

# Position Vacant – Roller Operator – Dirranbandi

For full details and requirements of the role – Please refer to the Position Description

## **BENEFITS AND CONDITIONS**

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Employment will be in accordance with the Local Government Industry (Stream B) Award State – 2017 and Balonne Shire Council Certified Agreement

- Prior to appointment, the chosen applicant will need to successfully complete a Pre-Employment Medical Examination and a Criminal History check.
- Salary cash component – Level 5 - \$57,876 per annum.
- 9 day fortnight.
- 4 weeks (152 hours) Annual Leave with 17.5% loading per annum.
- 15 days (114 hours) Sick Leave per annum.
- Council offers employees the ability to salary sacrifice some expenses such as rent through a salary packaging arrangement.
- Weekend and after hours work may be required at times.
- Must have the ability to travel throughout the Shire and camp out on weeknights as required.
- Balonne Shire Council is an equal employment opportunity employer and offers a smoke free working environment.
- Superannuation – Guarantee Levy (10.5%) applicable on commencement of employment. Contributions at the rate of 6% (employee) & 13% (employer) are compulsory after 12 months employment. Personal contributions are able to be salary sacrificed.

## **HOW TO APPLY**

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All applications must include:

- A completed Application for Employment Form
- Cover letter
- Resume
- Responses to the selection criteria – found under Position Requirements in the Position Description

Applications may be submitted via email, hand delivered or post as follows:

Email: [recruitment@balonne.qld.gov.au](mailto:recruitment@balonne.qld.gov.au)

Hand delivered: 118 Victoria Street, St George QLD

Post: PO Box 201, St George QLD 4487

**Please quote Council reference – 22-23-021**

For further enquiries regarding this vacancy and associated selection process, please contact Mr Justin Beckmann on 07 4620 8855.

*Note: All information submitted by an applicant for this role is subject to the Right to Information Act 2009. As a result, information submitted by all applicants may be released under the Act if requested.*

**APPLICATIONS CLOSE – 5pm, Tuesday 04 October 2022**

# Position Description – Plant Operator – Roller – Dirranbandi



POSITION DETAILS			
DEPARTMENT:	Infrastructure Services		
POSITION:	Plant Operator – Roller – Dirranbandi		
REPORTS TO:	Construction and Maintenance Supervisor Roads		
DIRECT REPORTS:	Nil		
PRINCIPAL LOCATION:	Dirranbandi Works Depot		
POSITION PURPOSE:	The <b>Plant Operator - Roller</b> is responsible for carrying out operation of rollers (padfoot, smooth drum, grid, multi-tyre) on <b>maintenance &amp; construction</b> works on sealed roads, rural roads and town streets projects as well as general labouring and operation of other plant and equipment as required. Assignment to works crews is at the discretion of the Construction and Maintenance Supervisor Roads.		
POSITION REQUIREMENTS			
TYPE	ESSENTIAL		DESIRABLE
QUALIFICATIONS	<ol style="list-style-type: none"> <li>Current MR class drivers licence, higher class would be an advantage</li> <li>White Card - General Safety induction</li> <li>Plant Operator Certificate for roller</li> </ol>		<ol style="list-style-type: none"> <li>Plant Operator Certificates for plant classifications (grader, backhoe, loader, excavator, skid steer loader)</li> <li>Traffic Control and Traffic Management tickets</li> <li>Chainsaw competency licence</li> <li>Cert III Civil Construction or Plant Operation</li> </ol>
SKILLS	<ol style="list-style-type: none"> <li>Ability to interpret and apply policies and procedures</li> <li>Demonstrable ability to work unsupervised, meet demanding deadlines and deliver high quality outcomes</li> <li>Demonstrable customer service and communication skills with an ability to liaise effectively with people in a culturally diverse environment</li> </ol>		
EXPERIENCE	<ol style="list-style-type: none"> <li>Minimum two (2) years' relevant experience in road construction and maintenance, in similar positions</li> </ol>		<ol style="list-style-type: none"> <li>Experience in local authority</li> </ol>
IMMUNISATION REQUIREMENTS			
The ticked boxes indicate the immunisations required for this role in accordance with the <b>BAL-1044 Immunisation Procedure</b> .			
<input type="checkbox"/> Influenza	<input checked="" type="checkbox"/> Hepatitis A	<input type="checkbox"/> Varicella (chickenpox)	<input type="checkbox"/> Pertussis (whooping cough)
<input type="checkbox"/> Tetanus	<input checked="" type="checkbox"/> Hepatitis B	<input type="checkbox"/> MMR	<input type="checkbox"/> Rabies
<input type="checkbox"/> Q Fever	<input type="checkbox"/> Other:		
POSITION KPI's			
Key performance indicators for the position are developed in consultation with the employee as part of their annual performance appraisal.			

