



Grader Team Leader

Position Details

Reports to:	Team Leader Construction (Scone)		
Section:	Works Delivery		
Department:	Infrastructure Services		
Industrial Instrument:	Local Government (State) Award		
Salary Grade:	NSS 8	Hours of Work:	38
Staff Management:	1-3 Direct	Budget Responsibility:	No
Date Created:	October 2016	Last Reviewed:	January 2026
Special Conditions:	May be required to work in all areas of the Shire and for on-call, call-out, after hours and weekend work.		

The Role

The Grader Team Leader will lead a team to undertake civil construction and maintenance activities to a high standard, efficiently, effectively and safely using best practice principles to satisfy all statutory requirements.

Our Council

Encompassing the vibrant towns and communities of Scone, Aberdeen, Merriwa and Murrurundi and many smaller villages, the Upper Hunter Shire covers about 8,100km², with a population of approximately 14,500 people. The Upper Hunter Shire is a diverse, scenic region and a great place to live and work.

Our Council is committed to delivering high quality, innovative, consistent and responsive services to the community whilst maintaining a safe, fair and open workplace where achievements are recognised and staff are encouraged to develop and grow.





Selection Criteria

Essential

- Certificate IV in Civil Construction Operations or related field and experience in a similar role.
- Well-developed team management and leadership skills.
- Physical capability to undertake the inherent requirements of the role.
- Sound literacy, numeracy, oral and written and communication skills.
- The ability to undertake workplace calculations and maintain written records.
- Sound knowledge of and ability to implement Work Health and Safety requirements.
- Demonstrated ability to work cooperatively as part of a team and independently as required.
- Current Work Health and Safety General Construction Induction.
- Ability to undertake specialised grader operations such as table drains, road grading or construction final trim.
- Demonstrated knowledge and practical experience in the maintenance of sealed and unsealed roads.
- The ability to read and interpret design plans for civil works and plan site.
- A plant operator's certificate and/or possession of current certificates of competency for grader operation or sufficient practical experience demonstrating the capability to be able to obtain a certificate of competency.
- Current unrestricted drivers licence.
- Current class HR drivers licence.

Desirable

- Traffic Controller and Implement Traffic Control Plans Certification.
- Experience with GPS and/or UTS systems.
- Current working safely near underground assets and work near overhead power lines certification.
- A plant operator's certificate and/or possession of current certificates of competency for truck/water cart, backhoe, skidsteer or loader; or sufficient practical experience demonstrating competency to be able to obtain a certificate of competency.
- Knowledge of erosion and sedimentation control techniques.
- Current First Aid Certificate.
- Current Work Health and Safety Construction Induction.
- Previous Local Government experience.

Key Duties and Functions

- Lead the team to undertake civil construction and maintenance works including reactive maintenance activities to ensure they are completed when required and to an appropriate standard.
- Plan and schedule work with the assistance of the Team Leader, including forecasting and coordinating the provision of labour, plant and materials to efficiently carry out all works in a cost effective manner.
- Lead and organise team members including plant, staff and contractors to ensure all work is performed in an efficient and effective manner.
- Perform labouring tasks with team members to facilitate the completion of works including but not limited to:
 - Operate small equipment such as chainsaws, concrete hand tools, vibrating plate etc.
 - Traffic control measures.



- Dig to level by hand and prepare soils, gravels and other materials to level, making every effort to prevent damage to all public utility installations.
- Lay various types of drainage pipes to level (Concrete pipes, PVC pipes).
- Prepare formwork or string lines for concrete construction (drainage pits, kerb and guttering and foot paths).
- Apply a wide variety of civil construction and maintenance techniques on a day to day basis including but not limited to:
 - Stormwater draining construction.
 - Road construction and maintenance - urban and rural.
- Undertake all works in accordance with all quality, environmental and WHS requirements.
- Ensure appropriate traffic management on all worksites, including required traffic control plans and signage requirements.
- Undertake routine checks and basic maintenance to ensure all tools and equipment utilised are kept in a serviceable and safe working condition at all times.
- Organise and accept delivery of goods and services for timely completion of works projects.
- Ensure safety documentation is completed for/by the team, such as site inductions, tool box talks and risk assessments.
- Review Safe Work Method Statements relevant to parks and facilities works.
- Ensure incident reports are completed as required and assist supervisor to undertake investigations.
- Maintain a daily diary of works which records the following aspects:
 - ~ Weather conditions
 - ~ Labour, plant and material resources engaged
 - ~ Description of works undertaken on a daily basis
 - ~ Details of any incidents, emergencies or safety breaches.
- Safe and efficient operation of Council vehicles and plant in accordance with traffic laws, road safety requirements, manufacturer's instructions and Council approved guidelines.
- Safe and efficient operation of relevant plant and equipment in accordance with specification, procedures and statutory requirements.
- Perform plant start up checks and associated documentation accurately and in a timely manner prior to commencing works.
- Undertake required minor maintenance to plant and equipment and report defects, damage or problems in plant and equipment to supervisor.
- Other duties as directed, within the skills and capabilities of the employee.

