

Shire of Trayning



INFORMATION PACKAGE

**Leading Hand/
Grader Operator**

POSITION PACKAGE & DETAILS

Position Title: Leading Hand/Grader Driver
Level: Level 4 above Award (Local Government Industry Award)
Service Section: Works
Responsible to: Manager of Works

Package Offered:

	Minimum	Maximum
Base Annual Wage	\$69,650	\$71,136
Estimated overtime pa	16,919	17,280
Super guarantee 11.5%	8,010	8,180
Additional Super 5% (subject to policy)	3,482	3,557
Housing allowance (subject to policy)	1,942	1,942
Industry Allowance as per Award	<u>1,135</u>	<u>1,135</u>
Total	\$101,138	\$103,230

Conditions & Benefits

- **Commuting Vehicle Use**

Council's dual cab construction crew utility will be provided for use to and from work and home (except whilst on periods of annual leave, sick leave, long service leave or workers compensation).

- **Staff Housing**

A well maintained Council subsidised three bedroom home is available at \$195 per week rent. The first 1,000 kl of water per annum are free, this is paid for by Council on the provision the property and gardens are well maintained.

- **Overtime**

Overtime is required by staff during busy construction periods and is paid in accordance with the Local Government Industry Award. In addition, overtime is available for interested staff during road maintenance periods and is paid in accordance with the Local Government Industry Award.

- **Outside Staff Bonus Scheme**

There is a Bonus Scheme of up to \$1,250 per annum depending on team and individual performance.

- **Superannuation**

Council pays 11.5% Superannuation and a matching contribution scheme up to an additional 5% is available.

- **Hours of Duty**

The employee works a flexible 76 hours per fortnight with hours to accommodate climatic and seasonal conditions. A nine day fortnight is

applicable with the rostered day off taken every second Monday. (Monday after pay day)

A 30 minute lunch break is taken between 12.00 noon and 12.30 pm with morning tea between 10.00 am and 10.10 am.

- **Leave Entitlements**

Four weeks annual leave including an additional leave loading payment of 17.5% whilst on leave in accordance with the Award.

- **Uniform and Safety Clothing**

Council issues uniform and safety clothing, twice a year.

POSITION DESCRIPTION

1 POSITION OBJECTIVES

1.1 Objectives of Position:

Completion of tasks associated with road construction/maintenance, waste management in an efficient/safe manner, under direction of Manager of Works.

Lead the construction team on a daily basis to complete associated works as directed by the Manager of Works.

Operate a grader to final trim standard and be able to direct staff under supervision to construct and maintain sealed and unsealed roads.

1.2 Within Section:

To operate as an effective team member within Engineering Services by completion of tasks involving plant operation and labouring duties to achieve the completion of Council's Road construction / maintenance, drainage and waste management programme.

2 ESSENTIAL REQUIREMENTS OF THE POSITION

2.1 Skills:

- Sound Supervisory and employee relations skills.
- Developed verbal communication skills.
- Demonstrated ability to work under general direction within a highly organised timeframe.
- Demonstrated ability to work unsupervised.
- Demonstrated ability to work effectively in a team environment.

2.2 Knowledge:

- Sound knowledge of road construction and drainage practices and procedures.
- Sound knowledge of safe work practices and procedures (for self, other staff and public).
- Developing knowledge of local area.
- Developing knowledge of Council Policies relevant to work area.
- Knowledge of basic administrative procedures.

2.3 Experience:

- Experienced in construction / maintenance of municipal infrastructure assets - roads, drains and landfill sites.
- Demonstrated experience in the operation of a range of vehicles and/or specialised plant requiring advanced skills and operation to rigid specifications.
- Experienced team leadership (providing on-job training and guidance as needed).

2.4 Qualifications and/or Training:

- Hold current Western Australian "HR" class motor vehicle drivers licence, at all times.
- Current First Aid qualifications.
- Completed relevant Municipal/other training course (eg Traffic Management)

KEY DUTIES/RESPONSIBILITIES

3.1 Outcome – Customer Service

- Develop harmonious relationships with all customers, internal and external.
- Treat all customers with professionalism and dignity.
- Develop and maintain a sense of loyalty and team ownership between members of the Works Team.
- Take initiative to attend to existing or potential customer needs.
- Assist the Manager of Works in achieving the objectives of the Works Team.