<b>AUTHORITY/DELEGATION</b>
Works independently under general guidance, guidelines and objectives provided by the Construction and Maintenance Supervisor Roads. This position has delegated purchasing authority in accordance with <b>Council's Delegation Register</b> .
<b>RESPONSIBILITIES</b>
<b>INHERENT RESPONSIBILITIES</b>
<ul style="list-style-type: none"> <li>• To work in a competent, professional, and ethical manner at all times, respecting clients and fellow workers.</li> <li>• Work in a safe manner at all times and report any workplace risks.</li> <li>• To comply with all Council policies, practices and procedures and fulfill Council reporting functions as required.</li> <li>• Communicate all health and safety matters to supervisors where applicable.</li> <li>• To be punctual and reliable</li> <li>• To report problems or difficulties encountered</li> <li>• Contribute to the Council with suggestions for improvement</li> <li>• Monitor personal qualifications and licences to ensure currency</li> <li>• All council employees are bound by the <i>Local Government Act 2009</i> to act with integrity, and in a way that shows a proper concern for the public interest. All employees are responsible for acting in accordance with the Balonne Shire Code of Conduct and relevant policies, procedures and protocols as may be applicable.</li> <li>• Communicate reliably and regularly, especially when working alone.</li> <li>• Be environmentally responsible by minimising wastage without compromising safety or effectiveness</li> </ul>
<b>KEY RESPONSIBILITIES</b>
<p>The key responsibilities may be modified from time to time to ensure the expected outcomes are coordinated with Council's operational and corporate plans. The key responsibilities include but are not limited to:</p> <p><b>Roller Operations</b></p> <ul style="list-style-type: none"> <li>• Safely operate a roller (padfoot, smooth drum, grid, multi-tyre) on general maintenance works and construction jobs</li> <li>• Daily servicing, maintaining and cleaning of allocated roller</li> <li>• Work with herbicides and bituminous products</li> <li>• Work alone in remote locations</li> <li>• Undertake manual handling/labouring duties as directed by the C&amp;M Supervisor Roads or the RMPC and Construction Supervisor</li> <li>• Travel throughout the Shire and camp out on weeknights as required</li> <li>• Perform other duties within your capabilities as directed</li> </ul> <p><b>General Labouring</b></p> <ul style="list-style-type: none"> <li>• Undertake labouring duties as required for general construction and maintenance projects including (but not limited to):             <ul style="list-style-type: none"> <li>• road and street maintenance - bitumen patching, gravelling, sign replacement, guide post replacement, culvert pipe clearing etc</li> <li>• traffic control</li> <li>• street cleaning</li> <li>• waste collection</li> <li>• mowing and slashing, herbicide application</li> <li>• parks and gardens maintenance, herbicide and pesticide application</li> <li>• footpath construction and maintenance</li> <li>• kerb and channel construction and maintenance</li> </ul> </li> <li>• Assist the RMPC (TMR Road Maintenance) Crew with work within the shire including potential emergency callouts</li> <li>• Assist the town supervisor as directed</li> <li>• Assist the project manager with works that Balonne Shire Council is undertaking</li> </ul>

- Assist C&M Supervisor Roads in logging of council defects on roads, kerb & channel and other council infrastructure

## MANAGEMENT SYSTEM RESPONSIBILITIES

### Quality Management

- Willingness and ability to adapt to challenge and opportunities:
  - changing workforce capabilities through multiskilling, succession planning, knowledge management
  - changing technologies and operational procedures by expanding your knowledge of future trends and required competencies
- Willingness and ability to set the example and live the values
- Willingness and ability to advocate a positive and constructive coaching and feedback culture
- Willingness and ability to promote and embody a positive attitude by connecting to a sense of purpose
- Willingness to accept responsibility for your own actions and decisions, and to be held accountable for such
- Willingness and ability to integrate the competing demands of work, home, community and self

