



APPLICANT INFORMATION KIT

Grader Operator Final Trim

Closes: 4.00pm 23 November 2020

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Thank you for your interest in a position with the Copper Coast Council. Please take the time to read the relevant position description. If you wish to proceed, the following helpful hints are provided to assist you with your application.

The Copper Coast Council is offering an exciting opportunity for an experienced Final Trim Grader Operator to join our team.

Making Inquiries

After reading the position description if you have any inquiries regarding the position telephone the contact person on the position advertisement.

Completing your Application

1. Consideration for interview is based upon your clear demonstration that you meet the requirements for the position. **This will be achieved by clearly addressing the selection criteria.**
2. Attach a current résumé which provides your relevant personal details (including your postal address), qualifications and work history.
3. You must include in your résumé the names and contact numbers of at least two (2) professional referees. They must be capable of commenting directly on your work performance. You are encouraged to contact your referees and inform them that they may be contacted in relation to your application for employment with the Copper Coast Council. The supply of referees' names is confirmation of your permission to contact the named persons.
4. Please complete the attached **Application Form** and submit this with your application.
5. **Do not** submit the attached Job Description and Selection Criteria with your application.
6. Please do not submit applications in plastic folders, do not use staples (paperclips are preferred) and do not include original documents.

Lodging your Application

1. Applications must clearly state the position being applied for and addressed to the Corporate Services Officer, Copper Coast Council, PO Box 396, KADINA SA 5554.
2. If hand delivered, they should be marked 'Private and Confidential' and addressed to Corporate Services Officer and delivered to the Customer Service Counter at 51 Taylor Street, KADINA SA 5554.
3. Applications can also be lodged via email to info@coppercoast.sa.gov.au
4. Applications close **4.00 pm Friday 31 January 2020.**

The Shortlisting process

1. The Selection Panel (usually 2 or 3 people) will assess the requirements listed in the Position Description and selection criteria with the information provided in your application.
2. The preferred applicants will be shortlisted and contacted by phone to arrange an interview.

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The Interview

1. The interview process is a two way process. You will want to find out about the Copper Coast Council, what is involved in the role and if it will use your skills and experience. The panel will be evaluating you on your aptitude and motivation as well as your qualifications, skills and abilities. They will also assess how well you will fit with the culture of the Copper Coast Council.
2. The interview will consist of a series of questions based on the requirements of the position and to explore your experience. During the interview you will have the opportunity to explain and expand on the information provided in your application. The Selection Panel's task is to establish whether you possess the required skills or if you have the potential to acquire these skills within a reasonable time.
3. You are obliged to disclose at the interview any information you are aware of that could impair or impede your performance in the position and which will be considered by the panel.
4. You are encouraged to prepare some questions to ask the panel, so you leave the interview feeling confident about the details of the position.
5. You are not required to bring anything with you to the interview, however if you have samples of written work, education certificates, references etc. you are welcome to bring them.

Other Requirements

1. If you are one of the Copper Coast Council preferred candidates, we will contact your referees to ascertain your suitability for the position. The information remains strictly confidential.
2. The Copper Coast Council has a duty of care under the Workplace Health Safety Act 2012 to ensure that you will not injure yourself or others while you are at work. This will be achieved through a pre-placement medical examination arranged by Copper Coast Council. The doctor will advise if there are any medical restrictions that need to be taken into consideration if you are appointed to the position. The Copper Coast Council will then decide whether those restrictions will affect your ability to undertake the role. Your medical records remain strictly confidential.
3. For some positions, a police clearance will be required, particularly if you are working closely with members of the public who are vulnerable or children. This information remains strictly confidential.
4. A driver's licence is also mandatory for some positions.

Notification

All applicants will receive a letter of acknowledgement upon receipt of applications and unsuccessful applicants will be notified at the conclusion of the recruitment process.

Thank you

Russell Peate
CHIEF EXECUTIVE OFFICER

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APPLICATION FORM

Final Trim Grader Operator

Surname (Block Letters):	Given Names:	Mr/Mrs/Ms/Miss	Date of Birth
Home Address			
Postal Address:			
Mobile	Telephone	Email	
How did you find this vacancy? <i>Local Paper, Council Website, Seek etc.....</i>			

Declarations:

Privacy Act 1988:

I acknowledge that:

- The personal information provided in this application is collected for the purpose of assessing suitability for employment for the position stated above.
- Access is limited to use by Council employees and other authorised persons.
- Supply of the personal information is voluntarily supplied and non-supply may cause delay or inability to proceed in the processing of this form.
- The personal information will be stored in Council's system

Signature: Date:

Have you any known condition, which the Council will need to accommodate either for interview or for you to perform the duties of the position for which you have applied? **Yes/No**

If so, please give details:

To avoid any potential conflict of interest in appointing an independent interview panel, please advise if you have any association with or connection to current members of staff or Councillors. Note this information is confidential and will only be used to select an independent interview panel. **Yes/No**

If yes, please indicate details on a separate sheet.

