

## Position: Road Crew Team Leader & Grader Operator

### Position Summary

**1. Department & Management Area**

Works and Services, Road Crew and Plant Operator

**2. Base Work Location**

Shire of Dundas Works Depot, Mildura Street, Norseman WA 6443

**3. Award/Agreement Coverage**

Conditions of employment are governed by the Local Government Industry Award 2020.

**4. Hours**

38 Hours per week to be worked between 6am and 6pm, Monday to Friday, working a 9-day fortnight, unless otherwise negotiated with the Manager of Works and Services and Chief Executive Officer.

**5. Remuneration Level(s)**

Level 6 of the Local Government Industry Award 2020, with over award payments depending on experience.

**6. Delegated Authority**

Nil.

**7. Extent of Authority**

Works and operates within the parameters of Shire's policies and procedures, relevant legislation and as directed by the Chief Executive Officer.

**8. Organisational Structure**

Directly responsible to the Manager of Works and Services



Norseman Woodlands to Eucla Coast

## Shire of Dundas Council

# Chief Executive Officer

SENIOR ADMINISTRATION  
OFFICER

MANAGER WORKS &  
SERVICES

MANAGER  
COMMUNITY  
DEVELOPMENT

Admin and library  
Officer

Accounts Officer

Records Officer

Works Co-Ordinator Officer

Pool Manager

Ranger

Waste Facility Attendants

Works Administration  
Assistant

Town Gardening Crew

Town Maintenance Crew

Roads Supervisor

Road Crew

Cleaner

Youth & Events Officer

Tourism &  
Communications Officer

Jnr Customer Services

Manager of CRC

CRC Trainee

## Norseman Woodlands to Eucla Coast

### 9. Key Duties and Responsibilities

- 9.1 Operate and maintain the Shire grader for maintenance and construction works.
- 9.2 Work with and supervise the day-to-day operation of Council's Road construction plant operators.
- 9.3 Ensure that safe work practices are adhered to.
- 9.4 Ensure accepted work standards are maintained.
- 9.5 Assist in arranging materials and plant as required for Works Programs and operations.
- 9.6 Monitor the preparation of employee time sheets and verify attendance and time allocations.
- 9.7 Liaise with public utilities, authorities, and contractors for the co-ordination of works and the protection of services.
- 9.8 Assist in the coordination and supervision of contractors and works contracts.
- 9.9 Ensure that all accidents, workers compensation issues and other incidents are reported and documented.
- 9.10 Supervise any mechanical works to ensure the maintenance of Council's plant and equipment is in good working order.
- 9.11 Any other duties consistent with the level of this position and as directed by the Manager of Works

### 10. Selection Criteria

#### Essential Selection Criteria

- 10.1 Hold a current WA "HR" or "HC" class driver's license.
- 10.2 Sound knowledge of operation and maintenance of heavy plant.
- 10.3 Ability to work within a team environment.
- 10.4 Appropriate written and verbal communications skills.
- 10.5 Demonstrated time management and organisational skills.
- 10.6 Sound knowledge of Occupational Safety and Health requirements.
- 10.7 Demonstrated ability to schedule works programs.
- 10.8 Ability to work away from home for extended periods.

#### Desirable Selection Criteria

- 10.9 At least 3 years supervisory experience in the construction and maintenance of road works for local or public authorities or private contractor.
- 10.10 Demonstrated ability to work within a multicultural work force.
- 10.11 Developing knowledge of Council's organisational structures and function.
- 10.12 Sound knowledge of the Shire district.
- 10.13 Working knowledge of Local Government law in respect of works in streets.
- 10.14 Hold a Supervisors Certificate (or similar) or Equivalent experience.
- 10.15 Working knowledge of Councils organisational structure.

Norseman Woodlands to Eucla Coast

**10. Signatures**

<p><b>Current Incumbent</b></p>	<p>Incumbents Signature:</p>	<p>Date:</p>
<p><b>Current Supervisor</b> Joseph Hodges Manager of Works and Services</p>	<p>Supervisors Signature:</p>	<p>Date:</p>
<p><b>Current CEO</b> Peter Fitchat Chief Executive Officer</p>	<p>CEOs Signature:</p>	<p>Date:</p>