



Murweh Shire Council

VACANT POSITION

Grader Operator – Final Trim

Murweh Shire Council is seeking to employ an experienced Grader Operator to undertake a range of civil construction and maintenance tasks within the Shire. Applicants must be competent in final trim grader operations

Requirements:

Essential:

- Final Trim Grader experience
- Current QLD Manual Car 'C' Class Open Driver's Licence
- Current HR Class Drivers Licence
- Current Construction Safety Induction Card (White Card)
- Fit to undertake manual work.
- Commit to and uphold Council Code of Conduct, Workplace Health and Safety and Anti-Discrimination policies.

Desirable:

- Current Plant Operator Tickets/certificates of competency
- Level 2 Traffic Implementer Ticket
- A minimum of 2 years' demonstrated experience

To apply for this role:

- Review the Position Description available at www.murweh.qld.gov.au.
- Provide a covering letter detailing how you meet the Selection Criteria and/or the requirements of the position as per the Position Description.
- Email your response, Position Application form and Resume to recruitment@murweh.qld.gov.au
- For further information relating to this role contact Troy McQueen on 0427 745 071.

Applications close: midnight Monday 25 April 2022

PO BOX 63
CHARLEVILLE QLD 4470

N POLGLASE
CHIEF EXECUTIVE OFFICER





Position Description

HRF-002A V1 19 April 2021 / Review Date: 19 April 2022

Position Details	
Position Title:	Grader Operator – Final Trim
Department:	Engineering
Location:	Murweh Shire
Employment Type	Permanent Full-time
Certified Agreement and Level:	Queensland Local Government Industry Award (Stream B) 2017 <i>Murweh Shire Council Operational Staff Certified Agreement 2018</i>
Level:	8
Reporting to:	Supervisor or as directed
Supervisors:	As nominated

The Murweh Shire

Located in southwest Queensland, the Murweh Shire covers an area of 43,905km² with over 5000 people residing across the Shire primarily in the towns of Charleville, Augathella, Morven and Cooladdi. Our employees work across all towns in our Shire and our main administration office is located in Charleville. The town acts as a major commercial and tourism hub for the Shire forming part of a thriving region, with excellent schools, shopping and facilities that support the main industries of grazing, agriculture and tourism.

Our Mission:

To promote a vibrant, inclusive, local government area through sustainable, responsive leadership.

Our Values:

Underpinning our employee culture and behaviours:

- Compassion** We have compassion for all
 - Vision** We look forward to set the path
 - Trust** We are trusted
 - Pride** We take pride in what we do and the way we do it
 - Integrity** We have transparency about the decisions we make
- = SUSTAINABILITY**



Corporate Expectations

General

- Performance will be reviewed annually against the responsibilities, accountabilities and behaviours defined in this role description, together with a performance plan developed by the relevant supervisor.
- Murweh Shire Council values its employees and views their health as a key element of the organisation's success. The Council's Workplace Health and Wellbeing Programs aims to improve the health and wellbeing of employees, increase productivity and enhance workplace culture.
- Consistently complete allocated tasks to a high standard and within agreed timeframes
- Undertake other tasks up to and including your competency and level
- Actively promote the values of Council to staff and seek out ways for recognition where these have been positively applied.
- Actively promote a culture of Diversity in all aspects of the position and with stakeholders (including customers, staff, suppliers, contractors and communities).
- Actively participate in identifying, recommending, developing and implementing measures through which allocated tasks and responsibilities may be carried out more effectively and efficiently

Administration

- Ensure general administration and records management requirements are being met
- Provide courteous and professional customer service to internal and external customers and conduct all transactions in an ethical and efficient manner
- Contribute positively to a supportive team-based work environment and participate in team meetings and training sessions as required
- Ensure that requests are acted on and reported upon in accordance with Council Policy
- Keep supervisor appropriately and adequately informed on the current state of activities relevant to your role and to highlight in advance any points likely to influence Council operations or relations with ratepayers and/or the public
- Maintain a personal time management system to ensure deadlines are met; to ensure that other staff of the Council are given due notice and time to comply with deadlines so that their own personal planning is not inconvenienced

