

POSITION DESCRIPTION

Position Title:	Maintenance Grader Operator
Position Number:	10724
Directorate:	Strategic Projects & Infrastructure
Reports to:	Leading Hand Construction
Department:	Asset Maintenance
Agreement:	<i>City of Karratha Enterprise Agreement 2021</i>
Classification:	MEU Level 5

1. POSITION OVERVIEW

The Maintenance Grader Operator is responsible for maintaining public gravel roads within Council's road reserve.

1.1 Position Objectives

- Responsible for the safe operation of the City of Karratha's road maintenance grader, the associated duties as allocated and in relation to unsealed road maintenance activities.

2. DUTIES & RESPONSIBILITIES

- Carry out the safe operation of City of Karratha's road maintenance grader in a capable and efficient manner.
- Undertake road maintenance activities to unsealed roads, road shoulders, firebreaks and other City of Karratha infrastructures as directed.
- Perform daily maintenance on Grader, i.e. inspection of water and oil levels, tyres and lights.
- Carry out minor maintenance and cleaning and ensure liaison with the Heavy Duty Mechanic in respect to repairs required.
- Responsible for cleaning Grader at the Council wash down facilities.
- Other duties as required.

2.1 Health & Safety

Employees are responsible for ensuring that:

- All tasks are undertaken with the full understanding of the officer's obligation to take reasonable care to ensure personal safety and health at work and that of other persons in the workplace.
- They comply with all City policies and procedures relating to their health and safety.
- Utilise the City's procedure for WHS Communication, Consultation and Issue Resolution.
- They will not misuse or damage any equipment provided in the interests of health or safety.
- Observe all safe working practices as directed by the supervisor.
- Use and maintain protective equipment correctly.
- Report ALL accidents and incidents (including near miss) arising in the course of work to direct line manager / supervisor ASAP and then complete the Accident Incident Report form as soon as reasonably practicable within 24 hours where possible.
- Other roles and responsibilities outlined in the WHS Management at the City of Karratha: Roles and Responsibilities.

3. SKILLS, KNOWLEDGE & EXPERIENCE (KEY SELECTION CRITERIA)

3.1 Authority and Accountability

- Works predominately unsupervised on unsealed roads and is expected to be accountable for their work standards, the safety of road users adjacent the work site and the plant and equipment involved.

3.2 Judgement and Problem Solving

- Ability to carry out all aspects of maintenance grading, plus blade mix and laying materials for construction work.
- Skills to solve problems which require assessment of a range of options having elements of complexity in reaching decisions and making recommendations.

3.3 Specialist Knowledge and Skills

- Ability to operate a road maintenance grader and carry out all work duties associated with road construction maintenance, drainage maintenance and installation fire breaks.
- Specialist knowledge in unsealed road maintenance grading activities through formal training programs or on-the-job training.
- Agility and fitness to use hand tools such as shovels, rakes, brooms and kanga hammer to assist with culvert construction, bitumen seal works and pavement level checks.

3.4 Interpersonal Skills

- Sound communication skills including the ability to write simple correspondence.
- Persuasive communication skills are required to participate in specialised discussions to resolve issues, including explaining policy to the public and/or others and reconciling different points of view.

3.5 Qualifications and Experience

- Current Certificate of Competency for Grader
- Significant demonstrated experience in the operation of graders and good knowledge of daily maintenance requirements
- Current Basic Traffic Management certificate
- Good knowledge of City area
- Current Manual HR class driver's licence
- National (or Federal) Police Certificate (no more than 6 months old)