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Applicant Information Release

I hereby authorise any person, educational institution, or company I have listed as a reference on my employment application to disclose in good faith any information they may have regarding my qualifications and fitness for employment. I will hold the Copper Coast Council, any former employers, educational institutions, and any other persons giving references free of liability for the exchange of this information and any other reasonable and necessary information incident to the employment process.

Signature: Date:

I certify that all answers and statements on this application form and any attachments thereto are true and complete to the best of my knowledge. I understand that, should I provide untruthful or misleading information, this application may be rejected or my employment with Council subsequently terminated.

Signature: Date:

NB: Please return this form with your Application

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SELECTION CRITERIA

POSITION:	Final Trim Grader Operator
CLASSIFICATION:	Grade 7 - 8
AWARD:	Copper Coast Council Enterprise Agreement 2019/ Local Government Employees Award
DEPARTMENT:	Infrastructure Services
REPORTING TO:	Director Infrastructure Services
LOCATION:	Copper Coast Council – all areas
APPROVING MANAGER:	Director Infrastructure Services

KEY SELECTION CRITERIA

Essential:

- Minimum 18 months' recent experience as a Final Trim Grader Operator.
- A current HR driver's licence.
- Plant maintenance abilities.
- Ability to work as a team player.
- Time management skills.
- Adequate literacy skills.
- Must be medically fit.

Desirable:

- Work Zone Traffic Management Ticket
- General knowledge of Council operations.

SPECIAL REQUIREMENTS

- Successful applicants will be required to prove their eligibility to work in Australia and undergo a medical assessment prior to finalisation of selection.

Note: Applicants should address the selection criteria in their application

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POSITION DESCRIPTION

POSITION:	Final Trim Grader Operator
CLASSIFICATION:	Grade 7-8
AGREEMENT:	Copper Coast Council Enterprise Agreement 2019 / Local Government Employees Award
DEPARTMENT:	Infrastructure Services
SECTION:	Construction
LOCATION:	Copper Coast Council – all areas
APPROVING MANAGER:	Director of Infrastructure Services
DATE APPROVED:	October 2019

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Our Vision is to become **South Australia's lifestyle location of choice**, this position is an important part of our team taking steps towards fulfilling that vision.

We are committed to ensuring that staff work in an environment that is built on values that underpin the way we behave. These values are reflected in our Strategic Plan and apply to staff and Elected Members.

As an employee of the Copper Coast Council staff are required to reflect these values in the way they carry out their role and will be part of ongoing discussions to ensure the values are understood and reflecting in the way things are done at the Copper Coast Council.

Our Values

Communication

- ◆ Listen, consult, consider
- ◆ Respond in a timely manner with a 'yes' or 'no'
- ◆ We will let you know if we can't meet our commitment within the agreed timeframe
- ◆ Through advanced notice, we will keep you informed of what we are up to

Being welcoming

- ◆ We will be friendly, smile and acknowledge you
- ◆ We will put ourselves out to meet you where you are at, so you feel comfortable.
- ◆ We will be approachable

Teamwork

- ◆ We will work together to provide the best possible service
- ◆ The community is our priority

Considered innovation

- ◆ Being proactive with new ideas whilst respecting our heritage

Environment

- ◆ We will promote green spaces
- ◆ Reduce waste
- ◆ We will keep CC towns clean and tidy
- ◆ Recycling and Reuse will be encouraged
- ◆ We will provide a 'safe' environment for all ages and capabilities.

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Integrity

- ◆ We will be really open and honest in all of our dealings
- ◆ Be respectful to all
- ◆ Be professional
- ◆ We will do what we commit to

Inclusive

- ◆ Open minded
- ◆ Non judgemental
- ◆ Everyone treated equally
- ◆ Community involvement in local projects

Responsible

- ◆ Provide reliable services
- ◆ We will be accountable for our actions
- ◆ Consistent level of service
- ◆ Community confidence that staff are willing, trained and have the equipment to do their work properly.
- ◆ If we are unsure, we will seek the help to ensure our work is completed correctly

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1. OUR TEAM

The Infrastructure Services Department is responsible for the provision of major projects and services across a broad range of areas within Council's overall operations. The position plays a key role in contributing to the success of the Infrastructure Services Section.

Your Relationships:

Executive: *Director Infrastructure Services*

Reports to: *Construction Team Leader*

Key Internal Liaisons: *All Council Staff*

Key External Liaisons: *Ratepayers, Residents, Contractors*

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2. YOUR ROLE:

This position is to undertake the following duties, under the direction of the Construction Team Leader, in order to ensure the efficient and safe operations of Councils construction program.

