



## **LOCKYER VALLEY REGIONAL COUNCIL**

### **Excavator Operator / Slasher Operator**

The Lockyer Valley Regional Council is seeking experienced and enthusiastic people to fill the positions of Excavator Operator and Slasher Operator. Both of these positions will be based at the Gatton Works Depot. The successful applicants must have demonstrated previous experience in a similar role.

The salary for the Excavator Operator is Level 8 (currently \$45,089 per annum plus allowances) and the salary for the Slasher Operator will be Level 5 (currently \$41,308 per annum plus allowances) of the Local Government Employees Award and Councils Enterprise Agreement (Field).

An information pack can be obtained from Council's main reception centres located at Gatton and Laidley, or by downloading the pack directly from the employment section of Council's website <http://www.lvrc.qld.gov.au>.

Any additional enquiries regarding this position should be directed to Ms Amy Thwaites on 1300 005 872 or email: [hr@lvrc.qld.gov.au](mailto:hr@lvrc.qld.gov.au).

Applications must specify which position they are applying for, and address the appropriate Selection Criteria for that position. Applications must be submitted to the Chief Executive Officer by 5pm Friday 20<sup>th</sup> November 2009.

**COLIN O'CONNOR**  
**CHIEF EXECUTIVE OFFICER**  
**PO Box 82**  
**GATTON QLD 4343**

AN EQUAL OPPORTUNITY EMPLOYER



## LOCKYER VALLEY REGIONAL COUNCIL

### POSITION DESCRIPTION

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<b>POSITION:</b>	Excavator Operator
<b>POSITION NUMBER:</b>	7.045
<b>DEPARTMENT:</b>	Engineering Operations
<b>CLASSIFICATION:</b>	Level 8, Local Government Employees Award 2003
<b>AUTHORISED:</b>	Director Engineering Operations

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#### 1. POSITION OBJECTIVES

- Operate Excavator to:
  - Construct and maintain the Shire road network
  - Construct and maintain earthworks associated with the water and wastewater network
  - Construct site works for civil projects and private works, including subdivisions
  - Excavate trenches to specified line and level.
- Be part of a multi-disciplined team that is capable of performing a wide range of civil construction activities. These activities include but are not limited to:
  - Road construction and maintenance
  - Laying of water and wastewater mains
  - Construction of stormwater drainage
  - General earth works.

#### 2. INDIVIDUAL CHARACTERISTICS AND SKILLS

##### Personal Attributes

The incumbent must possess the following personal attributes to be able to function effectively in this position:

- The maturity to work effectively and produce positive outcomes with people of all ages and at all levels of Council, members of the community and all other external parties.
- Strong interpersonal skills and the ability to create the environment necessary to promote and achieve effective performance
- Effective organisational skills
- Effective time management skills
- Ability to use initiative

##### Technical Knowledge and Skills

The incumbent will have substantial technical skills, operational knowledge and capabilities in the following areas:

- Be an experienced excavator operator with the ability to excavate trenches to specified line and level
- Ability to operate a range of earthmoving plant and equipment efficiently is desirable
- Sound knowledge of current civil construction materials and construction and maintenance processes
- Understanding of basic maintenance schedules associated with excavators
- Ability to undertake daily maintenance of an excavator in accordance with manufacturers requirements
- Ability to understand technical instructions

### **Knowledge / Education / Qualifications**

- Year 10, with basic numeracy and literacy

### **Licences**

- A current 'C' class manual drivers license
- Excavator/Plant Operators Ticket
- A 30215 Qld General Safety Induction (Construction Industry) Card
- Certificates of Competency to operate other earthmoving plant is desirable

## **3. CORPORATE ACCOUNTABILITIES AND RESPONSIBILITIES**

In addition to the key duties and responsibilities in Section 5, the position incumbent is responsible and accountable for adhering to Council's Employee Code of Conduct, supporting Council's Corporate Plan and its objectives, and fulfilling the following corporate requirements:

