Maintenance Grader / Plant Operator

Position Description

Date last reviewed: 30 July 2025

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Maintenance Grader

Plant Operator

# Position Description

## Incumbent

**Name**:

**Date Commenced:**

## Industrial Instrument and Level

Level 4, Local Government Industry Award

## Position Summary

* + To work cohesively with staff to produce quality roads and associated works in accordance with our programme and commitment to safety
  + To operate within the directives of the Works Supervisor and Director of Infrastructure
  + To work as a team member in the Work Crew ensuring that all construction and maintenance needs of Council are met effectively, efficiently and safely.
  + To operate and maintain all plant and equipment in an effective, efficient and safe manner
  + To do any General Duties, Maintenance or Spraying as required

## Requirements of Position

### Skills

* + Developed time management and organisational skills
  + Leadership skills
  + Developed interpersonal skills
  + Developed verbal and written communication skills
  + Developed negotiation skills

### Knowledge and experience

* + Sound knowledge in the operation of heavy plant and maintenance equipment
  + Knowledge of road construction and maintenance techniques
  + Knowledge of depot procedures and safety measures
  + Knowledge of OHS requirements
  + Experience in similar role with other Local Governments or private sector
* Knowledge of traffic management practices and standards

### 4.3 Qualifications and/or training

* + Hold a current White card
  + Traffic Management Control Certificate
  + Current Chainsaw certificate
  + Hold a current HC class driver’s licence

## Key Roles and Responsibilities

Full roles and responsibility and areas of participation are outlined in the Organisational Roles and Responsibilities Matrix that should be read in conjunction with this position description.

| Overall Responsibility or Principal Operational Responsibility |
| --- |
| Outside staff supervision |
| Able to operate trucks and rollers |
| Able to operate all loaders competently |
| Able to operate graders or backhoe competently |
| Able to operate all machinery competently |
| Traffic control duties |
| Maintenance grading |
| Cartage, spreading and dumping of materials |
| Bitumen spraying and sealing |
| Water binding and surface compaction |
| Drainage and floodway construction |
| Installation of pipes and culverts |
| Road sweeping and clearing |
| Road patching and bitumen work |
| Other duties as prescribed by the Works Supervisor |
| Participates in this function or task in some manner |
| Maintain service and log books |
| Complete daily pre-start checks |
| Participate in on-the-job & structured training |
| Participate in annual performance review |
| Road construction manuals and guidelines |
| Road seal and design |
| Road Construction Quality |
| Job setup and job safety analysis |
| Job preparation |
| Loading / Unloading machinery |
| Occupational Safety and Health |
| Truck driving |
| Traffic control duties |
| Verge clearance |
| General faults |
| Roadside spraying |
| Signage |
| Yard security |
| Machinery maintenance and management (road construction) |
| Tree pruning & lopping |
| Construct footpaths and kerbing |
| Grave digging |
| Sewerage pumping stations |
| **Backup this person in their absence from the workplace** |
| Works Supervisor |

*Other activities and functions the position participates in are found in the Shire’s Roles and Responsibilities Matrix, which outlines roles and responsibilities across the Organisation.*

## Key Performance Requirements

* + Complete assigned tasks to the directed standard in an efficient and timely manner
  + Amount of work produced compared to quality and standards expected of the position
  + Attitude, respect for others and response to directions given
  + Care and responsibility with tasks and equipment
  + Reliability and attendance record
  + Time management

## Key projects

Nil

## Outcomes Required To Meet Strategic Goals

Nil

## Organisational Relationships:

### 9.1 Position is responsible to:

Works Supervisor

### 9.2 Position supervises:

N/A

### 9.3 Key Relationships:

**Internal:** Chief Executive Officer

Director of Infrastructure

Other staff as employed from time to time

**External:** General Public (including Ratepayers and Residents as appropriate)

Contractors & Suppliers of goods and services

## Extent of Authority

Works under the direction of the Works Supervisor

## Public Responsibilities

To promote a favourable public image of Council’s personnel, operations and the Shire in general and in line with Council’s Code of Conduct.

## Key Selection Criteria

* + Developed time management and organisational skills
  + Leadership skills
  + Developed interpersonal skills
  + Developed verbal and written communication skills
  + Developed negotiation skills
  + Sound knowledge in the operation of heavy plant and maintenance equipment
  + Knowledge of road construction and maintenance techniques
  + Knowledge of depot procedures and safety measures
  + Knowledge of OHS requirements
  + Experience in similar role with other Local Governments or private sector
* Knowledge of traffic management practices and standards
  + Hold a current White card
  + Traffic Management Control Certificate
  + Current Chainsaw certificate
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|  |  |  |  |
| --- | --- | --- | --- |
| Employee |  |  |  |
| DOI | *Signature* |  | *Date* |

*Signature Date*

**Position Description Review History**

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| --- | --- | --- |
| Created | 1 May 2017 | Payroll Officer |
| Reviewed | 25 June 2024 | Payroll Officer |
| Reviewed | 30 July 2025 | Payroll Officer |
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