



Position Vacant Paveliner Truck Driver

The Shire of Paroo is a local government area in Southwest Queensland, Australia. The Paroo Shire covers an area of 47,623 square kilometres (18,387 sq mi). In the 2021 census, the Shire had a population of 1,679. The region incorporates four towns Cunnamulla, Yowah, Eulo and Wyandra, with Cunnamulla being the hub of the Shire and is centrally situated on the crossroads of the Balonne and Mitchell Highways. Cunnamulla, meaning “long stretch of water”, gets its name from the picturesque Warrego River which meanders past the town and is a popular spot for fishing and water sports.

The Position

As the Paveliner Truck Driver you will provide a safe, efficient and compliant operation of the Paveliner Truck. You will work as part of the Maintenance team to complete range of works, plan and lead works projects for Council and external stakeholders, including private works.

Selection Criteria

1. Ability to communicate clearly and effectively with Co-workers and stakeholder;
2. Ability to provides a high level of customer service within their area of responsibility;
3. Ability to plan and complete assigned projects in the designated timeframe;
4. Demonstrate routine maintenance of the Paveliner Truck to ensure reliable operation;
5. Demonstrate a model safe and healthy behaviour in the work place; and
6. Ability to comply with Council Policies and procedures, including the Staff Code of Conduct, WHS Policy and Environmental Policy.

Experience & Qualifications

Essential

- Ability to legally operate a motor vehicle under a ‘HR’ Class Queensland Drivers Licence or higher is an essential requirement for this position.
- Ability to work alone and manage time to meet work deadlines within the agreed budget and work schedule.
- Capable of carrying out physical requirements of this position including manual labouring as required.
- Basic numeracy and literacy skills to complete timesheets, SWMS, SOP’s, Risk Assessments etc.
- Current Level 2 Traffic Management or ability to obtain.

Desirable

- Loader, Backhoe, Skid Steer Operator Qualifications
- MC Class Driver’s Licence.

Benefits

- A competitive remuneration package is offered \$60,555 plus allowances.
- 4 weeks annual leave with 17.5% loading
- 9-day fortnight
- Uniforms provided.

A position description is available below. Applications close when the position is filled.

To apply please email your resume, cover letter outlining your experiences of the selection criteria and application form to hr@paroo.qld.gov.au For further information please contact the HR Officer on 07 4655 8400.

Please note we can only consider your application if you are eligible to work in Australia.

Position Description

| | |
|--------------------|---|
| Title: | Paveliner Truck Driver |
| Award: | Queensland Local Government Industry Award (Stream B) – State 2017, and Paroo Shire Council –Operational Staff Certified Agreement 2021-2024. |
| Level: | 6 |
| Department: | Infrastructure |
| Location: | Cunnamulla |

Position Objectives

As the Paveliner Truck Driver you will provide a safe, efficient and compliant operation of the Paveliner Truck. You will work as part of the Maintenance team to complete range of works, plan and lead works projects for Council and external stakeholders, including private works.

Reporting Arrangements and Delegations

- This role is part of the Maintenance Team within the Infrastructure Department of Council and reports to the Works Coordinator.
 - For most projects, you will be working with at least 1 Labourer operator assisting you.
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Key Selection Criteria

1. Ability to communicate clearly and effectively with Co-workers and stakeholder;
 2. Ability to provides a high level of customer service within their area of responsibility;
 3. Ability to plan and complete assigned projects in the designated timeframe;
 4. Demonstrate routine maintenance of the Paveliner Truck to ensure reliable operation;
 5. Demonstrate a model safe and healthy behaviour in the work place; and
 6. Ability to comply with Council Policies and procedures, including the Staff Code of Conduct, WHS Policy and Environmental Policy.
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Skills and Experience

- Ability to work alone and manage time to meet work deadlines within the agreed budget and work schedule.
 - Flexibility to work overtime and camp out as required.
 - Capable of carrying out physical requirements of this position including manual labouring as required.
 - Flexibility to work overtime and camp out as required.
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Qualifications

Essential

- Ability to legally operate a motor vehicle under a 'HR' Class Queensland Drivers Licence or higher is an essential requirement for this position.
- Ability to work alone and manage time to meet work deadlines within the agreed budget and work schedule.
- Capable of carrying out physical requirements of this position including manual labouring as required.
- Basic numeracy and literacy skills to complete timesheets, SWMS, SOP's, Risk Assessments etc.
- Current Level 2 Traffic Management or ability to obtain.

Desirable

- Loader, Backhoe, Skid Steer Operator Qualifications

- MC Class Driver's Licence.

