Position Description

Road Maintenance Grader Operator

Directorate	Infrastructure Services
Department	Roads and Civil Projects
Job Family	Labourer / Operational
Reports to	Coordinator Road Maintenance
Direct Reports	N/A
Location	Tom Price, WA Onslow, WA Paraburdoo, WA
Industrial Instrument	*Shire of Ashburton Industrial Agreement 2026*
Classification	Level 5

Vision

We will be a welcoming, sustainable, and socially active district, offering a variety of opportunities to the community.

Values

Respect	Openness	Teamwork	Leadership	Excellence	Health & Wellbeing

About the Role

Role Objective / Purpose

To undertake the safe, efficient and effective maintenance, construction and rehabilitation of Shire roads and civil infrastructure through the advanced operation of graders and associated heavy plant, ensuring works are delivered to required standards, specifications and operational outcomes while providing technical guidance and support to work crews.



Key Role Outcomes

In an operational capacity, assist with the efficient and cost-effective maintenance and construction of Shire infrastructure, which may include, but is not limited to:

- Operate and maintain graders in the construction, rehabilitation and maintenance of sealed and unsealed roads, drainage systems, shoulders, table drains and associated infrastructure.
- Perform advanced grader operations including road shaping, formation construction, gravel sheeting, drainage restoration, batter formation, trench backfilling and final trimming works.
- Assess road conditions and determine appropriate maintenance methods to achieve operational, safety and quality outcomes.
- Assist in planning and sequencing work activities to maximise plant efficiency and productivity.
- Operate other heavy plant and equipment as required, including loaders, rollers, excavators, water carts and trucks.
- Monitor and maintain road geometry, drainage performance and pavement conditions to ensure compliance with required standards.
- Conduct routine servicing, inspections and preventative maintenance checks on plant and equipment, reporting defects and coordinating repairs as required.
- Provide guidance, mentoring and technical support to operators and labourers undertaking road maintenance and construction activities.
- Assist with traffic management implementation and the safe establishment of work sites.
- Contribute to worksite risk assessments, JSAs, SWMS and continuous improvement initiatives.
- Respond to emergency works including flood damage repairs, storm recovery and other urgent infrastructure maintenance requirements.
- Work collaboratively with contractors, internal stakeholders and external service providers to achieve project objectives.
- Any other duties consistent with the scope and classification of the position as directed by the Coordinator or Manager.

At all times ensure the safe and efficient delivery of road maintenance and construction activities and the safety of employees, contractors and road users.



Work Duties

The position description does not act to limit or set specific duties required to fulfil this role, this document serves to describe the role, outline required outcomes, and set expectations. All employees are required to have a flexible approach to their work, including undertaking work duties which may fall outside those required of this role. All employees must comply with reasonable and lawful directions.

Core Competencies

The following competencies are required of **all roles** within the Shire and are ranked to reflect differing levels of responsibility. These competencies reflect the Shire's Values of Respect, Openness, Teamwork, Leadership, Excellence, Health and Wellbeing which apply at all times, to all staff, in all roles.

Competency	Required Level
Health and Safety	**Advanced:** Develops JSAs, SWMS and other safety procedures for own work area and related work areas. Train and coach others in safety procedures. At all times acts in accordance with the principles identified in the Local Government Act and State and Federal Legislation.
Accountability	**Advanced:** Manages and plans own work, but may perform work under limited supervision or direction. Work projects may be managed by more senior decision makers. Implements tools to keep track of a wide range of tasks, priorities and due dates. May supervise or direct work of others in a single business unit. Given broad direction and limited guidance with performance measured against objectives.
Judgement and Decision Making	**Advanced:** Decisions will involve technical areas of complexity requiring consideration of multiple options. Judgement is applied to design, test, analyse, review or develop complex systems, procedures, equipment or processes.
Time Management	**Advanced:** Able to manage multiple competing tasks and prioritise amongst a range of functions. May assist others with time management.

Customer Service	**Intermediate:** Transactional style or routine interaction with members of the public involving known queries. The employee will reflect and always demonstrate the Code of Conduct of the organisation, its values and work with the highest level of integrity.
Financial Management	**Fundamental:** Adhere to set budgets in purchasing. May provide some general feedback in respect to costs and spending derived from operational responsibilities.
Leadership	**Advanced:** Required to influence and lead large teams, divisions or major projects within area of expertise. May direct staff in the planning, implementation and review of major programs, as well as participating as a key member of a functional team.

Role Specific Competencies

These are the specific competencies required of the role.

Competency	Required Level
Problem Solving	**Advanced:** Solve problems where there is a lack of definition requiring analysis of a number of options, including new problems outside developed or learned skills and knowledge.
Conflict Resolution	**Intermediate:** Able to handle a range of routine and usual requests from staff or members of the public and resolve minor differences of opinion and/or requiring further explanation.



Communications Skills	**Intermediate:** Business level written, and verbal language skills expected for most roles where a major portion of the communication is written. This includes ability to use standard office programs, including formatting, spellcheck and use appropriate grammar. Able to resolve minor matters.
Equipment Operation	**Highly Proficient:** Operates heavy duty machinery requiring an appropriate licence and specific training. This may include vehicles requiring a HR licence.
Administration Skills	**Advanced:** Able to set up administrative processes, including record keeping, filing, and tracking systems and train others in the use of these processes and systems.

Licenses, Registrations, Memberships or Qualifications Required of Role

Essential

- HR Driver's Licence.
- White Card.
- Grader competency and demonstrated experience operating graders in road construction and maintenance environments.
- Current Traffic Management Accreditation or ability to obtain.

Desirable

- HC Driver's Licence.
- Provide First Aid Certificate.
- Excavator Ticket.
- Front-End Loader Ticket.
- Roller Ticket.
- Main Roads WA Traffic Controller Accreditation.
- Main Roads WA Basic Worksite Traffic Management Accreditation.



Experience, Skills, Knowledge Required of Role

Essential

- Extensive experience operating graders in road construction, rehabilitation and maintenance activities.
- Demonstrated experience in road formation, drainage construction, gravel pavement maintenance and road re-sheeting works.
- Sound understanding of road construction principles, pavement performance, drainage requirements and maintenance techniques.
- Ability to work independently and make decisions regarding operational work methods and priorities.
- Experience mentoring or assisting less experienced operators and work crews.
- Strong knowledge of workplace safety and risk management practices within civil construction and maintenance environments.

Desirable

- Experience operating multiple items of heavy construction and maintenance plant.
- Experience working within regional and remote road maintenance environments.
- Experience supervising small work crews or coordinating day-to-day works.
- Experience undertaking emergency road restoration and flood recovery works.

Confirmation

I have received, read, and familiarised myself with this position description:

Name _____

Signed _____

Date _____

Position descriptions may be reviewed on an annual basis, as part of the Shire's annual performance review process.