Continuous Improvement & Quality Management

- Willingness and ability to adapt to challenge and opportunities, changing workforce capabilities through multiskilling, succession planning, knowledge management, and changing technologies and operational procedures by expanding your knowledge of future trends and required competencies
- Willingness and ability to set the example and live our values
- Willingness and ability to advocate a positive and constructive organisational culture
- Willingness to accept responsibility for own actions and decisions, and to be held accountable for such

Corporate Responsibilities

All employees are bound by the *Queensland Local Government Act 2009* to act with integrity, and in a way that shows proper concern for the public interest. All employees are responsible for acting in accordance with the Murweh Shire Council Code of Conduct and other relevant policies, procedures and protocols as may be applicable to the role. Policies are accessible to employees on the Council's website under "Council Policies".





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As a representative of Council, demonstrated professionalism and a commitment to a high level of service and continuous improvement in the best interest of Council and the Community are essential.

Workplace Health & Safety

All workers have a duty to familiarise themselves with and comply with statutory and Murweh Shire Council Work Health and Safety requirements, including but not limited to, our Safety Management System, protocols, COVID-19 Requirements, Policies, Procedures and work instructions. In fulfilling this duty, workers are to:

- Take reasonable care for his or her own health and safety.
- Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons.
- Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person in control of the business or undertaking (PCBU) to allow the person to comply with the *Work Health and Safety Act 2011* (e.g. wearing of Personal Protective Equipment as instructed).
- Cooperate with any reasonable Policy or Procedure of the PCBU relating to health or safety at the workplace that has been notified to workers (e.g. reporting of incidents).

Participate in the consultation and communication processes as prescribed in the *Consultation, Cooperation and Coordination Code of Practice 2011*.

Position Overview

The position is responsible for carrying out grader operations on road maintenance and construction works for Department of Transport and Main Roads, rural roads and town streets as required across the Murweh Shire.

Achieve harmonious co-operation between personnel working with you and with other sections.

Key Responsibilities

All duties are to be conducted in an efficient, timely, professional and safe manner. The key responsibilities include, but are not limited to:

- Operate Grader within operating parameters as advised by manufacturer, including but not limited to:
- Conducting pre-start checks;
- Operation in successive passes over working area to achieve specified result, such as grade terrain or remove, dump, or spread earth, rock or other material;
- Alignment of operations with reference stakes and guidelines on ground or positions equipment including following hand signals of others;
- Minor maintenance including greasing, oiling and minor repairs.
- Leave completed grader work neat and tidy to final trim.
- Leave drains and floodways clear of obstructions.
- Ensure that correct signage is used in accordance with shire policy.



- Operate and maintain any vehicle/plant in a safe and efficient manner in accordance with traffic regulations, operators' handbook, and workshop guidelines.
- Carry out private works grading as directed by the Works Supervisor.
- Ensure that a correct % crossfall is obtained when forming or grading road formations.
- Ensure that timesheets are being completed daily and a detailed record of work carried out is recorded daily on a work sheet.

Follow all procedures correctly relating to your work.

- All work is to be carried out in accordance with the Quality Assurance system.
- Report tyre requirements for the plant to Workshop.
- Report any repairs required to the Workshop Supervisor and fill out plant defect report daily.
- Adhere to MSC policies and procedures.
- All overtime is to be authorised by the Supervisor.
- Any other duties as directed by the Supervisor.

Other

- Additional hours of work may be required to complete a project.
- Some projects are located a reasonable distance from the depot and the operator may be required to stay in Council camps during the working week until the project is completed.

