



## **Shire of Beverley**

### **Permanent Full-time - 9 Day Fortnight**

### **Maintenance Grader Operator**

The Shire of Beverley Council is seeking a suitably motivated individual to fill the position of Maintenance Grader Operator commencing late April 2023. Applications are invited from suitably qualified persons to fill the above position full time for 9 days a fortnight.

The successful applicant will work as a team member to upkeep and maintain the Shire of Beverley's infrastructure and other assets in accordance with Council standards and requirements.

A copy of the position description and selection criteria can be obtained on the Shire website [www.beverley.wa.gov.au](http://www.beverley.wa.gov.au) or phoning 9646 1200.

Applications addressing the selection criteria should be received no later than 4:00pm – Wednesday, 5 April 2023 and addressed to:

Mr. Stephen Vincent  
Manager of Works  
Shire of Beverley  
PO Box 20  
BEVERLEY WA 6304



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## Maintenance Grader Operator Selection Criteria

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**You must address the following in your application to be considered for the Maintenance Grader Operator position:**

1. Minimum five years practical experience with grading. List any other various plant experience.
2. Experience in road, drainage and maintenance.
3. Current unrestricted "HR" driver's licence.
4. Current Construction White Card.
5. Willingness to follow instructions, learn and take initiative.
6. Ability to work in a team environment and participate in toolbox meetings.
7. Please provide two referees.
8. Willingness to sign and accept the Shire of Beverley's Code of Conduct and Drug and Alcohol Policy.



## Maintenance Grader Operator Position Description

**1. Position:** Maintenance Grader Operator

**Name:**

**Date Commenced:**

**2. Industrial Instrument:** Local Government Industry Award 2020

**Level:** 4

### **3. Position Summary**

- To work as a team member to assist in the construction, upkeep and maintenance of the Shire of Beverley's infrastructure.
- To operate and maintain primarily the grader, (and all other plant and equipment as required) in an effective, efficient and safe manner.
- To work on various road, drainage and path construction and maintenance projects to provide maximum benefit to the community.

### **4. Requirements of Position**

#### **4.1 Skills**

##### Essential:

- Model a 'can do' attitude and work in a team environment
- High level plant and equipment operation skills, preferably on a number of different types of plant.
- Identified knowledge and experience of construction and maintenance techniques, for roads, street, drainage, and other works.
- Sound mechanical and vehicle maintenance skills.
- Follow all Work Health & Safety legislation, directions policies and procedures.
- Work within and gain a sound understanding of Council's policies and procedures including the Code of Conduct and Drug and Alcohol Policy.
- Assess possible hazards; make recommendations as to the solutions and initiate actions.
- Learn and to take initiative to provide high quality support.
- Time management and organisational skills
- Be punctual, reliable and have pride in work

Desirable:

- Senior First Aid accreditation
- Basic Worksite Traffic Management
- Traffic Controller Accreditation
- Chainsaw operator ticket

## **4.2 Knowledge and Experience**

Essential:

- Minimum 5 years practical experience with the operation of grader to advanced level.
- Practical experience in machine operation in road building and maintenance activities.
- Developing knowledge of Work Health and Safety requirements
- Developing knowledge of other plant operation and maintenance

Desirable:

- Thorough knowledge of WHS requirements

## **4.3 Qualifications and/or training**

Essential:

- Hold a minimum of a current 'HR' Class licence
- Hold a current Construction White Card.
- All relevant vehicle and machinery operating licences.
- An understanding of all machinery and its operations
- Construction safety awareness training
- Unique student identifier
- Police clearance
- General medical certificate

Desirable:

- Completed relevant engineering workforce training
- Relevant short course training (e.g. senior first aid) will be an advantage
- Hold a current 'HR' Class licence
- Construction and safety awareness Card
- Completion of appropriate training e.g. working at heights

## **5. Principle Roles and Responsibilities**

The principle responsibility areas of this position are outlined below:

- Operate mobile plant for construction and maintenance projects within the parameters of the training provided and qualification held.
- Operate and maintain all associated plant in accordance to Council Policy and procedures, ensure equipment is well maintained and report plant abuse.

