

Position Description

Position Title	Construction Grading Crew Member
Position Number	1147
Directorate	Infrastructure
Division	Operations
Reports to	Construction Grading Crew Leader
Grade	HILL38G4
Date Reviewed	September 2026

Primary Purpose

The Construction Grading Crew Member contributes to the operational needs of Council as part of a crew predominately tasked with construction of Council roads and infrastructure. The position will be engaged in the operation of watercarts and various rollers and may also be engaged to undertake grading duties if competent. The position will also undertake labouring duties and the operation of Council's other mobile plant & equipment, including tractors with implements, skid-steer, load shifting plant (backhoe, front-end loader) & other rigid trucks (where licenced and competent), and skilled labouring duties

This document describes the key responsibilities of the position and is not designed to be prescriptive. The incumbent will contribute to Council's vision *"Hilltops is a thriving region offering a relaxed country lifestyle and diverse economy. We value and protect our friendly community spirit, pristine natural environment, and deep cultural heritage. We have strong connections, making the Hilltops region a vibrant place to live, work, play and invest"*, promote our organisational values: **Safety, Trust, Accountability and Respect** and use these to guide decisions, actions and conduct.

Key Accountabilities

- Contribute to a safe workplace by complying with legislative and organisational Work Health and Safety requirements.
- Work as part of a 3-person team to undertake construction grading duties of road infrastructure across Hilltops, utilising various mobile plant and machinery such as rubber-tyre/padfoot/smooth-drum rollers and watercarts, ensuring road maintenance duties are completed in a timely and efficient manner in accordance with Council's Operational Plan.

- Operate all machinery and plant in an efficient and safe manner, and undertake daily machinery checks, arrange for repairs as required and conduct minor maintenance on machinery.
- Accurately complete all documentation associated with plant and equipment operation.
- Carry-out a variety of duties associated with general civil construction, including traffic control, implementation of traffic plans and manual labouring tasks, such as carrying and installing signs & guideposts, shovelling and using hand and power tools in a competent and safe manner.
- Be available to participate in a 7-day spread of hours, an on-call roster & for overtime or callback duties as applicable & where required by the needs of Council.
- Undertake Open Spaces operations as required by the operational needs of Council.
- Create and capture information in Council's designated databases to ensure legislative compliance.
- Contribute to the performance of Council by demonstrating professional conduct, making the best use of knowledge, experience & skills and being accountable for own decisions and actions.

Essential Criteria

1. Certificate III in Civil Construction, Civil Construction Plant Operations or equivalent relevant experience.
2. Significant recent experience in construction/maintenance of civil infrastructure, involving competent operation of civil plant on worksites, including rollers of various types and watercarts.
3. Good physical fitness and demonstrated ability to work independently and safely with limited instruction in a heavy labouring environment.
4. WHS Construction Induction Certificate (White Card).
5. Current Class HR Drivers Licence (or a lesser unrestricted licence, but willing to obtain HR).

Desirable Criteria

1. Experience working in the Local Government Sector or other Government body.
2. SafeWork NSW 'Traffic Controller' & 'Implement Traffic Control Plans' or equivalent recognised in NSW.
3. Grader experience.

Decision Making

The incumbent has the authority to take any reasonable steps to ensure the achievement of agreed objectives set out in the relevant business plan. The role may have delegations from the General Manager as set out in an instrument of delegation. All decisions must be in accordance with legislation and Council policies & procedures. Decisions should be consistent with the objectives of Council's strategies & plans. All staff have the power to stop work in circumstances that are deemed an immediate risk to health and safety until a satisfactory resolution is agreed and implemented.

Acceptance of the role

This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements. Continuing development, change and improvement of processes, practices, knowledge, skills and behaviours are expected at Hilltops Council.

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by Hilltops Council from time-to-time as necessary. By signing, I agree to work in accordance with the requirements of the position and will abide by Hilltops Council's Code of Conduct, policies and procedures.

Name:

Signature:

Date: