

Job Description

Grader Operator

New **Incumbent** GreymouthFinancial Delegation Report to

Functional Relationships Internal

Functional Relationships External

Objective

1. Undertake the role of Grader Operator along with Driving and Labouring throughout branch's respective district
2. Supervise and manage work crews on site when placed in charge
3. Adherence to Company policy and compliance with Health and Safety in all tasks

Conduct

- Live the Westroads Values
- Wearing correct company branded PPE
- Ensure your PPE is in good order
- Avoid bad language especially when working in public locations
- Be courteous and polite to workmates, customers and members of the public at all times
- Racial, sexual or any other form of discrimination is not acceptable
- Conduct yourself in a way that lifts the company's reputation
- Do not argue with clients or public; refer to supervisor
- Do not engage the media nor make statements on behalf of Westroads

Work tasks

Grader Operator

- Safe operation of Graders
- Undertaking of Road maintenance grading.
- Undertaking of construction grading.
- Pre-seal preparation work
- Provide support to successful completion of construction and engineering work
- Handling and/or moving material
- Perform road work, excavation work, lifting work, etc.
- Routine maintenance of plant ie greasing and blade changing
- Effectively communicate to all site personnel. Respond to signals and directions by the staff and work in coordination with them
- Report damage and maintenance needs as per company policy.
- Identify, report and correct hazards as per company policy
- Ensure and manage the machines or equipment in a safe and secure way.
- Perform tasks maintaining all health, safety and environmental rules and ensure all work is done in a manner which enhances the safety of the work environment
- Work in adherence to safe practices, procedures, work site or traffic laws.

Driving

- Spreading of gravel
- General driving duties as required

Labouring

Labouring is an inherent component to your role and is required. This may include:

- General labouring such shovelling, digging, raking etc.

Staff Health and Safety

- Understand your responsibilities under the Health & Safety at Works Act 2015.
- Know and apply Westroads Health and Safety Manual and apply industry best practice.
- Comply with regulatory requirement
- Comply with company policies, plans and procedures
- Comply with Drug and Alcohol Policy
- Promote a safe workplace culture
- Report all accidents and incidents
- Correct and report any dangerous or unsafe practices immediately to supervisor
- Complete Take 5 and vehicle pre-starts

Environmental

- Identify and control hazards that may affect the environment
- Always read the material safety data sheet(MSDS) before using any chemicals/products

Communication

- Establish and maintain effective working relationships at all levels within the company and externally with client representatives, authorities etc.
- Communicate problems or issues in a timely manner to direct supervisor
- Communicate with public in a respectful and professional manner
- Communicate with Westroads staff in a respectful and professional manner

Work Activities

- Works outdoors
- Works in most weather conditions
- Medium to heavy physical demand level;
- Repetitive movements will be necessary;
- Driving and operation of a variety of plant;
- Lifting and carrying of products and other items of equipment or materials will be necessary;
- The use of hand tools, both manual and mechanical may be required;
- Mental activities necessary include practical and problem-solving skills.