

# MURWEH SHIRE COUNCIL

## Vacant Position

### Grader / Multiskilled Operator

Council is seeking a friendly, skilled and motivated **Grader / Multiskilled Operator** to join our road construction and maintenance team. This hands-on role involves operating a grader and supporting civil construction and maintenance projects across the shire.

#### Position Details

- **Classification:** Level 6-8, Stream B (depending on experience and skill)
- **Salary:** \$58,945 - \$81,161 per annum
- **Location:** Murweh Shire

#### Key Requirements

##### Essential:

- Current Qld 'C' Class Drivers Licence
- Construction Safety Induction Card (White Card)
- Relevant Plant Operator Tickets/Certificates of Competency
- Experience in construction/maintenance of roads and drainage infrastructure
- Physically fit and able to undertake manual work
- Commit to and uphold Council's Code of Conduct, Workplace Health and Safety and Anti-Discrimination policies

##### Desirable:

- Experience as a final trim grader operator
- Current HR Class Drivers Licence
- Traffic Management Implementer (TMI) ticket
- Additional machinery competency certificates

#### How to Apply

- Review the **Position Description** at: [www.murweh.qld.gov.au/council/employment](http://www.murweh.qld.gov.au/council/employment)
- Submit a **Cover Letter** outlining how you meet the Selection Criteria and/or position requirements
- Complete the **Position Application Form** and attach your **Resume**
- Email your application to [recruitment@murweh.qld.gov.au](mailto:recruitment@murweh.qld.gov.au)


#### For more information, contact:

**Troy McQueen - 0427 745 071**

 **Applications close: Midnight, Monday 25 August 2025**

Murweh Shire Council  
PO Box 63  
95-101 Alfred Street, Charleville Q 4470  
 07 4656 8355  
 [recruitment@murweh.qld.gov.au](mailto:recruitment@murweh.qld.gov.au)  
 [www.murweh.qld.gov.au](http://www.murweh.qld.gov.au)  
 [www.facebook.com/MurwehShire](http://www.facebook.com/MurwehShire)



Position Details	
Position Title:	<i>Grader Operator</i>
Department:	<i>Engineering</i>
Location:	Murweh Shire
Employment Basis	<i>Permanent Full-time</i>
Certified Agreement and Level:	Queensland Local Government Industry Award ( <i>Stream B</i> ) 2017 <i>Murweh Shire Council Certified Agreement 2022</i>
Level:	<i>6-8</i>
Reporting to:	<i>Supervisor</i> or as directed
Supervisors:	<i>Nil</i>
The Murweh Shire	
<p>Located in southwest Queensland, the Murweh Shire covers an area of 43,905km<sup>2</sup> 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.</p> <p>Our Mission: <i>To promote a vibrant, inclusive, local government area through sustainable, responsive leadership.</i></p> <p>Our Values: <i>Underpinning our employee culture and behaviours:</i></p> <p><b>Compassion</b> We have compassion for all  <b>Vision</b> We look forward to set the path  <b>Trust</b> We are trusted  <b>Pride</b> We take pride in what we do and the way we do it  <b>Integrity</b> We have transparency about the decisions we make  <b>= SUSTAINABILITY</b></p>	
	



## Council's Expectations

### *General*

- Performance may be reviewed annually against the responsibilities, accountabilities and behaviours defined in this role description.
- Consistently complete allocated tasks to a high standard and within agreed timeframes
- Undertake other tasks up to and including your ability, training and level.
- Maintain a professional image of Council as being efficient, courteous and customer focused.
- Undertake training as directed.
- Prompt response to service requests; be diligent in the delivery of assigned duties.

### *Organisational*

- Completion of Timesheet, Logbooks and Pre-starts as required.
- Contribute positively and participate in team meetings as required.
- Completion of relevant position administration e.g. Guardian System
- Keep your supervisor informed of your activities and any factors that could impact on the public & Council operations.
- Personal planning to meet deadlines and notify Council staff promptly to avoid problems in their planning.
- Always ensure the security and appropriate intended use of Council information.
- Comply with the requirements of Council policies and procedures as amended from time to time.