### **Competitive Business Practices**

- Actively support Council policies and initiatives for pursuing competitive business practices
- Support the organisation in the development of effective management strategies and practices
- Represent the Department and Council in a professional manner when negotiating with external stakeholders (i.e. government departments, industry representatives, ratepayers, the community) <as required, may not be necessary in all positions>

### **Quality and Innovation**

- Apply Council policies, initiatives and practices in relation to quality management, quality assurance and innovation
- Ensure that work practices and processes within Council are subject to ongoing review and modification and that they comply with legislative requirements

### **Customer Service**

- Apply Council policies, initiatives and practices relating to Customer Service
- Ensure that all internal and external customer requirements are identified and met in a realistic, cost effective and timely fashion.
- Participate in the ongoing review of customer service practices within the Department to ensure that they meet Council requirements

### **Motivated and Skilled Workforce**

- Ensure that Council policies and practices relating to the effective management of staff are applied throughout Council
- Participate in training and development activities conducted
- Participate in implementing measures that will ensure effective working relationships are maintained and where dysfunctional conflict occurs, deal with it effectively and with minimal disruption to the workplace.

### **Teamwork and Participation**

- Contribute to the formulation of plans, policies and procedures relating to the Department
- Adhere to and support the Department plans, policies and procedures
- Ensure all stakeholders and staff are encouraged to participate in the planning and review of service delivery and work practices conducted within the Department or work unit.

### **Environment**

- Apply Council policies and practices that relate to effective management of the environment
- Ensure that environmental protection issues and considerations are addressed in the planning and implementation of work undertaken within the Department or work unit.

### **Recordkeeping**

- Support Council policies and procedures relating to records management

### **Human Resources**

- Support Council policies and procedures relating to human resource management.

### **Workplace Health and Safety**

- Follow safe work practices and instructions prescribed in the *Workplace Health & Safety Act 1995* and the *Workplace Health and Safety Regulation 2008* as amended from time to time, and comply with obligations relating to the application of advisory standards and codes of practice
- Comply with the safe work procedures and policies that Council have developed as being appropriate to Council operations
- Take all steps to reduce the risk of injury to yourself and others
- Use appropriate protective clothing and equipment when required
- Report all accidents and near misses that occur during the course of work

## **4. REPORTING RELATIONSHIPS**

This position is responsible to the Works Overseer. Supervision of other employees is not required.

## **5. KEY DUTIES AND RESPONSIBILITIES**

- Operate Excavator to:
  - Construct and maintain Council's road network
  - Construct and maintain earthworks associated with the water and wastewater network
  - Construct private works including subdivisions

- Construct site works for civil projects
- Excavate trenches to specified line and level.
- Operate a range of other earthmoving plant and equipment as required and as certified.
- Service plant and equipment in accordance with the manufacturer's specifications.
- Drive a range of trucks as required and as licensed.
- Undertake general labouring activities including those associated with road construction and maintenance, laying of sewer and water mains and construction of stormwater drainage.
- Other duties as required by the Manager, Director, or supervising officers of the Engineering Operations Department.

## **6. PERFORMANCE STANDARDS**

Performance standards are to be determined by the Works Overseer and reviewed at the six (6) monthly performance appraisals.

## **7. KEY SELECTION CRITERIA**

The criteria that must be satisfied by applicants for this appointment include the following:

1. Experienced in the operation and maintenance of an Excavator and holder of the relevant Certificate of Competency.
2. A 30215 Qld General Safety Induction (Construction Industry) Card.
3. Ability to communicate effectively with supervisors and team members.
4. Sound knowledge of current civil construction materials and construction and maintenance processes and ability to understand technical instructions.
5. Ability to carry out labouring activities if required.