The expectations of this role are to;

- To provide efficient and accurate final trim grader duties, current machine model - M140 Caterpillar Grader.
- To assist the Construction Team leader with the day to day operations of construction activity, including coordinating staff.
- Have a solid understanding of civil construction.
- Have a solid understanding of levels, and the ability to use both laser and dumpy levels is desirable.
- Work constructively within a team environment, supporting the team leader with task orientated leadership.
- Operate a range of other equipment including dozers, excavators, backhoes, skid steers, front end loader, tandem trucks, rollers and other plant as required.
- Check the safe operation of all features of the equipment prior to commencing work and a proven ability to promptly diagnose mechanical problems to minimise downtime
- Install and maintain work zone traffic management signage and safe work activities as required.
- Identify and report problems to ensure they are promptly addressed.
- Accurately complete and submit timesheets, plant and MMS sheets.
- Attend training courses including compulsory training with a registered training provider. Participate in on-going professional development and training to ensure individual and team goals are progressive.
- In accordance with Council's vision, promote and develop a positive Council image.
- Deal promptly and efficiently with customers to meet their needs, adhering to the Customer Service Charter.
- Utilise initiative, to select appropriate methods, or courses of action, to resolve problems and perform routine functions across the section.
- Maintain/update all relevant information within agreed timeframes.
- Ensure confidentiality of all relevant documents/activities. Utilise discretion and judgment, to maintain confidentiality in all dealings with customers/members of public.
- Ability to complete tasks unsupervised.
- Adhere to Council policies and procedures.
- Be part of a positive and progressive culture.
- Any other duties as required.

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3. YOUR KEY PERSONAL ATTRIBUTES:

Personal Skills

- Undertake a range of duties associated with the maintenance of Council's roads and infrastructure
- Ability to liaise with and co-ordinate with multi-disciplined teams to achieve outcomes within agreed time frames, a TEAM PLAYER.
- Ability to recognise and demonstrate the difference between acceptable and unacceptable cultures. Demonstrate behaviour consistent with our organisations values.
- Ability to learn new concepts and apply new learnings.
- Ability to work independently with minimal supervision.
- Ability to influence others and manage change.
- Ability to work effectively within political systems.
- Excellent communication, presentation, negotiation and liaison skills.
- Demonstrated understanding and enthusiasm for the direction of the Copper Coast community and the organisation.
- A person who is driven to shape communities.

Knowledge

- Working knowledge of best civil construction principles.
- Sound knowledge of current Work Health & Safety Legislation and requirements.
- Basic understanding of traffic control procedures (AS 1742).
- Basic understanding of Council operations.

Experience

- Operate a grader to prepare the surface of the road to design levels and to provide an appropriate surface for bitumen sealing and safe use by traffic.
- Extensive experience in civil construction activities as a final trim grader operator, both in operation of plant and site management of projects.
- Basic experience in the use and maintenance of other construction plant such as dozers, tractors, rollers, backhoes, excavators, skid steers, trucks.
- Proven ability to work with minimal supervision.
- Experience in leading small teams.
- Sound written and oral communication skills.
- Experience to operate and maintain graders
- Proven ability to work in a team environment and to integrate into a work group, to achieve a high standard of work

Qualifications

- Current HR driver's license.
- Current grader license or evidence of competency.
- Licenses or evidence of competent use of the following equipment is desirable however not essential; trucks (variety of sizes), excavators (variety of sizes), skid steer, rollers, back hoes, water cart.

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4. OUR SHARED COMMITMENT TO WORK HEALTH & SAFETY

Assist in the provision of a safe working environment for all employees of Council in accordance with the Work Health & Safety Act 2012 by:

- Performing duties, in accordance with the Regulations', Council's Codes of Practice, Policies and Procedures.
- Participate in safety training in consultation with the Work, Health, Safety & Risk Coordinator.
- Assist with regular audits of work procedures, equipment and workplaces.
- Monitor occupational health and safety within the area of responsibility.

As a matter of personal interest, and as a legal obligation, all employees have the responsibility of ensuring nothing is done to make health and safety provisions less effective. In particular, each employee shall:

- take reasonable care for their own health and safety and ensure their acts or omissions do not adversely affect the health and safety of other persons within the workplace,
- co-operate with any reasonable instruction given by Copper Coast Council relating to health or safety,
- be proactive and become actively involved in meetings and discussions designed to improve health and safety,
- not intentionally interfere with or misuse items or facilities provided in the interest of health and safety,
- be proactive in recognising and reporting potential hazards in the workplace,
- immediately report any incidents, injuries or illness that occur to Copper Coast Council delegated key contact

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