



# VACANT POSITION

Plant Operator (Tractor)

Bitumen Maintenance

GOONDIWINDI

REGIONAL AUSTRALIA AT ITS BEST

[www.grc.qld.gov.au](http://www.grc.qld.gov.au)

Develop your career with Goondiwindi Regional Council, an innovative employer that listens, respects and values your contribution. We are proud of our communities and the key role you can play in making our region a great place to live and work. Council's commitment to high quality services means that we need talented, committed people - we need you!

Don't let this fantastic opportunity pass you by! Join our team now and enjoy the following benefits:-

*Great work/life balance-*

*Enjoy quality time with a 19 day month (RDO)*

*Salary packaging available -*

Restructure our salary to work for you to pay for everyday living expenses such as Motor Vehicles, Remote Area Housing (Rent), Superannuation.

*Job security in a local government position*

Feel secure working for an organisation who believes in strong foundations of respect, balance, communication, teamwork, accountability and leadership.

*Access to free Employee Assistance Program & confidential counselling.*

Reach out to someone confidentially if you are experiencing any concerns or problems.

Your application must consist of the following information:

#### CHECKLIST

✓ **Covering Letter** addressing:-

- ▶ Qualifications (Don't be concerned if you don't meet all of them)
- ▶ Knowledge, Skills and Expertise (tell us your story and how you think you can fit)

✓ Copy of current **Resume**

It is preferred applications are submitted online at:

<https://careers.grc.qld.gov.au>

If you are unable to submit application online, alternate options are:-

<b>Email to:</b> Attention: Human Resources mail@grc.qld.gov.au	<b>Personally deliver to:</b> Attention: Human Resources Customer Service Centres in Goondiwindi, Inglewood or Texas.	<b>Post to:</b> Attention: Debbie Elliott Mr Carl Manton Chief Executive Officer Goondiwindi Regional Council Locked Mail Bag 7 Inglewood Qld 4387
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I look forward to receiving your application.

**Debbie Elliott**  
Human Resources Officer

## GENERAL CONDITIONS OF EMPLOYMENT

<b>APPLICATIONS:</b>	It is preferred that applications be submitted online at: <a href="https://careers.grc.qld.gov.au">https://careers.grc.qld.gov.au</a>
<b>POSITIONS:</b>	Plant Operator – Bitumen Maintenance (Tractor).
<b>POSITION STATUS:</b>	Full Time Permanent.
<b>LOCATION:</b>	Goondiwindi
<b>AWARD:</b>	Queensland Local Government Industry Award - State 2017.
<b>CLASSIFICATION:</b>	Stream B
<b>SALARY:</b>	Level 5 - \$31.93 per hour. \$63106.59 per annum (Under 21 years - Junior rates apply).
<b>LEAVE:</b>	Four (4) weeks annual leave, 10 days personal leave, monthly Rostered Days Off (RDO). Annual Leave Loading applies.
<b>WORK PATTERN:</b>	Your ordinary hours of work will be 38 hours per week, worked Monday to Friday. A 19 day month, rostered day off system applies.
<b>CONDITIONS OF EMPLOYMENT:</b>	Commitment to Council's policies, procedures, Enterprise Bargaining Agreement and other legislative requirements in relation to Council's Code of Conduct and Anti-Discrimination and Workplace Health and Safety.
<b>SUPERANNUATION:</b>	Contributions to superannuation are available on appointment at the appointee's election, or compulsory on completion of twelve (12) months service.  Contributions: Employee at 6% of salary, Superannuation Guarantee at 11% and Council additional contribution at 1.5%.  If you choose not to contribute towards superannuation within the first twelve (12) months of service; Superannuation Guarantee will be at 11% of your salary.
<b>PROBATION PERIOD:</b>	A six (6) month probationary period will apply to the successful candidate.
<b>UNIFORMS:</b>	All external employees are required to wear the protective clothing as provided by Council from the date of commencement of employment.
<b>CLOSING DATE:</b>	Monday 26 February 2024

## POSITION DESCRIPTION

### POSITION OBJECTIVE

To carry road maintenance and construction activities, town maintenance activities or any other activities as required and as directed across the Goondiwindi district.

### POSITION REQUIREMENTS

EXPERIENCE & QUALIFICATIONS
<ul style="list-style-type: none"><li>• Queensland National Heavy Vehicle Licence correctly endorsed for the type of vehicle you are driving as required. Heavy rigid (HR) licence minimum requirement for Truck Operators.</li></ul>
<ul style="list-style-type: none"><li>• Traffic Controllers Certificate and Traffic Management Implementation Certificate desirable;</li></ul>
<ul style="list-style-type: none"><li>• Certificate of Competency correctly endorsed for the type of plant you are operating;</li></ul>
<ul style="list-style-type: none"><li>• Current Blue/White Card (Construction Safety Induction) essential;</li></ul>