Key Responsibilities and Duties

Paveliner Truck Driver

- Undertake general labouring duties as required and directed;
- Operate Paveliner Truck with key emphasis on industry standards;
- Maintain traffic management as per Councils Safety policies and WH&S Legislation;
- Inform your supervisor and the Workshop Coordinator of any service requirements to the truck including defect reporting;
- Ensure correct maintenance and care of truck at all times;
- Consistently complete allocated tasks within agreed timeframes;
- Undertake other tasks up to and including your competency and level;
- Actively participate in identifying, recommending, developing, and implementing measures through which works can continue to improve in safety and productivity; and
- Commitment to Workplace Health and Safety, Council's Code of Conduct.

Work Health & Safety

- Be responsible and accountable for adhering to the WHS Obligation & Responsibility Statements applicable to the position. All safety documentation is available in Council's safety management system;
- 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 parks & gardens, maintenance and construction work;
- Report all matters beyond your authority promptly; and
- Take all practical measures to ensure that your workplace is safe and without risk to health or property.

ADDITIONAL POSITION REQUIREMENTS

The incumbent must be:

- Prepared to work flexible hours to meet the requirements of the position;
- Medically fit and physically capable to meet requirements of the position; and
- In compliance with legislation and Paroo Shire Council Policy you will be required to provide a current National Police Check Certificate and have a Pre-Employment Health Assessment.

Ethical Behaviour

Employees must:

- Perform all jobs, tasks and processes in accordance with relevant guidelines and standards;
- Operate and maintain all Council assets including plant, fleet and equipment within Council guidelines and manufacturers' specifications;
- Behave in a manner consistent with Council's Code of Conduct and HR policies and the Local Government Act 2009; and
- Maintain confidentiality of all Council information obtained during the course of employment.

Customer Service

Employees must:

- Foster and maintain strong public relations with Council's ratepayers, clients and other bodies directly or indirectly associated with Council; and
- Provide consistent and excellent customer services to all stakeholders.

Teamwork and Participation

Employees must:

- Establish and maintain effective professional relationships with the Chief Executive Officer, managers, supervisory staff, employees and contractors; and

- Maintain a positive team culture based on honesty, trust and integrity.

OTHER INFORMATION

- Paroo Shire Council is an Equal Employment Opportunity employer;
- All Employees within Council are subject to an initial three-month probationary period; and
- It is essential that applicants are interested in the lifestyle and unique rewards of working towards the development and prosperity of a small rural remote community.

PHYSICAL REQUIREMENTS

| SEDENTARY WORK | | | | | | | |
|---|--|---|-------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Light Duty | Frequent lifting / carrying of objects weighing up to 5kgs. | | | | | <input type="checkbox"/> | |
| Work | Frequent lifting / carrying of objects weighing up to 10kgs. | | | | | <input type="checkbox"/> | |
| Heavy Work | Frequent lifting / carrying of objects not exceeding 25kgs | | | | | <input checked="" type="checkbox"/> | |
| WORK ENVIRONMENT | | | | | | | |
| ATTRIBUTE | | | MANOEUVRE | FREQUENT | OCCASIONAL | NONE | |
| Chemicals | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO | Bending | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Cold | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO | Squatting | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Dampness | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO | Climbing | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Fumes/gases | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO | Twisting | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Heat / Humidity | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO | Reaching | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Heights | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO | PLANT OPERATION | | | | |
| Noises | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO | Maximum seat rating of 120kgs | | | | |
| SPECIFIC ACTIONS REQUIRED | | | | AUDIO – VISUAL DEMANDS | | REPETITIVE MOTIONS | |
| This job may include: | | | | | | | |
| Standing/Walking | Sitting | Driving | | Hearing | <input checked="" type="checkbox"/> | Foot Movement | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> None | <input type="checkbox"/> None | <input type="checkbox"/> None | | Depth Perception | <input type="checkbox"/> | Fine Manipulation | <input type="checkbox"/> |
| <input type="checkbox"/> Occasional | <input checked="" type="checkbox"/> Occasional | <input type="checkbox"/> Occasional | | Colour Discrimination | <input type="checkbox"/> | Pushing/Pulling | <input checked="" type="checkbox"/> |
| <input checked="" type="checkbox"/> 1-4 hrs | <input type="checkbox"/> 1-4 hrs | <input type="checkbox"/> 1-4 hrs | | Peripheral Vision | <input checked="" type="checkbox"/> | Finger Dexterity | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> 4-6 hrs | <input type="checkbox"/> 4-6 hrs | <input type="checkbox"/> 4-6 hrs | | | | Simple Grasping | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> 6-8 hrs | <input type="checkbox"/> 6-8 hrs | <input checked="" type="checkbox"/> 6-8 hrs | | | | | |

POSITION DESCRIPTION ACCEPTANCE

I agree and accept all terms, conditions and duties outlined in this document.

Employee Name.....

Date.....

Employee Signature.....

CEO Name CASSANDRA WHITE

Date /11/2023

CEO Signature