



Shire of Wandering

Grader Operator/ Leading Hand Position Description

Shire Values

Adaptability - Perseverance - Accountability - Diligence

POSITION TITLE	Grader Operator/ Leading Hand
DEPARTMENT / SERVICE AREA	Works
INDUSTRIAL AWARD	Local Government Municipal Employees (WA) Award 2021
CLASSIFICATION	Level 6
POSITION REPORTS TO (ROLE)	Works Manager
POSITION SUPERVISES / MANAGES (ROLES)	Nil
LAST DATE PD REVIEWED	25/07/2025
LINKS TO CORPORATE PLAN OBJECTIVES	PROVIDE STRONG LEADERSHIP Service level plans detail operational roles, responsibilities, and resources.
APPROVED BY: CHIEF EXECUTIVE OFFICER	
POSITION SUMMARY	
JOB BRIEF Maintain and construct Council assets under the general direction and guidance of the Works Manager within the Shire of Wandering.	
POSITION OBJECTIVES To lead the Road Crew in carrying out the Shire's annual works programme, including the construction and maintenance of the Shire's roads and infrastructure and related assets, in a safe and efficient manner, under the supervision of the Works Manager, and to a high standard to contribute to the Shire achieving its corporate goals. This position will also be responsible for performing final trim grading for the Shire's construction crew.	

KEY RESPONSIBILITIES AND DUTIES

- Ability to direct and motivate staff to ensure all works are completed to a high standard, efficiently and within budget.
- Ability to provide on-the-job direction and training to develop a multi-skilled works team.
- To assist with the construction and maintenance of Council's assets and infrastructure, including to help construct, repair and maintain the Shire's streets, roads, bridges and verges, including appropriate signage and traffic control measures.
- Perform final trim grading and associated planning tasks to deliver on the Shire's Road construction schedule.
- To operate in a suitably skilled manner, a variety of light and heavy machinery as directed, including but not limited to; grader, loader, roller, backhoe, skid-steer, heavy and light trucks, tractors and passenger vehicles etc. as required, including performance of daily pre-start checks, and maintaining, cleaning and being accountable for work vehicles, equipment and tools used.
- Perform any other maintenance or laboring duties as necessary to achieve team objectives. For example, to provide works and services generally to the community, including refuse and litter removal, town maintenance works, gardening, turf maintenance, cemetery maintenance and grave digging, tree lopping, and any other duties as directed by the Works Manager.
- To work under the direction of the Works Manager, but to also be self-motivated and provide direction and guidance to the Works Team.
- Due to workload or during critical incidents (e.g. weather, fire, or man-made events) you may be required, with minimal notice, to work overtime and on weekends.
- To undertake any other duties as required, as reasonably directed by the Works Manager or CEO, within known competencies.
- Required to attend training where required to renew essential tickets as per the agreed Shire of Wandering Training Matrix

CORPORATE ACCOUNTABILITY

- Comply with the Shire's Code of Conduct and approved policies and procedures
- Comply with Shire's Equal Employment Opportunity (EEO) Policy
- Avoid participation in activities that may represent a conflict of interest with the obligations and responsibilities of your role/position
- Exercise discretion and maintain confidentiality in dealing with sensitive issues
- Deliver effective uses of the Shire's resources (staff, equipment and other) within the levels of accountability

CHARACTERISTICS OF THE POSITION:

- Grader and plant operation skills:
 - Operator skill level medium-high with significant experience
 - Multi-function equipment
 - Operate machine maintenance and set up medium to high complexity
- Understand and apply quality control techniques
- Good working knowledge of general road maintenance procedures that impact their work
- Sound knowledge of Council safety policy requirements as they relate to the job being performed and the effect on the public

REQUIREMENTS OF THE POSITION:

- Responsible for the quality and standard of work performed, including the work of other employees
- Responsible for materials, tools, equipment, vehicles, and plant in the employee's use and used by others under their supervision
- Responsible for quality control/assurance procedures, including recognizing and correcting quality deviations and/or faults
- Problems at this level are frequently of a complex or technical nature, with solutions not necessarily related to previous direct experience and therefore require some initiative and personal judgement. If required, guidance and assistance are usually available
- May be required to make planning, technical, and operational decisions relating to the work and safety of other employees and the safety of the public

EXTENT OF AUTHORITY

- Operates under the general direction of the Works Manager and freedom to make decisions in accordance with policies and procedures.
- Exercises a degree of autonomy however, freedom to act is governed by role, policy and budget constraints

WORK SAFETY AND HEALTH (OSH) STATEMENT OF OUTCOMES

While at work, all of our employees, including contractors and volunteers, will be expected to:

