



Role title:	Grader Operator / General Hand
Department	Infrastructure Services
Level:	Level Four, Shire of Kent Outside Workforce Enterprise Agreement 2021
Position Objective:	<ul style="list-style-type: none"> Operate a grader to a high standard, including final trim work, for the construction and maintenance of roads and associated infrastructure across the Shire, ensuring works are completed safely, efficiently, and to specification. Assist with general civil works, labouring, and maintenance tasks to support Shire operations and infrastructure upkeep.
Stakeholder Engagement:	<p>As part of the Works team, the role works collaboratively with other team members to construct and maintain Shire roads and infrastructure.</p> <p>Externally, the role may be required to assist members of the public with queries and provide guidance to Shire contractors.</p>
Direct Supervisor:	Manager Infrastructure
Direct Reports:	Nil
Total Number of Reports:	Nil

Acknowledgement	
<i>Employee Signature</i>	<i>Date</i>
<i>Manager Signature</i>	<i>Date</i>
<i>HR Signature</i>	<i>Date</i>
Date position registered	

Key Responsibilities

- Operate grader for road construction and maintenance projects.
- Operate other plant and machinery for general roadworks, including road prep, gravel spreading, culvert installation, and soil removal.
- Maintain roadside safety standards, including signage and traffic management where required.
- Perform daily checks, maintenance, and basic servicing of machinery and tools.
- Assist with the repair or installation of roadside and drainage infrastructure.
- Provide guidance to other team members when required and maintain high standards of workmanship.
- Respond to enquiries from general public and other external parties in a courteous and professional manner.
- Undertake general labouring and other duties within the scope of the role.

Selection Criteria

Essential:

1. Advanced level of experience to operate graders competently.
2. Advanced level of experience to operate other relevant plant used in road construction and maintenance.
3. Prior experience in traffic management.
4. Strong knowledge of civil engineering works and projects, including roads and drainage systems.
5. Understanding of Occupational Safety and Health principles and how to effectively operate plant in a safe manner.
6. Fundamental verbal and written communication skills.
7. Ability to work effectively both independently and as a member of a team to achieve various objectives.
8. Possession of a White Card, HR licence (HC or MC is preferred), relevant High-Risk qualifications and appropriate traffic management certificate.

Desirable:

1. First Aid qualification.
2. Prior training in restraining loads.