Skills, Experience and Qualifications

Essential:

- Final Trim Grader experience
- Current QLD Manual Car 'C' Class Open Driver's Licence
- Current HR Class Drivers Licence
- Current Construction Safety Induction Card (White Card)
- Fit to undertake manual work.
- Commit to and uphold Council Code of Conduct, Workplace Health and Safety and Anti-Discrimination policies.

Desirable:

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Eligibility and Other Requirements

To be eligible for this position, the incumbent must be:

- legally entitled to work in Australia, including obtaining and retaining any necessary visas or residency status where applicable;
Note: If you have a visa permitting you to work temporarily in Australia, you may be appointed to a temporary or casual position, provided the work complies with the conditions of your visa.
- COVID-19 vaccinated/meet with Queensland Government COVID-19 applicable requirements;
- medically fit and physically capable to meet the health requirements of the position and be prepared, if required, to complete a Medical Assessment in accordance with the "Fitness for Duty Policy";
- prepared, if required, to provide a positive Criminal History Check;
- willing to obtain a 'Suitability Card' to enable the incumbent to work with or supervise people less than eighteen (18) years of age if required;
- prepared to work flexible hours to meet the requirements of the position;
- in agreement with all other terms and conditions specified within the Contract of Employment;
- approved for employment by Human Resources following satisfactory qualification, reference and any other pre-employment checks as required for this position (applicable to new starters only).

Other requirements of this position:

This position may require travel within the Local Government Area and work outside of standard business hours to meet the requirements of the role e.g. to attend training, events, conduct emergency works etc.





Murweh Shire Council

POSITION APPLICATION FORM

PO Box 63 CHARLEVILLE QLD 4470
P: 07 4656 8355
F: 07 4656 8399
E: recruitment@murweh.qld.gov.au
W: www.murweh.qld.gov.au

Date Stamp

Datworks Stamp

VACANCY DETAILS

Job Ref ID: VP.	Position Title:	Closing Date:
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PERSONAL DETAILS

Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss	First Name:	Last Name:	Date of Birth:
Residential Address:	Postal Address:		
Mobile:	Daytime Contact No:	Email:	

Are you an Australian Citizen or permanent resident of Australia? Yes No

Have you previously worked for Murweh Shire Council? Yes No If yes please include details in your resume/CV

REFEREE DETAILS (NOT TO BE FAMILY OR FRIENDS)

Referee 1	Name:	Referee 2	Name:
	Phone:		Phone:
	Relationship:		Relationship:

HOW DID YOU FIND OUT ABOUT THIS POSITION? Please tick

South West Newspaper Council Website Council Facebook
 Friend/Family Member Other _____

DECLARATIONS

The following declarations are NOT a barrier to being considered for employment but will assist us to take due care in assessing appropriate placement should you be the successful applicant.

Health

To the best of your knowledge, do you have any medical conditions that will preclude you from undertaking the duties of the position you have applied for?

No Yes

If 'Yes' please provide details:

Workers' Compensation Claim

Have you ever made a workers' compensation claim?

No Yes

If 'Yes' please provide claim details (eg. Year of injury, company worked for, period of time off work)

Are any claims still current?

No Yes Not applicable

If 'Yes' please provide claim details

Criminal Convictions

Have you ever been convicted of any offence in any court, or are you currently the subject of any charges pending or the subject of an investigation before a tribunal? (you do not need to give details of any conviction which you have had declared spent under the Spent Convictions Act 1988)

No Yes

If 'Yes' please provide details:

Applicant Declaration

I hereby declare that the information contained in this document is true and correct.

Applicant Signature:

Date:/...../.....

CHECKLIST

Please ensure you have completed and included the following prior to submitting your application:

- Completed Job Application Form
- Listed 2 recent referees
- Enclosed a Resume
- Enclosed a detailed cover letter outlining how your skills, qualifications and experience meet the key requirements of the position

OFFICE USE ONLY – APPLICATION RECEIPT

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Empty rounded rectangular box for stamp or signature.

Vacancy Ref No:
Position:
Date Received: / / 20__