- Comply with work safety and health legislation and the Shire's OSH Policies and Procedures
- For activities where the safety risk is significant and there is no Shire procedure, safety risk assessments and associated safe work procedures are documented and enacted in accordance with the OSH Risk Management Procedure
- Assist in-line supervisor with information on risks for inclusion in the risk register database; and
- Implement risk management practices in their daily activities
- Report any injury, illness, asset of financial loss, hazard, and near miss incident to their manager/supervisor as soon as they are detected in accordance with Council procedures
- Comply with safe working practices in accordance with the relevant standards and regulations of the Work Health and Safety Act 2020

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

- The Shire of Wandering will strive to achieve a healthy and safe workplace by addressing the issue of harassment, discrimination (including Equal Employment Opportunity) and workplace bullying
- The Shire aims to ensure that harassment, discrimination, and workplace bullying does not occur, but in the event that it does, appropriate action is taken immediately. The Shire also commits to educate employees as to the nature and effects of harassment, discrimination and workplace bullying, and to provide the necessary resources to inform them of the contents of this policy, their rights, and responsibilities
- The Shire recognizes its legal obligations under the Equal Opportunity Act (1984) to actively promote equal employment opportunity based on merit to ensure that discrimination does not occur on the grounds of gender, marital status, pregnancy, race, age, disability, religious or political convictions
- All offers of employment within the Shire will be directed to providing equal opportunity to prospective employees, provided their relevant experience, skills, and ability meet the minimum requirements for engagement
- All employment training opportunities within the Shire will be directed towards providing equal opportunity to all employees based on merit and their relevant experience, skills, and ability to meet the minimum requirements for the position
- All promotional policies and opportunities within the Shire will be directed towards providing equal opportunity to all employees, provided their relevant experience, skills, and ability are adequate to meet the minimum requirements and they are assessed as the most appropriate candidate for the advertised position. In this context, as a minimum, all vacancies shall be advertised internally within the organization
- The equal opportunity goals of this Council are designed to provide an enjoyable, challenging, involving, and harmonious work environment for all employees, where each has the opportunity to progress to the extent of their ability

POSITION LIAISES WITH:

ORGANISATIONAL RELATIONSHIP



INTERNAL & EXTERNAL LIAISON



SELECTION CRITERIA

ESSENTIAL

SKILLS AND KNOWLEDGE

- Extensive experience operating a grader and road construction equipment
- Adequate numeracy and literacy skills to fulfil the requirements of the position, good personal presentation
- Intermediate equipment maintenance skills
- Good organizational and time management skills
- Sound knowledge of the Council's safety policy requirements as they relate to the job being performed and its effect on the public
- Working knowledge of Work Health and Safety requirements for the workplace
- Specialized hand tool skills, including chainsaws, would be advantageous

EXPERIENCE

- Hold a suitable certificate of competency or a minimum of two years' practical experience in the operation of major plant and final trim grader operation
- Proven experience in working in an unsupervised capacity in undertaking and completing set tasks and requirements as directed
- Proven ability to work effectively as a team member
- General maintenance skills

QUALIFICATION, CERTIFICATES AND LICENCES

- Workcover Construction Induction Card (White/Blue Card)
- Hold a current "HR" class Motor Driver's License.
- A Traffic Controller Ticket would be advantageous

PHYSICAL REQUIREMENTS OF THE POSITION

During normal duties, the time required to lift, carry or pull the following weight is:

	Never	Seldom	Occasionally	Often	Always
23 kgs or over		✓			
9 – 22 kgs			✓		
Under 9 kgs				✓	

During normal duties, the amount of time required to maintain the following activity before changing position is:

	0-30 minutes	21-50 minutes	51-90 minutes	Over 90 minutes
Sitting at one time		✓		
Standing at one time			✓	
Driving at one time		✓		

During normal duties, the time spent doing the following activities is:

	Never	Seldom	Occasionally	Often
Walking				✓
Walking on uneven ground				✓
Driving				✓
Reaching above shoulder height		✓		
Reaching at shoulder height			✓	
Reaching below shoulder height				✓
Bending or crouching				✓
Kneeling or crawling		✓		
Working with hazardous substances		✓		

During the average day, the total number of hours spent in the following position or activity is:

	0-2 hours	2-4 hours	4-6 hours	6-8.5 hours
Sitting at one time		✓		
Standing at one time		✓		

During the average day, the position may require working in the following conditions:

	Yes	No
Outside	✓	
Extremes of hot or cold		✓
Damp or humid environment		✓
Noisy environment	✓	
Dusty or unventilated environment		✓
Toxic fume or hazardous chemicals		✓

GENERAL INFORMATION

This position description is only descriptive of the type of duties to be undertaken during the period of employment, and the employee accepts that the organisation may require the employee to carry out any duties which are within the employee's skill and competence.

This position description will be reviewed annually as part of the annual performance appraisal process.