
Sound plant operation skills, preferably on a number of different types of plant (e.g. Graders, Loaders, Trucks and Tractors).	✓	
Sound mechanical and vehicle maintenance skills.		✓
Problem solving skills with the ability to set priorities, ability to achieve deadlines and effectively deliver tasks and processes to a high standard;	✓	
Must possess or obtain a current "Safety Awareness Training Certificate" or "White Card" as prescribed by the Occupational Safety and Health legislation and regulations prior to commencing employment.	✓	
Sound knowledge of construction and maintenance techniques, for roads, street, drainage, and other works	✓	
Extensive experience in the operation of various items of plant	✓	
Experience in road construction and maintenance	✓	
Personal Skills	Essential	Desirable
Developed time management and organisational skills.	✓	
Effective communications skills	✓	
Developed interpersonal skills.	✓	
Adequate knowledge of the English language including spelling, grammar and vocabulary.		✓

5 WORKING CONDITIONS/OHS CONSIDERATIONS

Occupational Safety and Health – comply with the Shire's OSH Policy and other Shire OSH policies and procedures and legislation relevant to role and responsibilities. Observe safe work practices and operating procedures. In accordance with Shire's and legislative requirements report any hazards, incidents or near misses in a timely manner.

6. OTHER RELEVANT FACTORS OR REQUIREMENTS

A Pre-Employment Medical Examination and current National Police Clearance Certificate will be required by the successful applicant together with proof of identity based on the recognised 100 point requirement.

It is advised that no formal offer can be made until your satisfactory completion of this employment condition.

7. COMMENTS

All employees are required to sign a declaration that they have read Council's Induction Manual / Code of Conduct prior to the commencement of work or any reviews. This signed document will be placed on each employees payroll file as evidence of the fact that they have read and understood the requirements of the position and Council.

8. TERMS OF EMPLOYMENT

Award	Local Government Industry Award 2010	
Position Status	Full-Time	Permanent
Hours of Work	76 Hours per 9 day fortnight	
Level	Level 4 / 5 dependent on experience	
Salary	\$48,000 - \$55,000 with allowances	
Superannuation	9.5% Employer Superannuation Guarantee Contribution + matching co-contribution of 4%	
Probation	3 Months	
Performance Review	Annually	
Annual Leave	Employee will be entitled to four (4) weeks Annual Leave with 17.5% Loading on Entitled Annual Leave.	
Housing	Subsidised rental housing will be provided if required as part of the Employment Package.	
Motor Vehicle	N/A	
Job Location	Tammin, Western Australia, 6409	

The Shire of Tammin is an equal opportunity employer and provides a smoke free environment.