### *Continuous Improvement & Quality Management*

- Be a team player and assist proactively within the position's capacity.
- Be willing to accept responsibility for own actions and decisions, and to be held accountable for them.

### *Performance Measurement Criteria (guide only)*

- *No internal complaints received*
- *Minimal customer complaints received*
- *All tasks completed within agreed timeframes*
- *Timesheet, Logbooks and Pre-starts are completed on time*
- *100% Completion of all required training*
- *100% of required Health and Safety documentation is completed and hazards & incidents reported in a timely manner*
- *All tasks are planned and completed to a high standard with minimal errors*
- *Demonstrated participation in requested tasks and involvement in team activities*

### *Organisational 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".



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, Policies, Procedures and work instructions. In fulfilling this duty, workers are to:

- Take reasonable care for their own health and safety.
- Take reasonable care that your acts or omissions do not adversely affect the health and safety of others.
- Comply with the Work Health and Safety Act, Regulations, Codes of Practice and Council's Work Health and Safety Policies and Procedures.
- Comply with instructions given by the relevant manager and/or supervisor in respect of the health and safety of themselves and the health and safety of others.
- Comply with the requirements of Council policies and procedures as amended from time to time.
- Participate in the consultation and communication processes as prescribed in the *Consultation, Cooperation and Coordination Code of Practice 2021*.

### 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.

### 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:

- Ensure plant operation is consistent with manufacture's specifications and to ensure the work is undertaken in the most effective manner.
- Use electronic vehicle prestart system.
- Use of Navman as required including logging in for driver identification on all operated plant.
- Requires versatility, technical skills, to support the smooth operation and maintenance of critical infrastructure.
- Carry out private works as directed by the Supervisor.
- Responsible for the correct maintenance and care of the machines and equipment.
- Follow all procedures correctly relating to your work.
- Report any necessary repairs daily by filling out the plant defect report using Safety Champion. (electronic version).
- Labouring duties may be included in this job as required and directed.
- Train relevant staff as required in your area of expertise and skills. Including mentoring of staff and communication of same.
- Multitask, prioritise and manage time efficiently when training.
- Ensure that the correct roadwork signage is in place for all jobs before commencing work.



- Carrying out daily operator's plant servicing to a high standard including daily and weekly servicing e.g. greasing.
- Ensure to follow all TMR and NHVR rules and regulations while operating plant.
- Working safely and efficiently autonomously.
- All work is to be carried out in accordance with the Quality Assurance System.
- Adhere to Murweh Shire Council policies and procedures.
- Commitment to Work Health and Safety, Council's Code of Conduct and demonstrating appropriate behaviour for a public sector employee.
- Ensure that timesheets are being correctly completed with job numbers, plant hours daily. Timesheets to be handed to supervisor/ganger at the end of each working week.
- All overtime and TOIL is to be authorised by your supervisor.
- Employees may be required to camp outside of Charleville, as some projects are located a reasonable distance from the depot. During the working week, the operator might need to stay in Council camps until the project is completed.
- Employees may need to work additional hours to ensure the completion of a project or projects.
- Any other duties as directed that is not explicitly listed in this job description.

#### Physical Requirements

##### Physical Demand Category

☐ Sedentary Work

☐ Light Duty – Frequent lifting/carrying of objects weighing up to 5kgs.

☐ Medium Work – Frequent lifting/carrying of objects weighing up to 10kgs.

☒ Heavy Work – Frequent lifting/carrying of objects weighing up to 16kgs.

