



NATIONAL ROADS AUTHORITY

JOB DESCRIPTION

Job Title: Machine Operator I

Job Holder:

Grade: HT \$17.91 to \$20.55

Reports to: Foreman

1. JOB PURPOSE

Providing highly skilled services for the operation of heavy equipment and vehicles in a safe and effective manner for the road construction, road maintenance and drainage programs.

2. DIMENSIONS

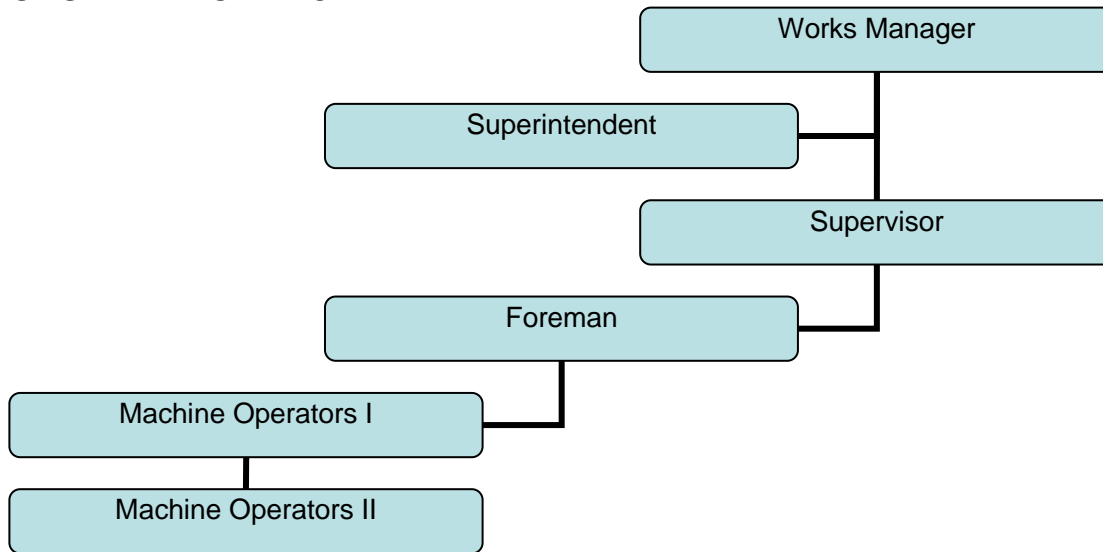
Capital projects for road construction range between \$5 and \$20 million per financial year.

Routine road maintenance during the year is estimated to cost between \$6 and \$8 million.

3 PRINCIPAL ACCOUNTABILITIES

- Operates highly complex heavy equipment including bulldozers, graders, rollers, dump trucks, tar truck, paving machines and other such machines along with their attachments in a safe and efficient was according to all relevant legislation, policies and procedures.
- Performs daily maintenance and safety checks for proper functioning of the equipment before and during operation and makes adjustments or reports repair requirements to the Transport Coordinator.
- Monitors and interprets the readings of gauges, meters, dials and warning lights relative to equipment safety and operational needs.
- Reports all accidents and unsafe conditions to the Foreman/Supervisor.
- Ensures heavy equipment is safely and securely stored when not in use (overnight etc).
- Undertakes site safety precautions.
- Monitors the work of junior Machine Operators and provides instruction and coaching.

4. ORGANIZATIONAL CHART



5. BACKGROUND INFORMATION

The National Roads Authority is the Statutory Authority responsible for planning design construction and maintenance of all Government roads, car parks and any other projects that may be assigned. In this regard, the major responsibilities include planning, design, budgeting, construction, maintenance and cost efficiency of these projects.

6. KNOWLEDGE, EXPERIENCE AND SKILLS

1. Graduate from high school or possession of a School Leavers Diploma (SLD) and seven (7) years of experience in the operation of larger trucks and heavy equipment.
2. Considerable knowledge of the operation and maintenance requirements of heavy trucks, construction equipment, and mechanical systems.
3. Good knowledge of Cayman Islands Traffic Laws and Regulations.
4. Good knowledge of cutting and reading survey grade stakes.
5. Good knowledge of the hazards and applicable safety rules and regulations of equipment operation.
6. Ability to operate heavy truck and construction equipment skillfully and safely.

7. Ability to understand and follow verbal instructions, read and follow written instructions, complete paperwork, perform heavy manual labour under any type of weather conditions
8. The ability to courteously and tactfully communicate with fellow workers, supervisors, other members of the organization, and the public in giving and receiving information.
9. Skill in operating and servicing heavy automotive and construction equipment and skill in operating and transporting backhoes.
10. Possession of a current Cayman Islands Group 4 driver's license.

Competencies

Delivering the Service – Takes a methodical approach to work, prioritizes tasks effectively, and consistently meets deadlines in order to provide an excellent service.

Improvement & Change – Demonstrates a positive attitude to change and contributes to new ideas and improved ways of working. Looks to continually improve service.

Providing Excellent Customer Service – Maintains a professional approach and presents a positive image to internal and external people when representing self and the NRA. Makes every effort to ensure the experience people have of the NRA is positive and productive.

Team Working – Works well with colleagues inside and outside the team. Looks beyond boundaries of own job to support others, sharing knowledge and contributing to a positive team spirit.

Communicating – Communicates appropriately, openly and effectively.

7. ASSIGNMENT AND PLANNING OF WORK

Foreman assigns daily duties.

Once on site, general instructions are given and work is undertaken according to NRA procedures.

8. SUPERVISION OF OTHERS

Not required.

9. OTHER WORKING RELATIONSHIPS

Works closely with other operators in carrying out daily tasks.

10. DECISION MAKING AUTHORITY AND CONTROLS

Must be able to make decisions about changes due to traffic or other obstructions. As a skilled operator of heavy machinery the job holder is in sole control of the operation of the assigned machinery.

11. PROBLEM / KEY FEATURES

Working at times in adverse weather and poor air quality conditions.

Daily assignment can change with short notice.

12. WORKING CONDITIONS

The Machine Operator has a physically, strenuous and demanding job, lifting, pulling and moving heavy equipment and objects. Work is undertaken in all weathers associated with the tropical climate and it is essential that all work is completed safely and efficiently.

Job Description approved by: _____ **Date:** _____

Chief Human Resources Officer: _____ **Date:** _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Job Holder: _____ **Date:** _____
(Print Name in Capital)

Signature: _____ **Date:** _____