



## POSITION DESCRIPTION

<b>Position Title</b>	Grader Operator North
<b>Position Code</b>	7230
<b>Directorate</b>	Community & Infrastructure
<b>Work Group</b>	Works
<b>Position Classification</b>	Band 4
<b>Effective Date</b>	April 2026

### Our Vision

The Rural City of Wangaratta prides itself on being a community that is connected, sustainable and contemporary. We provide our community with diverse opportunities to participate in the arts, sport and recreation, and in cultural events and programs to bring them together to connect and celebrate the great place in which we live. Our staff enjoy the regional lifestyle and the benefits of a community situated within a gourmet food and wine region, with a wide range of outdoor adventure activities, and serviced by excellent education and health facilities. We live in a place where good things grow.

### Our Values

Our staff are our greatest asset. Our success comes from the everyday demonstration of our values, being:

- **Trust**, to have confidence in the character and competence of our work colleagues.
- **Respect**, to acknowledge all people as individuals with inherent worth and value.
- **Openness**, where we are frank, honest and accountable in our dealings.
- **Fairness**, so we treat colleagues and customers fairly and consistently.
- **Excellence**, to contribute to outstanding services, systems and relationships.
- **Enjoyment**, so we obtain personal satisfaction from our work and display our enjoyment in the workplace.

### 1. Position Objectives

**1.1** Contribute to the Works & Operations Unit by carrying out maintenance and construction grading works on roads and road reserves in accordance with Council's routine road maintenance plan and construction specifications, ensuring efficient and effective utilisation of time and resources.

### 2. Working Relationships

Reports to	Works Supervisor North
Supervises	N/A

### 3. Key Responsibilities

- 3.1** Assist in the delivery of Council's routine road maintenance plan by undertaking maintenance grading to set intervention levels including construction works ensuring that the routine road maintenance plan, maintenance standards and construction standards
- 3.2** Drive and operate motor graders reforming and shaping gravel roads, road shoulders and drains, carry out maintenance, construction and reconstruction work, excavating, forming, spreading and final trimming of pavements to line and level as per design plan
- 3.3** Liaise with the Works Supervisor North and other Grader Operators to ensure works programs are coordinated, standards and intervention levels are maintained, and resources are efficiently and effectively utilised.
- 3.4** Monitor plant and equipment by ensuring daily checks and services are performed and by liaising with the Works Supervisor North for servicing and maintenance requirements.
- 3.5** Maintain accurate records including but not limited to Road Management Plan, grading sheets, diary, and materials records. Verify material deliveries and record usage, complete time sheet, ensuring that labour and plant hours are recorded to the correct l
- 3.6** Ensure that traffic management plans and job safety analysis sheets are completed and appropriate traffic control measures are provided at work sites.
- 3.7** Assist other teams by carrying out other duties as required by the Works Supervisor North Field Officer or Maintenance Coordinator.

### 4. Core Physical Requirements

- 4.1** Capacity to, on occasion lift items unspecified in weight from ground level to waist level
- 4.2** Capacity to sit/drive, operate heavy or small plant & equipment for extended periods
- 4.3** Capacity to bend knees, step up and down from plant & equipment frequently
- 4.4** Capacity to squat to ground level on occasional basis
- 4.5** Capacity to walk on hard and uneven surfaces
- 4.6** Capacity to work outdoors in all weather conditions

**4.7** Capacity to perform heavy manual duties

**4.8** Capacity to stand for long periods of time, however no more than 2 hours continuously (e.g. traffic control)

**4.9** Capacity to drive a motor vehicle.

## **5. Accountability and Extent of Authority**

**5.1** Accountable for the efficient and effective performance of maintenance and construction grading.

**5.2** Accountable for fulfilling obligations under the Occupational Health and Safety Act and relevant regulations and Council's OHS Policy, observe safe work practices, report unsafe conditions or practices to Team Leader.

**5.3** Accountable for the maintenance of accurate records.

**5.4** Accountable for supporting the Team Leader in providing appropriate traffic control measures at work sites.

## **6. Judgement and Decision Making**

**6.1** Responsible for deciding work priorities and practices to meet requirements in areas of responsibility.

**6.2** Guidance and advice are always available within the time available to make a choice.

## **7. Knowledge and Skills**

### **7.1 Specialist Skills and Knowledge**

**7.1.1** Developed skills & knowledge of road maintenance grading and construction techniques.

**7.1.2** Demonstrated ability to drive and operate motor graders.

**7.1.3** Developed observation skills and ability to interpret plan's, drawings and works instructions.

**7.1.4** Demonstrated ability to plan & organise maintenance grading and construction grading activities.

**7.1.5** Ability to safely sign work sites in accordance with the Traffic Management Code of Practice.

## **7.2 Management Skills**

**7.2.1** Ability to effectively and efficiently utilise resources.

**7.2.2** Ability to reach objectives within a time frame.

**7.2.3** Demonstrated ability to provide leadership and supervise staff.

## **7.3 Interpersonal Skills**

**7.3.1** Ability to communicate effectively, both verbal and written.

**7.3.2** Ability to work with and gain cooperation from other staff.

**7.3.3** Ability to liaise with customers, contractors and suppliers.

## **8. Qualifications and Experience**

**8.1** Extensive experience in and ability to undertake road maintenance grading and construction.

**8.2** Grader certificate of competency and/ or extensive experience in Grader operation.

**8.3** Developed observation skills and ability to interpret plan's, drawings and works instructions.

**8.4** Experience in leading, organising and supervising staff.

**8.5** Traffic Controller Certificate.

**8.6** Current Driver Licence - Heavy Rigid.

**8.7** Current First Aid Certificate Level 2 preferred.

**8.8** Chainsaw Operators Certificate - (Trim & Cross-Cut Level 1 preferred)

**8.9** OH&S Red Card preferred.

**8.10** Spotter Ticket preferred.

## **9. Key Selection Criteria**

**9.1** Extensive experience in and ability to undertake road maintenance grading and construction.

**9.2** Grader certificate of competency and/or extensive experience in Grader operation.

**9.3** Developed observation skills and ability to interpret plan's, drawings and works instructions.

**9.4** Experience in leading, organising and supervising staff.

**9.5** Ability to complete traffic management plans and job safety analysis sheets and ensure appropriate traffic control measures are provided at work sites.

**9.6** Traffic Controller Certificate.

**9.7** Current Driver Licence - Heavy Rigid (unconditional).

**Authorised by: Director – Community & Infrastructure**

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**Date:**

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**Employee's Signature:**

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**Date:**

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