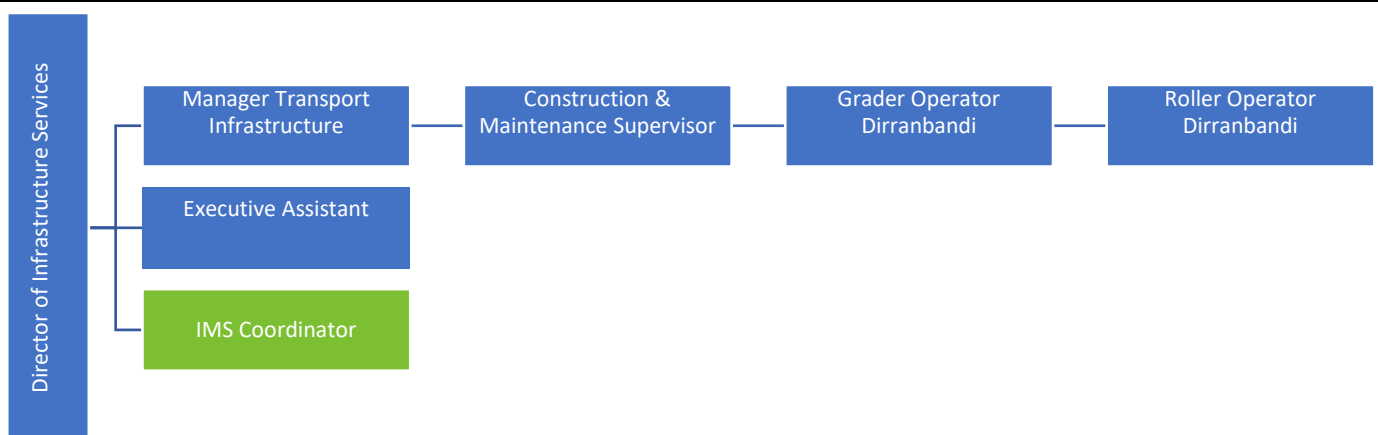
### Safety Management

- Be responsible for applying WHS to daily tasks performed in the workplace including completion of risk assessments
- Maintain knowledge of safe work procedures in relations to maintenance and construction work
- Complete all required WHS forms within timeframes established
- Utilise all personal protective equipment where supplied for your personal protection
- Report all matters beyond your authority promptly
- Take all practical measures to ensure that your workplace is safe and without risk to health or property

## ADMINISTRATION RESPONSIBILITIES

- Assist with the continuing development of cultural change and continuous improvement within the workforce to ensure departmental services are provided in a competitive, cost effective manner
- Provide appropriate information as requested to assist with the preparation of annual estimates of expenditure in the section, and to report to the Construction and Maintenance Supervisor Roads circumstances which may cause significant variances in actual expenditure from approved estimates as soon as identified
- Ensure that requests are investigated, acted on and reported upon in accordance with Council Policy
- Ensure that Council Policies and manuals are fully understood and adhered to
- Ensure that approved purchasing procedures are adhered to
- Keep the Construction and Maintenance Supervisor Roads appropriately and adequately informed on the current state of activities in the section 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
- Completion of digital time sheets on a daily basis

## ORGANISATIONAL STRUCTURE



# Application for Employment

Please complete this form for **each** position being applied for. You **must** attach a resume and cover letter to your application. You may also wish to attach additional supporting documentation.

Position:	Reference Number:
<b>Applicant Details</b>	
Surname:	First name:
Postal Address:	
Contact Number:	Alternate Number:
Email Address:	
<b>Summary of Work History</b>	
<b>Current Employer:</b>	Commenced:     /     /
Location:	
Main Duties:	
<b>Previous Employer:</b>	Commenced:     /     /
Location:	Concluded:     /     /
Main Duties:	
<b>Previous Employer:</b>	Commenced:     /     /
Location:	Concluded:     /     /
Main Duties:	

# Application for Employment

## Licences, Tickets and Qualifications

- |   |  |
|---|--|
| <input type="checkbox"/> C – Car                            | <input type="checkbox"/> LB – Front End Loader Backhoe |
| <input type="checkbox"/> LR – Light Rigid                   | <input type="checkbox"/> LF – Forklift                 |
| <input type="checkbox"/> MR – Medium Rigid                  | <input type="checkbox"/> LG – Grader                   |
| <input type="checkbox"/> HR – Heavy Rigid                   | <input type="checkbox"/> LL – Front End Loader         |
| <input type="checkbox"/> HC – Heavy Combination             | <input type="checkbox"/> LR – Road Roller              |
| <input type="checkbox"/> Chainsaw – Cross Cut               | <input type="checkbox"/> LS – Skid-steer Loader        |
| <input type="checkbox"/> Chainsaw – Felling                 | <input type="checkbox"/> Traffic Control               |
| <input type="checkbox"/> White Card (Construction Industry) | <input type="checkbox"/> Cert III Civil Construction   |
| <input type="checkbox"/> Cert III Water Industry Operations | <input type="checkbox"/> Other: _____                  |