3.2 Outcome – Safety and Health

- Promptly report all workplace hazards and incidents/accidents to the Manager of Works.
- Required to ensure safety on work sites of self, other staff and public in accordance with safe working procedures (includes correct usage of traffic management control signs and equipment)
- Operate plant, equipment, appropriate devices and protective equipment in accordance with demonstrated safety procedures and proper instruction.
- Comply with safety and health instructions.

3.3 Outcome – Construction Grader Operator / Leading Hand

Under the limited supervision of the Manager of Works:

- Completion of construction / maintenance tasks to roads, drains and landfill sites.
- Ensure construction/maintenance works on the Shire's Road reserve infrastructure is formed and complete to final trim, to accept bituminous surfacing, and appropriate drainage has been installed/maintained.
- Operation/operator maintenance of plant/equipment in a safe efficient manner (predominantly road grader).
- Ensure work standards/quality are acceptable and correct quality deviations are to Manager of Works's approval.
- Responsible for materials, tools, equipment, plant used by self.
- Attend emergency call outs as requested by Manager of Works/CEO.

NOTE: This position's main task involves the safe operation of one of Council's graders and direction of works crew, however, there will be occasions when it will be necessary to operate other items of plant or complete labouring duties, as required.

4 ORGANISATIONAL RELATIONSHIPS

4.1 Responsible to:

Manager of Works

4.2 Supervision of:

Required to supervise/Civil.

4.3 Internal Liaison:

- Manager of Works
- Other Council area staff
- Contractors undertaking Shire works.

4.4 External Liaison:

- Suppliers
- Contractors
- Residents
- Ratepayers

5 SELECTION CRITERIA

5.1 Essential

- Experience in construction / maintenance of municipal infrastructure assets - roads, drains and landfill sites.
- Demonstrated experience in the operation of a range of vehicles and/or specialised plant requiring advanced skills and operation to rigid specifications.
- Sound Supervisory and employee relations skills.
- Current Western Australian "C" and "HR" class motor vehicle drivers licence, at all times.
- Current First Aid qualifications.
- Demonstrated experience in construction/maintenance of Municipal infrastructure assets.
- Sound knowledge of Occupational Safety & Health work practices and procedures.
- Capable of undertaking rudimentary maintenance & repairs to Grader/Plant/equipment as required.
- Developed verbal communication skills.

5.2 Desirable

- Basic knowledge of administrative procedures.
- Experienced in team leadership and contributing to workplace harmony.
- Developing knowledge of local area.
- Developing knowledge of Council Policies relevant to work area.
- Completed relevant Municipal/other training courses in road construction/maintenance and plant operation.
- Current 'HC' Class Drivers Licence.
- Completed relevant Municipal/other training course (e.g. Advanced Traffic Management)

6 EXTENT OF AUTHORITY

This position works under the general direction of the Manager of Works. Solutions to problems are generally found in documented techniques, precedents, guidelines and instructions. Assistance is available if required.

6.1 This position may make decisions in the following areas independently, without the guidance of the Manager of Works:

- Employee may use some originality in approach with solutions usually attributable to the application of previously encountered solutions or experience.
- Required to make technical and operational decisions relating to own work and safety, and safety of the public and other staff.

- 6.2 This position may give direction (either directly or indirectly) to:**
- Outdoor employees within the construction crew, other outdoor employees if so directed by the Manager of Works and associated contractors.
- 6.3 This position may exert influence in the following areas:**
- Involvement in formulating and implementing the works crew's overall objectives.
- 6.4 All positions require some degree of problem solving, creativity and judgement in order to fulfil the objectives and requirements of the position.**
- This position is required to exercise judgement where procedures are not clearly defined.
- 6.5 This position may make recommendations on:**
- Systems and procedures that impact upon the provision of quality service to internal and external customers.

