MURWEH SHIRE COUNCIL

Vacant Position

Team Leader RMPC

To contribute to the effective and efficient operation of Engineering Services by assisting the Supervisor in the daily co-ordination of work teams and resources within the maintenance work area.

Ensure road maintenance activities are carried out efficiently and effectively across the Shire.

This position is a Level 9 Stream B \$64,840

Requirements of the job:

Essential:

- Current Old `C' Class Drivers licence
- Current Construction Safety Induction Card (White Card)
- Demonstrated skills in maintenance techniques.
- Sound written and interpersonal communication skills including negotiation, conflict resolution and consultation.
- Demonstrated ability to lead, manage and supervise a work team, motivate staff and monitor processes and outcomes in a road construction environment.

Desirable:

- Demonstrated experience in a similar role in Local Government or similar organisation.
- Traffic Control
- MR Drivers licence
- Certificate of competency machinery tickets
- (TMI) Current Traffic Management Implementation Ticket

To apply for this position:

- Review the Position Description available at www.murweh.gld.gov.au/council/employment
- 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 more information about this position contact Troy McQueen on 0427 745 071

Applications close: midnight Wednesday 26 November 2025

Murweh Shire Council P.O Box 63 96-101 Alfred Street Charleville Q 4470

207 4656 8355

⊠ recruitment@murweh.qld.gov.au

www.murweh.qld.gov.au

www.facebook.com/MurwehShire





Position Details				
Position Title:	Team Leader			
Department:	Engineering			
Location:	Murweh Shire			
Employment Basis	Permanent Full-time			
Certified Agreement and Level:	Queensland Local Government Industry Award (<i>Stream B</i>) 2017 Murweh Shire Council Certified Agreement 2022			
Level:	9			
Reporting to:	Supervisor or as directed			
Supervisors:	Nominated Staff			

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





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 (quide 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
- 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

Contribute to the effective and efficient operation of the Engineering Services Department by assisting supervisors in the daily coordination of work crews and resources within the work area.

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:

- Undertake specific projects as directed to achieve scheduled and unplanned works required to address Council's requirements.
- Determine how a job will progress and the most efficient use of machinery, human resources and materials.
- Use own judgement in solving day-to-day problems on the job
- Communicate effectively with Supervisors, fellow employees, general public and other clients and delegate tasks appropriately throughout the week to achieve the needs of the team and to ensure effective time management on an individual level.
- Promptly raise problems affecting work projects with immediate Supervisor
- 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 daily.
- 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 employee might need to stay in Council camps until the project is completed.

 Any other duties as directed that is not explicitly listed in this job description. Physical Requirements Physical Demand Category Sedentary Work Maybe required Light Duty – Frequent lifting/carrying of objects weighing up to 5kgs. Maybe required Medium Work – Frequent lifting/carrying of objects weighing up to 10kgs. Maybe required Heavy Work – Frequent lifting/carrying of objects weighing up to 16kgs. 	Council camps until the project is completed.										
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Skills, Experience and Qualifications

Essential or relevant to your position:

- current `C' Class Driver's licence
- Current Construction Safety Induction Card (White Card)
- Demonstrated ability to lead, manage and supervise a work team, motivate staff and monitor processes and outcomes in a road construction environment

Desirable:

- Current Traffic Management Implementation Ticket
- Demonstrated skills in road construction and maintenance techniques.
- Ability to read and interpret engineering and road plans and use levelling equipment.
- Sound written and interpersonal communication skills including negotiation, conflict resolution and consultation.

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).





Acl	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 to 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 Counwithout it being specifically included in the position description.				
	☐ Before signing, I have discussed any relevant questions I have about the position. The listed skills are experience represent the minimum requirements for the position.				
☐ I understand that I must possess the ability and/or aptitudes to perform each duty proficiently.					
	ployee Signature: ployee Name:	Date:			
	rector / Manager Signature: rector/ Manager of Engineering Services Name:	Date:			



Murweh Shire Council POSITION APPLICATION FORM

 $PO\ Box\ 63\ CHARLEVILLE\ QLD\ 4470; Phone:\ 07\ 4656\ 8355; Email:\ recruitment@murweh.qld.gov. au$

Website: www.murweh.qld.gov.au

VACANCY DET	AILS							
Job Ref ID:			Position Title:			Closing Date:		
VP.								
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Are you an Au	stralian Citizen or	perman	ent resident of Austr	ralia? 🔲 Yes	s 🔲 s	No		
Have you prev	viously worked for	Murwe	h Shire Council? Yes	□ No □ If ves r	nlease	include details in your resume/CV		
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☐ South West	Mowspapor		☐ Council Website		Counc	cil Facebook		
☐ Friend/Fam			☐ Other					
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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

X-----