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# CANDIDATE INFORMATION KIT

## **GRADER OPERATOR** **CIVIL CONSTRUCTION WORKS**

**Job Reference: CSC05**



Applications will remain open until position is filled

*A career with Council can offer you the  
work/life balance you've been looking for!*

Thank you for your interest in applying for the Grader Operator role with Cook Shire Council.

Cook Shire Council is a progressive and forward thinking organisation with a rich blend of culture and community connections and collaboration. Our Council brings tremendous positive opportunities and provides for a bright, healthy and sustainable future for our Shire, its residents and communities.

We have compiled this Candidate Information Kit to provide an overview of Cook Shire Council and the advertised position, to assist you in preparing your application.

The kit contains the following information:

- Application Guide
- Position Details
- Information about Cook Shire

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## APPLICATION GUIDE

The information contained in this guide is designed to assist you in preparing an application for this vacant position within Cook Shire Council.

Your application determines whether you will be shortlisted for an interview. It is your opportunity to show the selection panel that you have the knowledge, skills, experience and ability to do the job.

### HOW TO APPLY

Before you apply, please read the position description contained within this guide carefully to assess your eligibility and suitability for the position. You may be required to answer some questions that relate to the selection criteria. You will also be asked to provide your current resume, including two recent employment related referees.

#### ***Online, in person or via mail***

For this particular role, Council will accept applications submitted in writing via the following options:

Online: [www.cook.qld.gov.au/work](http://www.cook.qld.gov.au/work)  
In person: Administration building, 10 Furneaux Street, Cooktown Qld 4895  
Mail: Attention: Human Resources, PO Box 3, Cooktown, Qld, 4895  
Email: [work@cook.qld.gov.au](mailto:work@cook.qld.gov.au)

Ensure you allow enough time to complete and submit your application by the due date.

#### ***Cover letter***

Your cover letter should be a brief introduction about yourself outlining what qualities would make you desirable for the role.

#### ***Your resume***

A resume is a brief written account of personal, educational and professional qualifications and experience. A good resume is easy to read with recent, relevant and most notable details.

Any qualifications, licenses, tickets or certificates relevant or required as part of your application should be included as clear photocopies (do not submit originals).

As part of your resume, you should provide the name and contact details of two (2) work related referees. Preferably these referees will be your current or most recent supervisor or manager. Ensure the people you choose are agreeable to being your referee and to have their contact details in your resume.

## SHORTLISTING & INTERVIEWS

Based the selection panel's assessment of the written applications received, the panel will create a shortlist of applicants who will be asked to attend an interview.

If you are chosen for interview, you will be given adequate notice and afforded the same opportunities as all other interviewees. The selection panel will ask you questions related to the selection criteria to decide which candidate best meets the requirements for the position.

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After all interviews have been conducted, the selection panel will make a decision based on information from written applications, interviews, referee reports and any other methods of assessment used. If no applicant meets the selection criteria to the required standard, the panel will recommend to the Chief Executive Officer that the position be re-advertised.

## PRE EMPLOYMENT MEDICAL EXAMINATION

If you are successful, a pre-employment medical examination will be required. Drug screening will be part of the medical examination. Positive result of any prohibited drugs may result in withdrawal of offer of employment.

## SUMMARY & CONDITIONS OF EMPLOYMENT

Job reference	CSC05
<b>Position:</b>	<b>Grader Operator</b>
<b>Location:</b>	Based at Council's Depot, 31 Charlotte Street, Cooktown
<b>Tenure:</b>	Full time
<b>Remuneration:</b>	Queensland Local Government Industry (Stream B: Division 2, Section 5) Award – State 2017.  Attractive salary package will be offered subject to qualifications and experience
<b>Benefits:</b>	9 day fortnight (every 2 <sup>nd</sup> Friday off).  5 weeks annual leave  15 days personal leave
<b>Superannuation:</b>	Up to 12% Superannuation contributions

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## POSITION DESCRIPTION

<b>Position Title:</b>	Grader Operator
<b>Division:</b>	Infrastructure Services
<b>Location:</b>	Depot, Charlotte Street, Cooktown
<b>Award/Classification</b>	Queensland Local Government Industry (Stream B) Award – State 2017

### 1 POSITION OBJECTIVES

- Responsible for the safe, efficient and effective operation of Graders in all situations within civil construction and maintenance.
- Responsible for the provision of daily start up checks in accordance with Council's maintenance manual.
- Compliance with workplace health and safety obligations.