##### Audio – Visual Demands

☒ Depth Perception ☒ Colour Discrimination ☒ Peripheral Vision ☒ Hearing

##### Specific Actions Required

This job may include

Standing/walking

Sitting

Driving

<input type="checkbox"/>	None	<input type="checkbox"/>	None	<input type="checkbox"/>	None
<input type="checkbox"/>	Occasional	<input type="checkbox"/>	Occasional	<input type="checkbox"/>	Occasional
<input type="checkbox"/>	1-4 hours	<input type="checkbox"/>	1-4 hours	<input type="checkbox"/>	1-4 hours
<input type="checkbox"/>	4-6 hours	<input type="checkbox"/>	4-6 hours	<input type="checkbox"/>	4-6 hours
<input checked="" type="checkbox"/>	6-8 hours	<input checked="" type="checkbox"/>	6-8 hours	<input checked="" type="checkbox"/>	6-8 hours

##### Work Environment

Attribute	Yes	No
Chemicals	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cold	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dampness	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Heat/Humidity	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Heights	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Noise	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Fumes/Gases	<input checked="" type="checkbox"/>	<input type="checkbox"/>



### Repetitive Motions

☒ Simple Grasping ☒ Fine Manipulation ☒ Pushing & Pulling ☒ Finger Dexterity ☒ Foot Movement

### This Job Will Require

Manoeuvre	Frequent	Occasional	None
Bending	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Squatting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Twisting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Skills, Experience and Qualifications

#### Essential or relevant to your position:

- Current Old 'C' Class Drivers licence
- Current Construction Safety Induction Card (White Card)
- Current Plant Operator Tickets/Certificates of competency
- Experience in construction/maintenance of roads and drainage infrastructure
- Fit to undertake manual work.
- Commit to and uphold Council Code of Conduct, Workplace Health and Safety and Anti-Discrimination policies.

#### Desirable:

- Experienced final trim operator
- Current HR Class Drivers Licence
- TMI - Traffic Implementer Ticket
- Certificate of competency machinery tickets

### 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.
- medically fit and physically capable to meet the health requirements of the position and be prepared, 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).

### Acknowledgment of Position Description

- ☐ I have received a copy of the relevant position description.
- ☐ I have read this position description, and I understand the duties, responsibilities and expectations.
- ☐ I understand that the position description outlines the general nature, function, and level of work being performed, rather than an exhaustive list of all duties, responsibilities, and skills needed for the role.
- ☐ I understand my duties may change on a temporary or regular basis according to the needs of the Council without it being specifically included in the position description.
- ☐ Before signing, I have discussed any relevant questions I have about the position. The listed skills and experience represent the minimum requirements for the position.
- ☐ I understand that I must possess the ability and/or aptitudes to perform each duty proficiently.

Employee Signature:

Date:

Employee Name:

Director / Manager Signature:

Date:

Director/ Manager of Engineering Services Name:







# Murweh Shire Council

## POSITION APPLICATION FORM

PO Box 63 CHARLEVILLE QLD 4470; Phone: 07 4656 8355; Email: [recruitment@murweh.qld.gov.au](mailto:recruitment@murweh.qld.gov.au)  
Website: [www.murweh.qld.gov.au](http://www.murweh.qld.gov.au)

VACANCY DETAILS			
Job Ref ID: VP.		Position Title:	
		Closing Date:	
PERSONAL DETAILS			
Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss		First Name:	
		Last Name:	
Residential Address:		Postal Address:	
Mobile:	Daytime Contact No:		Email:
Driver's License/Class:			
Tickets/Qualifications:			
White Card: Yes <input type="checkbox"/> No <input type="checkbox"/>			
Are you an Australian Citizen or permanent resident of Australia? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Have you previously worked for Murweh Shire Council? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please include details in your resume/CV			
REFEREE DETAILS (NOT TO BE FAMILY OR FRIENDS) Can you confirm your referees are current and are happy for Us (Council) to contact them? PLEASE MAKE SURE PHONE NUMBERS ARE CURRENT			
Referee 1	Name:		Referee 2
	Phone:		
	Relationship:		
Referee 2	Name:		Referee 1
	Phone:		
	Relationship:		
HOW DID YOU FIND OUT ABOUT THIS POSITION? Please tick			
<input type="checkbox"/> South West Newspaper			
<input type="checkbox"/> Council Website			
<input type="checkbox"/> Council Facebook			
<input type="checkbox"/> Friend/Family Member			
<input type="checkbox"/> 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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