- Maintain service and log book of machinery, complete daily pre-start checks.
- Carry out a variety of civil engineering tasks, as required by the Supervisor associated with the general construction and maintenance of roads, drains, footpaths and other Shire assets.
- Work willingly under direction, maintain a high standard of workmanship in all tasks including routine maintenance, 'housekeeping' and orderliness of the work environment.
- Participate in on-the-job and structured training, performance review and development activities as required to maintain skills and capacity to carry out the requirements of the position.
- Attend, participate and engage in Toolbox meetings.
- Perform all set tasks within a team environment, ensure lost time is kept to a minimum.
- Any other duties as required from Supervisors and management e.g. grave digging.

## **6. Key Performance Requirements**

- Extent to which work is accurate and organised.
- 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.

The following general criteria forms a standard part of each annual performance review:

- Time management: complete tasks within required timeframes.
- Team work: work as a constructive part of the team; participate in team meetings; and seek task improvement and increase efficiency
- Verbal communication: demonstrate effective verbal communication skills
- Written communication: demonstrate effective written skills
- Problem solving: demonstrate problem solving skills and initiative

## **7. WHS Responsibilities**

- Work with care for their own safety and health and that of others
- Participate in developing safe work procedures and follow them
- Participate in training
- Use equipment properly and report any faults/damage
- Use personal protective equipment as directed
- Report hazard and incidents to their Supervisor/Manager
- Participate in your return to work plans

**8. Organisational Relationships:**

**8.1 Position is responsible to:** Construction Supervisor & Manager of Works

**8.2 Position supervises:** Any staff designated by the Supervisor

**Key Relationships:**

**Internal:** Chief Executive Officer  
Deputy CEO  
Manager of Works  
Administration & Outside Staff  
Contractors and other service providers as appropriate to the position

**External:** General Public (including Ratepayers and Residents as appropriate)  
Suppliers of goods and services, contractors

**9. Extent of Authority**

- Works under the direct supervision of the Construction and Maintenance Supervisor

**10. Public Responsibilities**

- To promote a favourable public image of Council’s personnel, operations, and the Shire in general.

**11. Acceptance**

**Signed:**

	<i>Signature:</i>	<i>Date</i>
Employee	_____	_____
Supervisor	_____	_____
CEO	_____	_____

**12. Position Description Review History**

Created		
Reviewed and Updated	1 May 2018	
Reviewed and Updated	18 September 2020	
Reviewed and Updated	16 March 2023	



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## Job Application Form

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APPLICANT SECTION					
Position applied for:					
PERSONAL DETAILS					
Given name:				Surname:	
Preferred name:					
Address:					
Telephone	Mobile:		Day:		
Email:					
CURRENT QUALIFICATIONS					
Qualification title	Institution or training provider			Year completed	

CURRENT STUDY

Are you currently undertaking study or training? (tick one)  Yes  No

If yes, course or program name: \_\_\_\_\_

Type of study:  Full time  Part time  Distance Education  Other

PREVIOUS EMPLOYMENT (list most recent first)

Employer Name / Organisation	Dates from/to	Position held	Reason for leaving	Office use only Initial & date



REFERENCES

Do you agree to have referees contacted in relation to this application? (tick one)  Yes  No  
*Reference checks will be conducted legally in an ethical manner and all information derived will remain confidential.*

Please provide details of three people who can speak on your behalf regarding your work history

Name	Contact No.	Position held or working relationship eg supervisor	Office use only Initial & date

TYPE OF WORK

What type of work are you available for? (tick)  Full time  Part time  Casual

When will you be available for work?

Please provide any other information that you identify as being pertinent to this application  
 eg medical conditions, disabilities

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\_\_\_\_\_

\_\_\_\_\_

I declare that, to the best of my knowledge, the information given is true and correct. I understand that inaccurate, misleading or untrue statements or knowingly withheld information may result in termination of employment with this organisation. I understand that this application does not constitute an offer of employment. I understand that, in some cases, police and credit checks will be required and I will be notified if this applies to this application.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_