

Position Description

POSITION TITLE	Plant Operator Grader	POSITION NO.	2176
EMPLOYMENT TYPE	Permanent Full Time		
CLASSIFICATION	Level C		
CERTIFIED AGREEMENT	Field Staff	AWARD	QLGIA
DEPARTMENT	Infrastructure		
BRANCH	Works		
SECTION	Construction		
REPORTS TO	Supervisor Works		
LAST REVIEWED DATE	September 2026		

HONESTY
RESPECT
ACCOUNTABILITY
INTEGRITY
UNITY

Join one of the largest employers in the South Burnett region, maintaining offices and depots in Kingaroy, Nanango, Wondai, Murgon, Proston and Blackbutt.

South Burnett Regional Council recognises our role in service provision to ratepayers and the public, placing customer satisfaction at the forefront of all processes. In order to maximise efficiency in service provision, the organisation is structured into three (3) main service areas:

- Executive Services
- Infrastructure
- Finance & Liveability

The South Burnett Region is uniquely positioned to offer lifestyle and employment opportunities that other regions can only envy. The South Burnett region covers a geographical area of approximately 8,400 km² and is home to 32,500 people. The close-knit communities with many towns less than 15 minutes from each other, deliver services normally associated with larger populations. Natural surrounds and a rolling landscape give the region a relaxed atmosphere. An array of services, retail and events can be found across the region, along with high quality educational, medical and recreational facilities. All this, while being tantalisingly close to Brisbane and the Sunshine Coast.

Primary Role

To be an effective team member of a road maintenance and/or construction team in the use of plant in a safe and efficient manner.

Key Responsibilities

Key duties and responsibilities may include, but are not limited to:

1. Provide high quality specialist operation of Council's grader and other plant/equipment during road maintenance operations and road construction
2. Work under remote supervision and supervise a team of employees (in the absence of the site supervisor/team leader) within the context of the road construction team environment as required
3. Maintain and service plant and vehicles on a daily basis in accordance with operating procedures
4. Maintain a daily record of plant and vehicle movements to enable Council to monitor plant usage
5. Comply with Council's operating procedures and site-specific work plans
6. Provide accurate records to assist with reconciliation of materials issued to work sites
7. Read and interpret basic plans and instructions
8. Perform general labouring and other activities as required
9. Undertake traffic control and implement traffic control plans as required
10. Complete and maintain administrative records (e.g. timesheets, service logbooks)
11. Liaise with workplace representatives and employees to continuously improve work practices
12. Complete additional activities and reasonable directions given by management

Additional Factors

- Participation in after hours and weekend work is a requirement of this position
- Level of fitness required to undertake a broad range of physical tasks
- Working outdoors in hot conditions

Academic, Trade Qualifications and other Licences

- Minimum requirement of a current C Class driver's licence
- General Safety Induction (Construction Industry) Certification
- Certificate of Competency in Grader Operations
- HR Licence and other plant tickets/certifications (desirable)
- Traffic Controller Licence (desirable)
- Certificate III in Civil Construction (desirable)
- Traffic Management Implementation ticket (desirable)

Key Selection Criteria

1. Proven experience in the operation of a Grader to achieve final trim tolerance and standards on road construction and maintenance works
2. Knowledge of road maintenance and construction techniques in relation to the use of road grading equipment
3. Demonstrated ability to achieve maintenance/construction standards, lead employees and make daily decisions in a team environment
4. Sound literacy, numeracy, and oral communication skills
5. Ability to complete assigned works duties on time and within required standards
6. Demonstrated ability to maintain and service heavy plant and equipment (including pre-start inspections)

Workplace Health and Safety

Council employees will comply with health and safety duties as detailed in the *Work Health and Safety Act 2011* and Council's Workplace Health and Safety Management System Plan.

Council employees will also comply with: -

- Their health and safety duties as stated in Council's policies and procedures
- Instructions given by the manager and/or supervisor in respect of the health and safety of themselves and other persons

Customer Service

Council employees will provide excellent customer service to internal and external customers.

Fraud, Corruption and Risk Management

- Report any risks identified (including fraud and corruption) in the performance of duties and responsibilities related to routine day to day activities and special projects
- Participate and contribute to the conduct of a documented risk assessment that includes fraud and corruption prevention, evaluation, analysis and mitigation of Council's risk exposure

Intellectual Property

Security of Council information viewed or accessed during the performance of duties is contained in the provisions of the Employee Code of Conduct. Subsequently, Council employees are required to ensure the security and appropriate intended use of Council information at all times.

AUTHORISATION	
Acting General Manager Infrastructure	Signature: 