KNOWLEDGE, SKILLS & ABILITIES
<ul style="list-style-type: none"><li>• Sufficient operating skills for the various pieces of plant and equipment utilised.</li></ul>
<ul style="list-style-type: none"><li>• Sufficient skills to service and maintain the pieces of plant and equipment utilised, in good condition.</li></ul>
<ul style="list-style-type: none"><li>• Sufficient planning skills to fulfil objectives.</li></ul>
<ul style="list-style-type: none"><li>• Have sufficient communication skills to deal with members of the public and other council officers.</li></ul>
<ul style="list-style-type: none"><li>• Knowledge of plant operations and capabilities as required.</li></ul>
<ul style="list-style-type: none"><li>• Up to date knowledge of construction and maintenance techniques and approaches within the areas of your involvement.</li></ul>
<ul style="list-style-type: none"><li>• Sound knowledge of materials used on maintenance and construction works.</li></ul>
<ul style="list-style-type: none"><li>• Sound knowledge of Quality Assurance Procedures and Practices.</li></ul>
<ul style="list-style-type: none"><li>• Knowledge and awareness of environmental issues associated with work activities.</li></ul>
<ul style="list-style-type: none"><li>• Knowledge and awareness of Council's policies and procedures.</li></ul>

## KEY DUTIES AND RESPONSIBILITIES

The key responsibilities may be modified from time to time to ensure that outcomes are coordinated within Council's Operational and Corporate Plans. Without limiting the above, the key responsibilities of the position holder shall include:

- Ensure that timesheets are being completed daily and a detailed record of work carried out is recorded daily on a work sheet if required;
- Liaise and communicate with fellow crew members and Supervisors regarding work activities, daily programs etc.;
- Responsible for the correct maintenance and care of any plant or equipment used in the course of duties;
- Carry out any plant operator duties as directed;
- Ensure that correct signage is used in accordance with current regulations, where applicable;
- Ensure that required quantity of work is achieved on a daily basis and that the quality of the work is satisfactory;
- Assist in any other areas of council operations if required;
- Ensure that correct signage is used in accordance with current regulations, where applicable;
- To complete work orders as required;
- Responsible for the correct maintenance and care of any plant used;
- When performing higher duties, to be fully aware of the job requirements of such positions;
- Report any plant or equipment repairs required by the Supervisor and complete all administrative requirements in this regard;
- Any other duties as directed by the Supervisor, District Engineer, Manager Works or Director Engineering Services.
- Undertake other relevant duties as directed, consistent with skills, competency and training.
- Work is to be carried out in accordance with SAFEPLAN2 – Council's Workplace Health and Safety Management System. Employees must ensure that they do not put the health and safety of themselves or others at risk. Work is to be carried out to meet WHS obligation and responsibilities as detailed in the relevant legislative requirement and standards including Council policies and procedures.
- Report risk exposure to supervisor/ manager and implement risk controls as directed by supervisor/manager.
- To contribute to a work environment that values the contributions made by staff, that is healthy and safe, free of discrimination and which seeks to attract and retain quality staff.

## RECRUITMENT AND SELECTION PROCESS

This guide has been designed to help you understand Goondiwindi Regional Council's selection process.

Council is an equal opportunity employer and selections are based on merit and equity. Council's objective is to appoint the most suitable person to the position, taking into account the nature of the duties, the abilities, qualifications, experience, standard of work performance and personal qualities of the applicants having regard to the Local Government Act, and other relevant legislation.

Selection is based on the assessment of each applicant in relation to their qualifications, skills, experience and the selection criteria (where applicable) provided for the advertised vacancy.



## **APPLICATIONS**

Your application needs to be addressed to the Chief Executive Officer and should contain the following: -

- A brief covering letter – identifying your interest in the position.
- Provide brief details of how your skills, abilities, knowledge, experience and qualifications fulfil the requirements of the position.
- Your resume – this document should include your personal contact details along with a summary of your education, work experience detailing where you have worked, positions held, period of employment and brief details of duties performed.
- Referees – provide names, position titles and telephone numbers of at least two business referees. One of these referees should be your current employer or most recent supervisor.

Applications must be received by the closing date specified above. Late applications will only be considered if prior arrangements have been made with Council.

At an interview you will be asked a set of either behavioural or situational questions by the panel. Behavioural questions ask how you have handled certain situations in the past and situational questions focus on how you would handle a particular aspect of the position.

These questions will have been developed by the selection panel to assess how well you match the position.

## **REFERENCE CHECKS**

The selection panel will conduct reference checks on applicants with the strongest overall performances at the interviews.

## **NOTIFICATION OF APPOINTMENT**

The selection panel will confirm their decision as soon as practicable. Once the decision has been authorised a verbal offer will be made to the successful applicant. Upon acceptance of the verbal offer, a formal offer of employment will be forwarded to the successful applicant stating the terms and conditions of the position. Acknowledgement of these terms and conditions will be required by signing the letter of offer and returning same to Council along with commencement documentation.

All other applicants will then be notified of the decision.