### 2 POSITION DUTIES AND RESPONSIBILITIES

Duties and responsibilities include but are not limited to:

- Provide high standard of operating skills on a grader to final trim roadworks.
- Carry out maintenance and construction grading operations in accordance with the State Road Rules, Manufacturers Requirements and prevailing conditions.
- Operate other designated items of plant within the operator's capabilities and certification.
- Hands on labouring tasks associated with maintenance and construction of roads and structural works and other civil infrastructure.
- Provide a high level of customer service at all times, to both internal and external customers.
- Carry out all work assigned in a timely, efficient and effective manner to the levels and direction as appropriate.
- Complete required paperwork in a prompt and detailed manner.
- At all times maintain a safe workplace and perform safe plant operations within the limits of the manufacturer's specifications.
- At all times maintain plant in a reliable workmanlike manner.
- Perform daily and other routine servicing and safety maintenance checks as required.
- Identify and report any faults immediately to Supervisor.
- Undertake works in accordance with all quality, environmental and health and safety requirements, completing all appropriate documentation.
- Liaise and coordinate with others to ensure efficient delivery of Council services.
- Required to perform other duties as required by Supervisor/Manager within the scope of this role.

### 3 POSITION REQUIREMENTS

#### 3.1 Qualifications, Experience, Licences and Skills.

- Relevant Certificate of Competency for Grader Operations.
- Well-developed skills in the operation of graders and other designated items of plant.
- HR (Heavy Rigid) Driver's Licence.
- Construction White Card.
- Proven experience in civil construction and maintenance operations.
- Mechanical knowledge.

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- Sound written and verbal communication skills.
- Sound interpersonal and customer service skills.
- Sound problem solving and decision making skills.
- Ability to work in a co-operative manner with others in a team environment.
- Ability to understand and act upon instructions and tasks.
- Ability to deal with the public courteously and efficiently.

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### 3.2 Training

- Training will be provided as required.
- The incumbent may be required as part of this position to attend professional development opportunities.

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### 3.3 Workplace Standards

- Compliance with Council's Code of Conduct, Corporate Policies and Procedures.
- Provision of high level of customer service satisfaction and quality of service to internal and external customers.
- Commitment to Equal Employment Opportunity, Diversity and Merit principles.
- Not disclose or use confidential information other than in appropriate situations with duly authorised persons.
- Be impartial in all Council activities undertaken in this role.
- Not engage in other employment or contact work that may result in a direct or indirect conflict of interest with Council.
- Promote and maintain a positive, professional image for Council activities.
- Adopt a pro-active approach to all duties and use initiative within the scope of responsibility.
- Conduct all business transactions in an ethical, friendly, efficient and professional manner.
- Contribute toward the efficient and effective operation of Council's Infrastructure Section and Council's overall operations.
- Must be willing to travel in connection with the position, including camping away in remote areas.

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### 3.4 Workplace Health and Safety

- Compliance with Council's Workplace Health and Safety Management System.
- Compliance with all documented Workplace Health and Safety Policies, Procedures, work and verbal instructions issued by Council and its officers.
- Following procedures in the areas of hazard and risk management and injury prevention strategies.
- Maintaining a safe and healthy work environment.
- Performing all work and associated functions in a safe manner.
- Correctly using and maintain all personal protective clothing and equipment supplied by Council.
- Identifying hazards, conducting risk assessments and taking corrective action to eliminate hazards where possible in the workplace, and/or report hazards and risks in accordance with WH&S procedure.
- Reporting and assisting with the investigation of all incidents within the workplace including minor injuries, near hit and property damage.

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- Attending any tool box talks or specific training supplied by Cook Shire Council.
- Working in a manner that will not endanger themselves, other employees or the public.
- Being familiar with the location of first aid treatment areas, fire protection facilities and evacuation procedures.
- Report any concerns for WH&S to your Supervisor.