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal attributes	Manage Self – Show drive and motivation, an awareness of strengths and weaknesses, and commitment to learning.	Intermediate
	Display Resilience and Adaptability - Express own views, persevere through challenges, and be flexible and willing to change.	Intermediate



Local Government Capability Framework		
Capability Group	Capability Name	Level
	Act with Integrity – Be honest, ethical and professional, and prepared to speak up for what is right.	Foundational
	Demonstrate Accountability – Take responsibility for own actions, commit to safety, and act in line with legislation and policy.	Intermediate Focus Behavioural Indicators – Follows through reliably and openly takes responsibility for own actions – Understands delegations and acts within authority level – Is vigilant about the use of safe work practices by self and others – Is alert to risks in the workplace and raises them to the appropriate level
 Relationships	Communicate and Engage – communicate clearly and respectfully, listen and encourage input from others.	Foundational
	Community and Customer Focus – commit to delivering customer and community focused services in line with strategic objective.	Foundational
	Work Collaboratively – be a respectful, inclusive and reliable team member, collaborate with others and value diversity.	Intermediate Focus Behavioural Indicators – Encourages an inclusive, supportive and co-operative team environment – Shares information and learning within and across teams – Works well with other teams on shared problems and initiatives – Looks out for the wellbeing of team members and other colleagues – Encourages input from people with different experiences, perspectives and beliefs – Shows sensitivity to others' workloads and challenges when asking for input and contributions
	Influence and Negotiate – persuade and gain commitment from others, and resolve issues and conflicts.	Foundational
	Plan and Prioritise – Plan and organise work in line with organisational goals, and adjust to changing priorities.	Foundational
	Think and Solve Problems – think, analyse and consider the broader context to develop practical solutions.	Foundational



Local Government Capability Framework		
Capability Group	Capability Name	Level
Results	Create and Innovate – Encourage and suggest new ideas and show commitment to improving services and ways of working.	Foundational
	Deliver Results – achieve results through efficient use of resources and a commitment to quality outcomes.	Intermediate Focus Behavioural Indicators – Takes the initiative to progress own and team work tasks – Contributes to the allocation of responsibilities and resources to achieve team/project goals – Consistently delivers high quality work with minimal supervision – Consistently delivers key work outputs on time and on budget
 Resources	Finance - be a responsible custodian of council funds and apply processes in line with legislation and policy.	Foundational
	Assets and Tools – use, allocate and maintain work tools appropriately and manage community assets responsibly.	Intermediate Focus Behavioural Indicators – Uses a variety of work tools and resources to enhance work products and expand own skill set – Ensures others understand their obligations to use and maintain work tools and equipment appropriately – Contributes to the allocation of work tools and resources to optimise team outcomes
	Technology and Information – use technology and information to maximise efficiency and effectiveness.	Foundational
	Procurement and Contracts – understand and apply procurement processes to ensure effective purchasing and contract performance.	Foundational

WHS and Risk Management Responsibilities

- Comply with all Work Health and safety legislation and risk management requirements and abide by all relevant policies and procedures.
- Ensure all staff are provided with appropriate training, induction and instruction.
- Ensure all staff are competent to undertake their work.
- Ensure all staff have the appropriate PPE and resources to undertake their work safely.



- Ensure hazards are identified in the workplace and appropriate control measures are implemented.
- Keep up to date with work health and safety matters.
- Ensure all staff actively comply with statutory, Council and legal requirements in the areas of risk management including Work Health and Safety. Enforce these requirements as necessary.
- Ensure all injury management processes and legislation are followed correctly including the direct reporting and investigation of injuries, accidents and near misses.

EEO Management Responsibilities

- Demonstrate a positive commitment and compliance with all relevant Equal Employment Opportunity legislation, covering all forms of workplace discrimination, harassment and bullying.
- Ensure all team members are educated in the EEO policies, and any breaches are addressed as per the grievance process.