# **STATEMENT OF PHYSICAL ATTRIBUTES OR CAPACITIES**

## **NECESSARY TO PERFORM THE POSITION**

Must be able to:-

- respond to 2 way communications in an efficient and workman like manner
- sweep with stiff broom - up to 3 hours at any one time
- shovel silt, gravel or other sweepings from gutters to transport in sessions up to 3 hours
- load and unload mobile equipment from vehicles using ramps where provided or in a team lifting arrangement
- Use a spade, crowbar or manual post hole digger in compacted earth such as road shoulders and road surfacing defects
- loosen and remove sign posts and guide posts from compacted ground
- operate a push mower up to 3 hours at any one time
- operate a whipper snipper up to 3 hours at any one time
- operate tree pruning tools and load and unload cuttings on vehicles
- man traffic control devices for periods up to 2 hours (with appropriate training)
- load and unload 20 litre paint cans for the purpose of line marking
- general lifting tasks where items up to 20 kg need to be unloaded and loaded from vehicles
- use of jackhammers in concrete and hardened areas
- carrying out of stone pitching involving placement of rocks and concrete
- shovelling concrete and use of concrete vibratory equipment.

## ACKNOWLEDGEMENT

I hereby acknowledge that I have read, understood and agree to the duties and responsibilities of my position as outlined in this document.

.....  
<Name of Incumbent>  
Excavator Operator

.....  
Date

.....  
<Name of Supervisor>  
Works Overseer

.....  
Date

Prepared and approved by: Gerry Franzmann, Director Engineering Operations



# Applying for a Position at Lockyer Valley Regional Council

Thank you for your interest in joining the team at Lockyer Valley Regional Council.

This information sheet has been developed to assist you in preparing your application. Information is also provided on the following page about the Lockyer Valley Region and the structure of Council.

## Preparing Your Application

Applicants are selected on the information contained in their application. You will need to sufficiently demonstrate your skills in your application to be considered on the short-list for an interview. Your application will need to consist of:

1. A brief covering letter – you might like to draw attention to one or two of your major attributes relevant to the position for which you are applying
2. A Resume covering your work history, education and contact numbers for at least two professional referees
3. A separate statement addressing the Key Selection Criteria (see more information on selection criteria in the last section of this paper).

Please note that a skill, qualification or ability listed in the Key Selection Criteria is generally deemed a pre-requisite necessary for the position; if you do not have those requirements or you do not address the criteria we may not be able to consider you for the position.

There is no need to bind your application or display it in a folder as it will be copied or scanned when we receive it and the original placed on file.

## Lodging Your Application

You can lodge your application in any of the following ways:



**Post to:**

Chief Executive Officer  
Lockyer Valley Regional Council  
PO Box 82  
GATTON QLD 4343



**Email:** [hr@lvrc.qld.gov.au](mailto:hr@lvrc.qld.gov.au)



**Deliver to Council's Offices:**

26 Railway Street  
Gatton

or

9 Spicer Street  
Laidley



**Fax:** (07) 5462 3269

## Any Questions?

If you have any queries regarding your application, you can contact Council on 1300 005 872 (LVRC).



# Information about the Lockyer Valley Region

## Location

The Lockyer Valley is located in South East Queensland, approximately 60km west of Brisbane. The region has an area of 2273km<sup>2</sup> and a population of 36,000.

The Lockyer Valley is bounded by Toowoomba, Ipswich and Esk regions. The township of Gatton (around 6,500 people) is the main business centre of the region and also serves as the sub-regional centre of the Lockyer Valley.

## Features of the Region

The Lockyer Valley is a beautiful and productive part of South East Queensland, encompassing some of the richest farming land in Australia. The area is increasingly well known to overseas and domestic tourists for its attractive landscapes, particularly patch worked irrigated cropping areas.



In recent years, many visitors to the region are using the Lockyer Landcare's day trips and weekend farm stays to see the farms of the Lockyer Valley first hand. Many people also visit a unique attraction in the region; the Spring Bluff Railway Station, during the Toowoomba Carnival of Flowers in September and the Laidley Spring Festival also held in September each year.

The region is also characterised by a scenic backdrop of steep hills and mountains of the Great Dividing Range in the western boundaries of the region. This spectacular area includes a section of the Bicentennial National Horse Trail.