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## INFORMATION ABOUT COOK SHIRE

Cook Shire is the largest land area Shire in Queensland covering 106,000km<sup>2</sup> and encompassing some 80% of the Cape York Peninsula region of Far North Queensland. The Shire also shares boundaries with a number of Aboriginal Shire Councils as well as Mareeba, Douglas and Carpentaria Shires. Our population is around 5,000 shire-wide.

Our natural environments across the Shire are as diverse as they are spectacular, including rainforest, savannah country, agricultural and pastoral land, tropical islands and a number of towns. Cooktown is our largest town and is home to the Council administration office and works depot. Other townships and localities include Marton, Lakeland, Laura, Coen, Ayton, Rossville, Helenvale and Portland Roads.

Cook Shire is a developing local government area with a steady increase in population, particularly in Cooktown. The Endeavour Valley and Lakeland are the centres of horticulture whilst other areas support the cattle industry. Cooktown has a thriving recreational and commercial fishing industry, which includes live coral trout and crayfish, prawns and other fisheries.

One of Australia's most historically significant townships, Cooktown is the location where Captain James Cook spent almost seven weeks repairing his vessel, the HM Bark Endeavour. Some of the most extraordinary discoveries and interactions with local Aboriginal people occurred here in 1770.

### Annual Budget

Council has an annual operating budget of \$32,000,000 of which approximately \$3,700,000 is General Rates Revenue.

### Weather

Cook Shire enjoys a mild tropical climate all year round with the annual wet season generally running from January to March. This is when the environment comes to life and a great time to get out and about. April to December brings a drier period with cooler weather and temperatures averaging around 27 degrees Celsius. In summer Cooktown is usually about 5 degrees cooler than Cairns.

### Services

Supermarket	Bakery	Airport
Petrol stations	Speciality stores	Coffee shops and cafes
RSL and Bowling Clubs	Pubs and bottle-shops	Medical centre
Schools (public and private)	Restaurants	PCYC Events Centre
Pharmacy	Hospital	Newsagent
Public swimming pool	Visitor Information Centre	Golf Club

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## Getting here

<b>FLY</b>	45 minute flight to Cooktown from Cairns
<b>DRIVE</b>	3.5 hour drive on inland sealed road from Cairns (self-drive or bus)
<b>CRUISE</b>	Sail or cruise from Cairns via private vessel, cruise ship or tour boat

Cooktown is very accessible with many all-weather travel options. For details on companies who run regular services to Cooktown and other great travel information, take a look at our tourism website [www.cooktownandcapeyork.com](http://www.cooktownandcapeyork.com).

## Arts and Culture

There is an extensive array of arts in Cooktown to feast your senses on including paintings, carvings, photography, crafts, music, public art and festivals. The Cooktown and Rossville markets showcase many talented local artists, multiple art galleries feature in the main street of Cooktown and one at the Visitor Information Centre at Nature's Powerhouse and annual festivals and events. There are always plenty of opportunities to enjoy the arts, music and dance, and local bands perform regularly at various venues around town.

With the range of Indigenous communities surrounding Cooktown there is no shortage of opportunities to discover one of the world's most ancient cultures. The local Bama people would be pleased to share stories about their culture and take you for a peek at some of the oldest and most significant rock art sites around the world. Tours operate from Wujal Wujal, Laura, Cooktown and Hope Vale and each offer an insight into the traditional Aboriginal way of life, bush tucker, customs, beliefs, and creation stories. There are also arts and cultural centres based in Wujal Wujal, Laura and Hopevale to give you a leisurely insight into the ancient cultures at your own pace.

## Information

For further information about our Council and Shire please visit Council's website [www.cook.qld.gov.au](http://www.cook.qld.gov.au).

## Privacy

Cook Shire Council is committed to helping you protect your privacy. The information provided by you and information retrieved from databases held by Cook Shire and displayed to you online is intended for the sole use of the authenticated user for the purpose of enhancing customer interactions with Cook Shire Council.

By submitting your application to Council, you agree that we may use your personal information for the purpose of processing your application. If you are shortlisted for interview and we perform a reference check, third parties may be contacted to obtain more information about you.

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