



Position Description

Grader Operator / Labourer

Application Close:
8:00am on Tuesday 12 August 2025

Position title

Grader Operator/ Labourer

Position number

WU10309

Department

Works & Utilities

Classification

Level 7, Queensland Local Government Industry (Stream B) Award 2017 and
Winton Shire Council Enterprise Bargain Agreement 2023 as varied

Terms of employment

Full time

Supporting documents

Employee Code of Conduct
Workplace Health & Safety Responsibilities
Winton Shire Council Drug and Alcohol Policy

Organisational environment

Winton Shire Council's Mission Statement is:

"Through meaningful engagement, implement a range of strategies that cater to people from all walks of life, our community needs and aim to enrich our lifestyle and preserve our heritage".

Winton Shire Council's Vision is:

"To grow our community and explore exciting, new and innovative opportunities which will retain existing and attract new people with whom we can share our unique lifestyle and rich heritage".

Winton Shire Council's Corporate Values are:

Accountability:

The ethical concept associated with responsibility, enforcement, blameworthiness, transparent process, liability, and other terms associated with being answerable for the trust that is bestowed by those whom we serve.

Effectiveness:

The idea of carrying out a program or process that is entirely adequate to accomplish the purpose that has been identified as a goal or aspiration.

Efficiency:

The concept that in the process of pursuing or effecting any program, procedures, or task where all wastage is minimised.

Sustainability:

Is the capacity to maintain a certain process or state indefinitely? When applied in an economic context, a business is sustainable if it has accepted its practices for the use of renewable resources and is accountable for the environmental impact of its activities.

Meaningful Community Engagement:

Encompasses the principle of seeking the views and opinions of the Community. This is to be through an effective committee system and public consultation process as part of Council's decision making methodology.

Good Governance:

This describes the process of decision-making and the process by which decisions are implemented (or not implemented), hereby, public institutions conduct public affairs, manage public resources, and guarantee the realisation of human rights. Good governance accomplishes this in a manner essentially free of abuse and corruption and with due regard for the rule of law.

Ethical and Legal Behaviour:

Ethical behaviour is characterised by honesty, fairness, and equity in all interpersonal relationships. Ethical behaviour respects the dignity, diversity and rights of individuals and groups of people. When coupled with legal behaviours there is an expectation that there will be a penalty for conduct that breaches any law statute or regulation.

Organisational relationships

Reports to:

Construction Foreman

Supervision of:

Contractors

Internal Liaisons

Works Department

External liaisons

Property Owners, general Public

Position objectives

- To operator plant (particularly graders and other plant as required such as rollers, loaders, etc.) machinery, and trucks and perform labouring in civil construction and maintenance projects (roads, drainage etc.), signage erection and other areas as directed.

Organisational commitment

Corporate

All Local Government employees are required to comply with relevant Acts and regulations, Council's policies and procedures as amended from time to time.

Confidentiality and improper use of information

All Council documents and information are treated with complete confidentiality. Information gained during employment with Local Government must not be used to gain advantage, or to cause detriment to the Local Government.

Continuous quality improvement

All employees are encouraged to embrace the concept of Continuous Quality Improvement (CQI) within the workplace. This will encourage creativity and innovation and identify and implement improved ways of doing things through this structured process.

Workplace Health and Safety

All employees have a duty under the *Workplace Health and Safety Act 2011* Section 28. Workers and any other person includes Council employees as well as contractors, sub-contractors, labour hire workers, trainees, apprentices, work experience students, volunteers and visitors. Workers and any "Other Person" who enters Council's workplace must apply the WHS Duty of reasonable care.

Reasonable care

This includes:

- Taking reasonable care for his or her own health and safety

- Taking reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons
- Complying, so far as the worker is reasonably able, with any reasonable instruction that is given by an authorised officer of Council to allow the person to comply with a WHS requirement

Worker Responsibilities include:

1. Attending and participating in pre-start meetings as required, to identify any potential WHS issues and implementing control options to eliminate or minimise any risks before commencing work.
2. Inspecting plant and equipment before using it to ensure that it is safe for use.
3. Reporting any defective or damaged plant, tools and equipment to the Supervisor as required.
4. Taking personal responsibility for the safety of themselves and others that may be affected by work conducted by themselves as a worker of Council.
5. Complying with any Policies or Procedures and complying with any work directions and/or instructions that are provided.
6. Monitoring and assessing WHS hazards and risks while conducting any work, and reporting any issues to the relevant supervisor as required.
7. Consulting with the supervisor and WHS Safety Representative for their designated work group on any safety issues as required.
8. Monitoring the safety conduct of co-workers including Contractors and reporting any concerns immediately to the contractor or the Supervisor.
9. Stopping work and notifying the Supervisor if there is imminent risk of injury.