## Local Economy

The regions economic base is primary production, being small cropping, fruit production, grazing, animal production, sandstone quarrying and forestry. Other associated industries include agricultural supplies and farm and irrigation equipment.

In addition to primary industry, tertiary education provides a significant source of local employment through the University of Queensland Gatton Campus located 5km from Gatton.

The region also has a number of other major employers who make a significant contribution to the local economy. These include plant nurseries, an abattoir and meat processor, large poultry farms and explosive manufacturing firms.



# Information about the Lockyer Valley Regional Council

The Lockyer Valley Regional Council is a medium sized local government employing approximately 300 staff, with an annual budget of around \$35 million. Council's offices are located in Railway Street, Gatton, Spicer Street, Laidley and Depots located at both Gatton and Laidley.

Council has a broad range plan for its community and has adopted the following goals to describe what we are here to achieve:

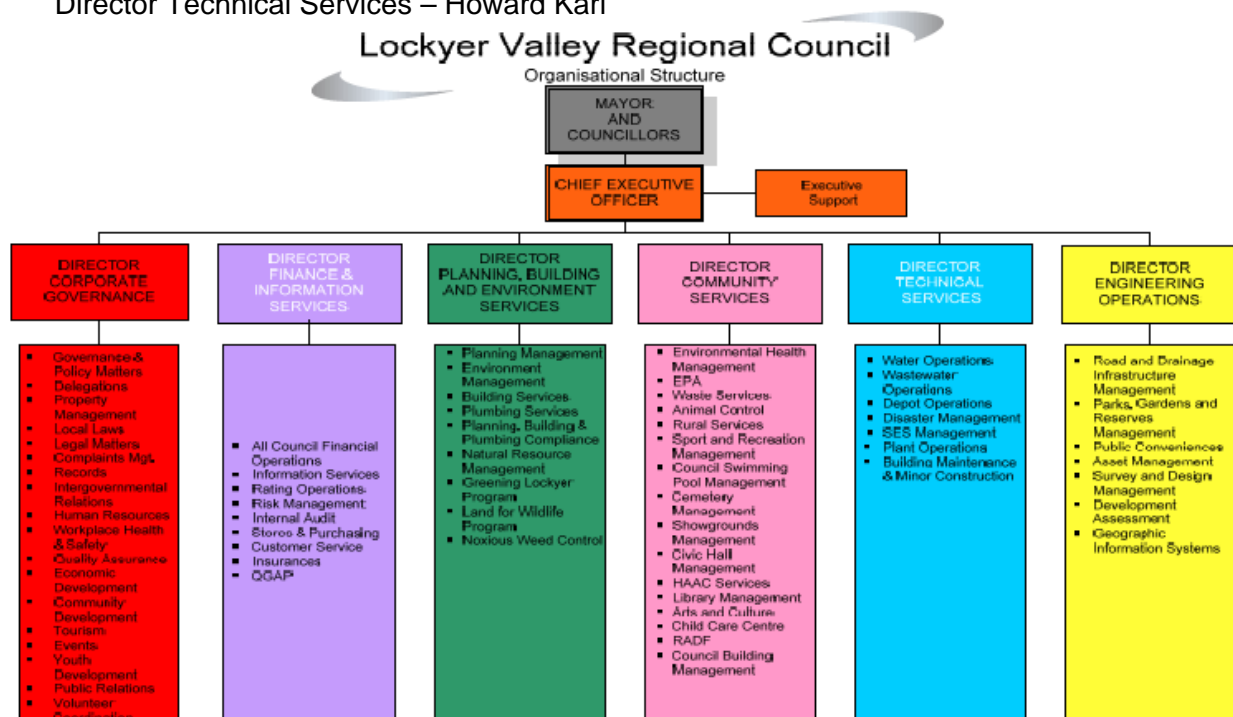
- ✓ To enhance the economy, quality of life and well-being of the Lockyer Valley Region Community
- ✓ To promote community awareness and participation in Council activities
- ✓ To ensure value for money in the delivery of Council services
- ✓ To promote and develop a strong community spirit within Lockyer Valley Region
- ✓ To protect the natural beauty and diversity of the area
- ✓ To promote social, environmental, economic, financial and educational viability within the region

## Organisation Structure

Council consists of 7 elected representatives, (6 Councillors and the Mayor).