7. ANNUAL APPRAISAL & KEY PERFORMANCE INDICATORS

- Quality of Work
- Quantity of Work / Overall Crew Productivity
- Relationships with Others / Communication
- Safety Record
- Initiative
- Commitment & Attitude

Other Conditions of Employment

- Employment of the Leading Hand/Construction Grader Operator will be subject to the satisfactory completion of a six month probationary period.
- Prior to appointment the successful applicant will be required to undertake a medical examination at Council's cost. The appointment to the position will not be confirmed until the medical has been completed.
- The Shire of Trayning is an equal opportunity employer and provides a smoke free work environment.
- Canvassing of elected members is prohibited and any applicant known to have done so may be disqualified.
- A Police clearance is required prior to commencement.

Peter Naylor
Chief Executive Officer

Acknowledgement of conditions by employee.

PRESENT OCCUPANT : _____

SIGNATURE : _____

SUPERVISOR : _____

APPROVED BY (CEO) : _____

DATE PD AGREED : _____

SHIRE INFORMATION

THE ORGANISATION

The Shire of Trayning has a total annual revenue of approximately \$4 million and consists of seven Councilors, including the Shire President. Council currently meets on the third Wednesday of the month with the exception of January.

THE STAFF

Chief Executive Officer	1
Manager of Corporate Services	1
Manager of Works	1
Administration Staff	3
Town Maintenance & Gardening Staff	2
Outside Workforce	8
Cleaning Staff	<u>1</u>
	<u>17</u>

Contracted services include rubbish and recycling collection, regulatory services and building maintenance services.

PHYSICAL CHARACTERISTICS

Location

There are three townships within the Shire, being Trayning, Kununoppin and Yelbeni. The town of Trayning (235 km from Perth) is the Administrative Centre.

Population

Approximately 300 people live in the towns of Trayning, Kununoppin, Yelbeni and the surrounding farming district.

Area

The Shire has a total area of 1,632 km² consisting of agricultural land, the Billyacatting Hill Nature Reserve and other nature reserves.

Climate

Rainfall is mainly during the winter and spring months and averages approximately 300 mm. Temperatures range from moderate in winter up to 40°C plus in the summer.

PHYSICAL INFRASTRUCTURE

Roads

Total length in the district	799.02 km
Highways and secondary roads	40.0 km
Sealed local roads	181.32 km
Unsealed local roads	577.70 km

PUBLIC UTILITIES

Water

WA Water Authority supplies water from the Goldfields Pipeline Scheme

Electricity

Electricity is supplied from the Southwest Grid

Telephone

Telstra services the entire Shire district. The Shire has good mobile telephone service, operated by Telstra, with base stations located in Trayning and Kununoppin.

Airstrip

RFDS lit and sealed airstrip near Kununoppin.

Internet

The district receives excellent wireless internet through Crisp Wireless and Telstra broadband.

BUSINESS AND INDUSTRY

Rural

Mixed farming - wheat and other cereals, wool, sheep, cattle and pigs

Support Industries

Light industrial, agricultural agencies, transport operations

COMMUNITY SERVICES

Health

- * Child and community health
- * District hospital at Kununoppin (8 minutes from Trayning Townsite)
- * Resident Doctor at Kununoppin
- * St John's Ambulance
- * Royal Flying Doctor Service
- * Aged hostel at Kununoppin
- * 6 Aged Units in Trayning / 5 Independent Living Units in Kununoppin

Emergency Services

- * Police – from Bencubbin Police Station
- * Fire & Emergency Services Authority (incorporating 3 fire brigades and 1 road rescue)

Education and Training

- * Primary School in Trayning
- * Bus service to Merredin and Wyalkatchem High Schools

Recreation and Culture

- * Library
- * Tennis Courts – four grass courts
- * Grassed Oval
- * Lawn Bowls
- * Trayning Aquatic Centre – 6 lane pool with separate diving area and toddler's pool.
- * Gymnasium – Ninghan Fitness Centre with modern gym equipment
- * Kununoppin Equestrian Centre
- * Senior Citizens Groups

Other Facilities

- * Various Halls and Community Centres
- * Caravan Park
- * District Sporting Club
- * Youth Hub in Trayning