



**Position Description
(Including selection criteria)
November 2022**

Grader Operator (Final Trim)

Shire of McKinlay
PO Box 177 Julia Creek 4823
Telephone: (07) 47 467 166
Facsimile: (07) 47467 549
Email: employment@mckinlay.qld.gov.au

INFORMATION PRIVACY

Council advises that some of the personal information submitted by applicants for this position will be added to our database for communication and administrative purposes only, and will not be disclosed to any parties other than those involved in the selection process. You may access this information by contacting Council on (07) 47467 166.



McKinlay Shire Council is the southern gateway to the Gulf. The Shire spans some 41,000 square kilometres and townships include Julia Creek (the main hub of the Shire) and Nelia on the Flinders Highway and McKinlay and Kynuna on the Matilda Highway.

McKinlay Shire has a population of approximately 1000 residents. Its main industries are Cattle grazing, beef, mining ventures at BHP Cannington (the most concentrated silver/lead mine in the world), Eloise Mine and tourism.

Our vision

A Vibrant Community –

A focus on the health, wellbeing and general quality of life for the community.

A Strong Economy –

A focus on economic development to create employment growth and opportunity.

A Sustainable Environment –

A focus on the Shires built and natural environments and supporting infrastructure.

A Well Managed Shire –

A focus on Councils leadership and management of the Shire and its assets.

To do this, we will:

- ✓ Develop a learning organisation which provides a satisfying, rewarding and secure career for our employees while fostering teamwork, person growth and respect for the individual.
- ✓ Support and promote economic developments
- ✓ Support and promote community developments
- ✓ Develop assets and infrastructure
- ✓ Achieve environmental sustainability
- ✓ Improve financial security

Our Organisational Structure

The McKinlay Shire is represented by 5 Councillors and managed by the Chief Executive Officer in accordance with the Local Government Act and various other Acts and regulations. The staff complement is 67 with an annual budget of \$25m.

Position Description

Grader Operator

Title: Final Trim Grader Operator

Division: Works Department

Level: Level 8 Stream B

Reports to: Works Supervisor

Supervises: Team members in grading crew

Hours: 8 hours per day (½ Hour lunch), longer hours maybe required for remote work. Also camping out will be required from time to time.

Position Objectives:

a) Objectives of Position

- To under take tasks associated with road maintenance/construction. Responsible to Works Supervisor for all works undertaken, and to operate plant in a competent and safe manner.

b) Within Organisation

- To contribute to the efficient and productive operation of the road maintenance/construction teams, by carrying out duties in a safe and competent manner.

Organisational Relationship

a) Accountable Supervisor:

- Works Manager
- Job Foreman

b) Liaises with:

- Council Staff with respect to duties allocated

c) Supervises:

- Team members in crew

d) Relieves:

- Not applicable

Selection Criteria

SC1 Skills/Requirements:

- Competent level of skills in road/job related construction techniques;
- Final Trim Grader operating ability;
- Ability to work unsupervised.

SC2 Qualifications or Relevant Experience:

- Reliable previous work history;
- Queensland Construction Induction White Card;
- Certificate of Competency for Traffic Controller;
- Hold a current 'C' class Queensland driver's license, preferably MR or higher;
- Certificate of competency to operate at a minimum, Graders
- 3 years previous experience.

SC3 Knowledge:

- A working knowledge of the Workplace, Health and Safety Act;
- Basic knowledge of Quality Assurance requirements;
- Basic knowledge of road construction;
- Knowledge of hand tool operation;
- Knowledge Main Roads procedure and standards;

Duties & Responsibilities

- Maintain and service the item of plant in accordance with Council Policy;
- Report promptly any fault or problem with an item of equipment to job Forman;
- Final Trim grading of new road pavement, resheets etc
- Maintenance grading of unsealed road surfaces, road shoulders, open drains and road construction;
- Drive other road maintenance plant for periods when other operators are absent;
- Be responsible for safe keeping and maintenance of personal issue, tools, equipment and stores;
- Maintain a safe working condition under Workplace Health & Safety Act and Regulation at all times;
- Perform the tasks associated with road construction/maintenance as required by Works Supervisor;
- To comply with Council's adopted Code of Conduct at all times;
- To complete timesheets in a timely and accurate manner;
- Other duties as directed by Works Supervisor/Works Manager or Director;
- Other duties as directed by the Chief Executive Officer.

Workplace Health and Safety

- Report any workplace accidents / incidents to your supervisor;
- Comply with any reasonable instruction and cooperate with any reasonable policy or procedure relating to health and safety at the workplace;
- Contribute ideas and suggestions that promote safety awareness;
- Take reasonable care for your own health and safety and do not adversely affect the health and safety of other persons.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

Management Responsibilities:	Nil
Statutory Responsibilities:	To perform duties inline with Councils Code of Conduct and policies
Expenditure:	Refer to Councils Procurement Policy

Performance Indicators

- Completion of all duties in a timely and efficient manner;
- Prompt reporting of any difficulties encountered requiring remedial actions to the Works Manager/Works Supervisor;
- Compliance with all Policies & Procedures applying to the duties of the position;
- Compliance with all workplace health and safety standards and Council policy;
- Compliance with the adopted Code of Conduct;
- Punctuality and Reliability and courtesy at all times;
- Appropriate notifications to accountable supervisor with respect to work absences.