## Experience

Have you ever performed plant operation and/or truck driving duties?  Yes  No

*Estimated total length of experience (years)*

- |   |  |
|---|--|
| <input type="checkbox"/> Front End Loader | <input type="checkbox"/> Front End Loader  |
| <input type="checkbox"/> Road Roller      | <input type="checkbox"/> Skid-steer Loader |
| <input type="checkbox"/> Forklift         | <input type="checkbox"/> Truck Driving     |
| <input type="checkbox"/> Grader           | <input type="checkbox"/> Other:            |

*In which industry did you gain the majority of this experience?*

- |   |
|---|
| <input type="checkbox"/> Rural Industry                   |
| <input type="checkbox"/> Mining Industry                  |
| <input type="checkbox"/> Road Construction / Maintenance  |
| <input type="checkbox"/> Other Construction / Maintenance |
| <input type="checkbox"/> Combination of most of the above |
| <input type="checkbox"/> Other:                           |

Have you ever performed general labouring duties?  Yes  No

*Estimated total length of experience:*

- |   |
|---|
| <input type="checkbox"/> Less than 2 years            |
| <input type="checkbox"/> Between 2 years and 5 years  |
| <input type="checkbox"/> Between 5 years and 10 years |
| <input type="checkbox"/> More than 10 years           |

*In which industry did you gain the majority of this experience?*

- |   |
|---|
| <input type="checkbox"/> Rural Industry                   |
| <input type="checkbox"/> Mining Industry                  |
| <input type="checkbox"/> Road Construction / Maintenance  |
| <input type="checkbox"/> Other Construction / Maintenance |
| <input type="checkbox"/> Combination of most of the above |
| <input type="checkbox"/> Other:                           |

Have you ever performed in a supervisory role?  Yes  No

*Estimated total length of experience:*

- |   |
|---|
| <input type="checkbox"/> Less than 2 years            |
| <input type="checkbox"/> Between 2 years and 5 years  |
| <input type="checkbox"/> Between 5 years and 10 years |
| <input type="checkbox"/> More than 10 years           |

*In which industry did you gain the majority of this experience?*

- |   |
|---|
| <input type="checkbox"/> Rural Industry                   |
| <input type="checkbox"/> Mining Industry                  |
| <input type="checkbox"/> Road Construction / Maintenance  |
| <input type="checkbox"/> Other Construction / Maintenance |
| <input type="checkbox"/> Combination of most of the above |
| <input type="checkbox"/> Other:                           |

## Application Questions

Do you require any special arrangements at an interview?  Yes  No

If yes, please provide details below: \_\_\_\_\_

Do you hold a current Queensland Driver's Licence?  Yes, number: \_\_\_\_\_  No

What is your current residency status?

- Australian Citizen  
 New Zealand Citizen  
 Resident of Australia  
 Other:

Do you have proof of Right to Work in Australia in accordance with the Department of Immigration and Citizenship guidelines?  Yes  No  Non-citizen with a valid visa that provides work rights

Where did you find this advertisement?

- Seek  Employee referral  
 Facebook  Newspaper  
 Other social media  Council website  
 Other:

## Referees

Please list the names of two (2) professional referees who are in a position to provide a reference about your work performance:

### Reference No. 1

Name:		Contact Number:
Organisation:		Direct Supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No

### Reference No. 2

Name:		Contact Number:
Organisation:		Direct Supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No

## Declaration

I declare that, to the best of my knowledge, the answers to the questions in this application are correct, and I understand that, if any false or deliberately misleading information is given or any material fact suppressed, I will not be accepted for employment by Council. If such information or fact is discovered after I have been employed by Council, my employment may be terminated. I understand that I may be required to undergo a pre-employment functional assessment, criminal history check, drug and alcohol test prior to commencement of employment.

Have you attached a copy of your **resume** and **cover letter**?  Yes  No

Applicant's Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

*Thank you for your interest and for considering us as a potential employer. Balonne Shire Council is an Equal Employment Opportunity Employer.*