

# Position Description

## Grader Operator



Directorate	Infrastructure
Location	BERRIGAN, TOCUMWAL, FINLEY, BAROOGA
Classification/Grade/Band	Grade F
Position Code	PD_GRADER
Date position description updated	09 December 2024

### Council overview

The Berrigan Shire Council is a rural community with a population exceeding 8,500 and comprising the four towns of Finley, Berrigan, Tocumwal and Barooga; bordered by the Murray River and bushlands in the south and surrounded by dry and irrigated farming lands.

### Council values

#### Teamwork

*A collegiate workforce who are passionate about their community, are approachable to internal and external stakeholders and who are flexible enough to support the service delivery outcomes of Council regardless of position title*

#### Reliability

*Trust is generated by a knowledgeable and competent workforce who are willing to help others as necessary and within their skill sets, abilities and delegations.*

#### Honesty

*A working environment where loyalty and integrity are rewarded and staff are brave enough to question why, allowing everyone space to commit fully to agreed service delivery outcomes*

#### Service

*Service is the core of our commitment to the community and is well considered and strategic in its delivery*

## Primary purpose of the position

The primary purpose of the position the Grader Operator is to operate the grader and perform Ganger duties under instruction from the Overseer, lead a small team in the construction of Council's roads, implement work schedules and ensure Council's infrastructure meets a safe and high quality standard.

### Key accountabilities

Within the area of responsibility, this role is required to:

- Maintain and operate the Grader in a safe manner and prepare roadway pavements to meet an acceptable standard for unsealed pavements, and for pavements requiring bitumen surfacing.
- Operate additional plant as required to ensure roadworks are completed according to established work schedules;
- Lead the construction team, ensuring tasks are performed to a quality standard, and work health and safety requirements are met;
- Communicate with members of the public, in accordance with Council's Code of Conduct, and refer any issues raised onto appropriate staff to ensure they are followed up and addressed.

## Key challenges

- Meeting targets and completing schedules work to an acceptable level of services, and work with other maintenance or construction crews in staff absences, adverse weather conditions and other varying factors.

## Key internal relationships

Who	Why
Roads and Construction Overseer	<ul style="list-style-type: none"><li>• Direct report;</li><li>• Advice of works required, progress of works and any emergency works</li></ul>
Road construction team	<ul style="list-style-type: none"><li>• Supervisor</li></ul>

## Key external relationships

Who	Why
Community Members	<ul style="list-style-type: none"><li>• Ensure the public remain safe whilst travelling through roadworks</li></ul>
Contractors	<ul style="list-style-type: none"><li>• Ensure Contractors comply with Work Health and Safety and Traffic Management Plans whilst working or travelling through road works</li></ul>

## Key dimensions

### Reports to

Roads and Construction Overseer




### Essential requirements

- Australian Drivers Licence – minimum HR
- Internal plant operation competency
- Ability to interpret plans/Grader cards
- Construction Induction Card (White Card)
- Implement Traffic Control Plans qualification

### Capabilities for the role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities

Local Government Capabilities Frameworks		
Capability Group	Capability Name	Level
 Personal attributes	<b>Manage Self</b>	<b>Adept</b>
	Display Resilience and Adaptability	Intermediate
	Act with Integrity	Intermediate
	Demonstrate Accountability	Intermediate
 Relationships	Communicate and Engage	Intermediate
	Community and Customer Focus	Intermediate
	<b>Work Collaboratively</b>	<b>Intermediate</b>
	Influence and Negotiate	Intermediate
 Results	Plan and Prioritise	Intermediate
	Think and Solve Problems	Foundational
	Create and Innovate	Foundational
	<b>Deliver Results</b>	<b>Intermediate</b>



Resources

Finance	Foundational
<b>Assets and Tools</b>	<b>Intermediate</b>
Technology and Information	Foundational
Procurement and Contracts	Foundational

### Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

#### Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
<b>Personal Attributes</b> Manage Self	Adept	<ul style="list-style-type: none"> <li>• Initiates action on team/unit projects, issues and opportunities;</li> <li>• Pursues own and team goals with drive and commitment;</li> <li>• Shows awareness of own strengths and weaknesses;</li> <li>• Asks for feedback from colleagues and stakeholders;</li> <li>• Makes the most of opportunities to learn and apply new skills</li> </ul>

#### Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
<b>Relationships</b> Work Collaboratively	Intermediate	<ul style="list-style-type: none"> <li>• Encourages an inclusive, supportive and co-operative team environment;</li> <li>• Shares information and learning within and across teams;</li> <li>• Works well with other teams on shared problems and initiatives;</li> <li>• Looks out for the wellbeing of team members and other colleagues;</li> <li>• Encourages input from people with different experiences, perspectives and beliefs;</li> <li>• Shows sensitivity to others' workloads and challenges when asking for input and contributions</li> </ul>

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**Results**

Deliver Results

Intermediate

- Takes the initiative to progress own and team work tasks;
- Contributes to the allocation of responsibilities and resources to achieve team/project goals;
- Consistently delivers high quality work with minimal supervision;
- Consistently delivers key work outputs on time and on budget.

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**Resources**

Assets and Tools

Intermediate

- Uses a variety of work tools and resources to enhance work products and expand own skill set;
- Ensures others understand their obligations to use and maintain work tools and equipment appropriately;
- Contributes to the allocation of work tools and resources to optimise team outcomes.

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Approved:  
Karina Ewer

Signature:

Date:

Accepted:

Signature:

Date: