MURWEH SHIRE COUNCIL

Vacant Position

Plant Operator Truck Driver /Labourer

Council is seeking a motivated and suitably qualified individual to join our Town Crew in the role of Truck Driver.
The successful applicant will play an important role in supporting Council's town maintenance and operational activities. The position will involve the safe and responsible operation of a truck, along with a range of general labouring duties as required.
If you enjoy practical, hands-on work, take pride in working safely and are keen to contribute to keeping our town looking its best, we would love to hear from you.

- Stream B Level 5 ($64,069 + Super)

Requirements of the job:

Essential:

- current MR Class Driver's licence
- Demonstrated truck driving experience.
- Good understanding of work health and safety practices.
- Ability to undertake general labouring and physical duties.
- Ability to work independently and as part of a team.
- Good communication skills and reliability.
- Ability to work outdoors in varying weather conditions.

Desirable:

- Experience operating plant and machinery

To apply for this position:

- Review the Position Description available at www.murweh.qld.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 Shane Carr 0407 332 153

Applications close: **midnight Thursday 19 November 2026**

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

☎07 4656 8355
✉ recruitment@murweh.qld.gov.au
www.murweh.qld.gov.au
www.facebook.com/MurwehShire

SHIRE OF MURWEH
MORVEN - CHARLEVILLE - AUGATHELLA

Position Description
HRF-002A V2

Position Details	
Position Title:	*Plant Operator Truck Driver Labourer*
Department:	*Engineering*
Location:	Murweh Shire
Employment Basis	*Permanent Full-time*
Certified Agreement and Level:	**Queensland Local Government Industry Award (*Stream B)* 2017** *Murweh Shire Council Certified Agreement 2025*
Level:	*5*
Reporting to:	*Supervisor* or as directed
Supervises:	*Nil*

Position Overview

This plant operator position is responsible for delivering a high level of service in operating plant and machinery for the construction and maintenance of Council's Infrastructure. The role involves a variety of tasks.

Including but not limited to; grader, roller, loader, bobcat, backhoe, tractor/slasher, truck operators

Contribute to a happy and positive work environment.

Key Responsibilities

All duties must be performed **efficiently, professionally, and safely** in accordance with Council policies and procedures. Responsibilities include, but are not limited to:

- Conduct pre-start checks
- Use electronic vehicle prestart system.
- Operate plant in a safe and efficient manner e.g. use safe driving techniques, use exhaust brake, and gear changes to reduce brake wear.
- Use of Navman as required including logging in for driver identification on all operated plant.
- Plant to be refuelled in the afternoon to be ready for the start of work following day.
- Requires versatility, technical skills, to support the smooth operation and maintenance of critical infrastructure.
- Ensure plant operation is consistent with manufacture's specifications and to ensure the work is undertaken in the most effective manner.
- 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 will 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.
- Ensure that timesheets are being correctly completed with job numbers, plant hours daily. Timesheets to be handed to supervisor/team leader at the end of each working week.
- 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.
- Demonstrate a commitment to Work Health and Safety and Council's Code of Conduct and behave in a manner appropriate to a public sector employee.
- Ensure all overtime and TOIL is authorised by your supervisor. Additional hours may be required to complete a project or projects.
- Perform any other duties as directed that are not explicitly listed in this position description.

Skills, Experience and Qualifications

Essential

- Current driver's licence, minimum Class C, with LR, MR, HR, HC or MC licence classification as required.
- Current Construction Safety Induction Card (White Card).
- Certificate of Competency for a truck/s, grader, front end loader, roller, loader, bobcat, backhoe, tractor/slasher tickets or VOC
- Sufficient skills to operate, service and maintain the equipment in good condition

- **Desirable**Current Traffic Management Implementer (TMI) Ticket
- Current Stop & Slow Bat
- Local Government industry experience
- Restraint course
- Understanding of log book and permit requirements.
- Understanding of weights, loading oversize and height procedures.

The Murweh Shire

Located in south-west Queensland, the Murweh Shire covers an area of 43,905 km² and is home to more than 5,000 people, primarily in the towns of Charleville, Augathella, Morven and Cooladdi. Our employees work across all towns in the Shire, and our main administration office is in Charleville. Charleville is a major commercial and tourism hub in 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: these underpin 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.