Council's Executive Team consists of:

- Chief Executive Officer - Colin O'Connor
- Director Finance & Information Services - Derek Sellers
- Director Corporate Governance – Clinton Weber
- Director Community Services - Brad Domrow
- Director Engineering Operations - Gerry Franzmann
- Director Planning, Building & Environment – David Kay
- Director Technical Services – Howard Karl



STAFFING LEVELS UNDER THIS STRUCTURE HAVE BEEN CAPPED BY COUNCIL AT A MAXIMUM OF 350



## Addressing Selection Criteria

Selection criteria are the standards used to measure applications and are used to select the best candidates, from those who apply for the position, to be interviewed. By asking you to address the selection criteria, we are asking you to describe how your knowledge, skills, abilities and experience relate to each of the criteria. Each selection criteria must be addressed separately. This may mean that you actually have to repeat some of the information about yourself.

Your responses to the selection criteria provide you with the opportunity to include all relevant information that will show that you are capable of doing the job. You need to read the selection criteria carefully as each one may contain a number of parts. Some criteria will be asking about your knowledge, or your skills, or abilities or experience or a combination of these.

You may wish to structure your written response to the selection criteria in four sections –

1. An Initial Statement – this should be a clear statement of why you meet the criterion eg. ‘I have skills in.....’ or ‘I have a good knowledge of .....’.
2. Supporting Argument – this should be further information that shows how you meet the criterion. Provide specific clear examples of what you have done, or can do, that proves you meet the criterion eg. ‘In my role as X I demonstrated by ability to .....’ Or ‘When working as X I showed that I have skills in .....’.
3. Validity Statement – validate your example by showing supporting evidence eg. ‘My customer service skills were demonstrated by increased sales.....’ Or ‘Feedback from my supervisor was...’. You may wish to attach examples of work you have done and refer to this in your response to the criteria.
4. Concluding Statement – Reinforce again why and how you meet the criterion. Relate your response back to the criterion eg. ‘I believe that this demonstrates I.....’.

### An Example ....

As an example, a position description for a job as a security guard might list the following as one of the key selection criteria: “*KSC1 A knowledge of, or the ability to rapidly acquire knowledge of, protection/security systems and emergency procedures.*”

What is being asked in simple terms is ‘What do you know about security work and emergency procedures, and can you show that you can learn this type of information easily.’ Your response to a selection criteria should show that you have the skills, information, ability or experience that is being asked about. So in this case, your response might be something like this.

The above information has been adapted from the Queensland Department of Employment and Training’s publication ‘*Guide to Getting a Job*’.

#### ***KSC1 A knowledge of, or the ability to rapidly acquire knowledge of, protection/security systems and emergency procedures.***

*I have worked as a security guard for 5 years. In 1994 I completed a three week security guard course run by Smith Security. From doing this course and through my work as a security guard, I have acquired a good knowledge of most aspects of security work. The course I did at Smith Security included training in emergency procedures including evacuations, bomb threats and hostage situations.*

*My work as a security guard has been conducted in a variety of environments and I have developed expertise in both home and commercial security. On completion of my security guard course at Smith Security, I worked for the ANZ Bank for three years, for Home Secure Services for one year, and for the last two years have been employed by the National Bank. I have experience of a wide variety of security work and have been involved in a number of emergency situations. My referee reports, which are attached, testify to my skills in coordinating a response to such situations.*

*I have a First Aid Certificate and work as a volunteer for St Luke’s Ambulance Service. By doing this, I have kept by skills up to date. I have the ability to acquire any further knowledge of security systems required for this position. I have demonstrated through my employment in the security industry that I have a good knowledge of security systems and emergency procedures.*