Qualifications/Licences/Tickets required

Mandatory

- Must possess and maintain a current "MR" class driver's licence.
- Possession of a current Grader Operator qualification.
- Possession of a current General Safety Induction Card.

Desirable

- Possession of other plant accreditations would highly advantageous.

Additional requirements and working conditions

The following requirements and working conditions will be necessary in this role:

- Demonstrated commitment to following Workplace Health and Safety procedures and policies.
- Ability to work in a team environment.
- Demonstrated ability in plant operations including grader operation.
- Demonstrated ability to cope with physical labour in extreme heat.

- Sound oral and written communication skills.
- Travel within the Shire will be required of this position. Council vehicles will be operated for business purposes only.

Statement of key responsibilities and duties

The following 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 of the position are:

1. Work remotely unsupervised and plan works and direct a small works team;
2. Operator plant, machinery, and trucks on Council worksites (will be dependent on accreditations held) in a professional manner displaying in due courtesy to all other road users;
3. In plant driving operations, the position is responsible for undertaking minor routine maintenance e.g. greasing and checking of correct functioning of all systems. The position will be responsible for ensuring all safety pre-start and post-use checks are carried out and that administrative controls i.e. log books are maintained in accordance with Council procedures. Specific task allocation will be at the discretion of the foreman in accordance with the work activities being performed.
4. Undertake training on operation of plant as required;
5. Perform general labouring activities including sign erection, shovelling, sweeping, loading/unloading trucks/ vehicles etc;
6. Any other duties as directed by Position Supervisor, relevant to the position and within the capabilities of the officer.

Key selection criteria

The applicant's suitability for this role will be assessed against the following competencies:

Selection Criteria 1

Demonstrated commitment to following Workplace Health & safety procedures and policies.

Selection Criteria 2

Ability to work in a team environment.

Selection Criteria 3

Demonstrated ability in plant operations and the possession of a grader operator qualification.

Selection Criteria 4

Possession of a current "MR" Class Driver's Licence.

Selection Criteria 5

Demonstrated ability to cope with physical labour in extreme heat.

Selection Criteria 6

Possession of a General Safety Induction ticket.

Other relevant information

- The selected applicant will be subject to a criminal history check – undertaken and paid for by Council.
- The selected applicant will be required to undertake a pre-medical assessment to prove that they are medically fit to carry out the duties and responsibilities of the position with Council covering the cost.
- This position will be subject to a minimum probationary period of three (3) months. The applicant's employment will undergo a review at the end of the probationary period and a recommendation will be made to the Chief Executive Officer regarding permanent employment in the position.
- The selected applicant may be required to provide Winton Shire Council with a recent photograph of the person, at the time of the person's induction, for the purpose of creating a Winton Shire Council Employee Identity Card. Under (s138A) of the Queensland Local Government Act 2009 the employee has a legal obligation to hand any such identity card/s back to the employer within twenty-one days of termination of employment, unless the employee has a reasonable excuse.

In the event of organisational change or restructure, Council may require employees to undertake other roles for which they are qualified and capable of performing.

Authorisation

(This section to be completed with the successful applicant upon completion of the recruitment process)

By signing this authorisation, the successful applicant acknowledges that they have read this Position Description and understand the responsibilities associated with the position.

I,

accept the position of **Grader Operator/ Labourer** with the Winton Shire Council and the details as outlined in the Position Description.

I have been given an opportunity to ask questions about the contents and I understand the terms and conditions outlined in this document.

Signature:

Date

Recruitment process

Candidates should lodge their applications in accordance with the directions outlined in “How to Apply for the Position” below.

How to apply for the position

We invite you to lodge a formal application which MUST include a:

- **Resume,**
- **Cover letter, and**
- **Response to the Selection Criteria**

Completed applications are to be forwarded to: jobs@winton.qld.gov.au

Shortlisting and interviews

The Shortlisting of all applicants will be undertaken by a Selection Panel within five (5) working days after receipt of a completed suitable application. Interviews may be conducted face to face, or via video-conferencing or tele-conferencing, depending on the location of candidates and the technology available at the time.

Further information

For further information in relation to this position please contact Winton Shire Council, on 07 4657 2666.