Council's Expectations

General

- Performance may be reviewed annually against the responsibilities, accountabilities and behaviours in this position description.
- Complete allocated tasks to a high standard and within agreed timeframes.
- Respond promptly to service requests and be diligent in delivering assigned duties.
- Maintain a professional image of Council as efficient, courteous and customer focused.
- Undertake training as directed.
- Undertake other tasks up to and including your ability, training and level.

Organisational

- Complete timesheets accurately each day, and logbooks and pre-starts as required. Timesheets must be approved by your supervisor.
- Obtain supervisor authorisation for all overtime and TOIL.
- Complete relevant position administration (e.g. Guardian System).
- Contribute positively and take part in team meetings as required.
- Keep your supervisor informed of your activities and of any factors that could affect the public or Council operations.
- Plan your work to meet deadlines and notify other Council staff promptly so their planning is not affected.
- Ensure the security and appropriate use of Council information at all times.
- Work additional hours when needed to complete a project or projects.
- Perform any other duties as directed that are not explicitly listed in this position description.

Policies and conduct

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 must act in accordance with the Murweh

Shire Council Code of Conduct and comply with Council policies, procedures and protocols as amended from time to time. Policies are available on the Council website under "Council Policies".
As a representative of Council, professionalism, a commitment to a high level of service and a commitment to continuous improvement in the best interests of Council and the community are essential.

Workplace Health and Safety

All workers have a duty to familiarise themselves with and comply with statutory and Murweh Shire Council Work Health and Safety requirements, including the Safety Management System and Council protocols, policies, procedures and work instructions. Workers must:

- Take reasonable care for their own health and safety.
- Take reasonable care that their 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 from the relevant manager or supervisor regarding the health and safety of themselves and others.
- Participate in the consultation and communication processes set out in the Work Health and Safety Consultation, Cooperation and Coordination Code of Practice 2021.

Other Requirements of This Position

Physical Requirements

Tick all that apply to this position. Leave unticked if not applicable.

Physical demand category

- ☐ Sedentary work
- ☐ Light duty – frequent lifting/carrying of objects up to 5 kg
- ☐ Medium work – frequent lifting/carrying of objects up to 10 kg
- ☐ Heavy work – frequent lifting/carrying of objects up to 16 kg

Audio-visual demands

☐ Depth perception ☐ Colour discrimination ☐ Peripheral vision ☐ Hearing

Repetitive motions

☐ Simple grasping ☐ Fine manipulation ☐ Pushing and pulling ☐ Finger dexterity ☐ Foot movement

Posture and movement

Activity	Frequent	Occasional	None
Standing / walking	☐	☐	☐
Sitting	☐	☐	☐
Driving	☐	☐	☐
Bending	☐	☐	☐
Squatting	☐	☐	☐
Climbing	☐	☐	☐
Twisting	☐	☐	☐
Reaching	☐	☐	☐

Work environment

Exposure		Yes	No	Hours per day (1–4 / 4–6 / 6–8)
Chemicals		☐	☐	
Cold		☐	☐	
Dampness		☐	☐	
Heat / humidity		☐	☐	
Heights		☐	☐	
Noise		☐	☐	
Fumes / gases		☐	☐	

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. *Note: if you hold a visa that permits temporary work in Australia, you may be appointed to a temporary or casual position, provided the work complies with your visa conditions.*
- Medically fit and physically capable of meeting the health requirements of the position and prepared to complete a medical assessment in accordance with the Fitness for Duty Policy.
- Prepared, if required, to provide a satisfactory Criminal History Check.
- Prepared, if the role requires it, to obtain a Suitability Card to work with or supervise people under eighteen (18) years of age.
- Prepared to work flexible hours to meet the requirements of the position.
- In agreement with all other terms and conditions in the Contract of Employment.
- Approved for employment by Human Resources following satisfactory qualification, reference and any other pre-employment checks required for this position (new starters only).

Acknowledgment of Position Description

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

Employee Name:	
Employee Signature:	Date:
Director/Manager Name:	
Director/Manager signature	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 DETAILS		
Job Ref ID: **VP.**	Position Title:	Closing Date:

PERSONAL DETAILS		
Title: ☐Mr ☐Mrs ☐Ms ☐Miss	First Name:	Last Name:
Residential Address:	Postal Address:	
Mobile:	Daytime Contact No:	Email:
Driver's License/Class:		
Tickets/Qualifications:		
White Card: Yes ☐ No ☐		
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) 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	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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