

Burdekin Shire Council is seeking applications for a Fuel Truck Driver to join our Works team.

About the role

As Fuel Truck Driver, you will support Council's Works operations by safely delivering and dispensing fuel, oil and other supplies to Council plant and equipment at job sites across the Burdekin Shire.

This role also assists with accurate product recording, basic plant checks, Depot grounds maintenance and communication with supervisors and workshop staff to help keep Council's operations running safely and efficiently.

Why work for us?

- 9-day fortnight (76hrs fortnight)
- Up to 12% Employer Superannuation with ability to salary sacrifice employee contribution
- Fitness Passport Program
- 5 weeks Annual Leave per year
- 13 weeks Long Service Leave after 10 years' service – pro rata available after 7 years
- Supportive and motivating team
- Active Social Club
- Flexible work arrangements
- Relaxed lifestyle, boating, fishing, sports facilities, private and public schooling options up to Grade 12, cultural venues and events and all of this situated in a thriving agricultural community only an hour away from Townsville or an hour and forty-five minutes from the magical Whitsundays.

Applicants should familiarise themselves with the entire position description.

The gross fortnightly wage for this position is \$2,766.43 including Construction Allowance.

Applications for **26/47 – Fuel Truck Driver** should include:

- A cover letter
- A current resume
- Statements addressing the selection criteria
- Copies of relevant qualifications and licences

Applications can be submitted using one of the following methods (Word or PDF format is preferable):

- Email – employment@burdekin.qld.gov.au
- Mail – Confidential Application No. 26/47, PO Box 974, Ayr Qld 4807

Applications close on Monday, 28 September 2026 at 11:59pm.

For further information please contact the Works Overseer – Clarke Wood on (07) 4783 9800.

Selection Criteria

Fuel Truck Driver

Please provide a short response under each criterion. You may type your response in the box below each criterion or attach a separate document if you need more space.

Where possible, include a practical example from your work, study, volunteering or community experience. Short-listing will be based on how well your responses demonstrate the skills, experience and abilities required for the role.

1. MR (Medium Rigid) Class QLD Drivers Licence.

Applicant Response:

2. Current Dangerous Goods Licence (including course (TLILIC0001 and QLD Transport Medical Certificate).

Applicant Response:

3. Demonstrated reading, writing, and mathematical volume calculation skills.

Applicant Response:

4. Traffic Management Implementation qualification or demonstrated ability to obtain the qualification.

Applicant Response:

5. General Construction Induction White Card and Certificate (CPCCWHS1001) Prepare to Work Safely in the Construction Industry.

Applicant Response:

6. Current First Aid Certificate.

Applicant Response:

Position Number	30096
Certified Agreement	Burdekin Shire Council Certified Agreement
Award	Queensland Local Government Industry (Stream B) Award – State 2017
Award Section	Section 5 – Operational Services
Award Level	Level 4
Reports To	Overseer - Works
Place of Employment	Council Depot, 25-51 Jones Street, Ayr

Position Objective

The primary objective of this position is to deliver and dispense fuel, oil, cutting edges and other supplies to Council plant and equipment on job sites remote to the Council Depot and any other duties allocated by the Works Overseer. It is necessary to liaise with the Workshop Superintendent or his representative on a regular basis. Council Depot grounds maintenance is also a function of this position.

Key Responsibilities

Council is committed to a One Team One Council approach where all departments work collaboratively together to achieve value for money for the rate payers of the Burdekin.

Accordingly, the key responsibilities may be modified from time to time to ensure the expected outcomes are coordinated with Council's operational and corporate plans. Without limiting the above, the key responsibilities shall include:

- Deliver fuel and oil supplies to job sites within the Burdekin Shire.
- Perform volumetric calculations to ensure accurate accounting of products dispensed to maintain inventory balancing and accuracy.
- Undertake regular Depot grounds maintenance including mowing, trimming and poisoning.
- Report any security issues, lost or suspected stolen items to the Works Overseer or Supervisor.
- Report immediately to the Overseer or Supervisor any incidents, accidents, hazards and problems, participate in accident investigations, and make recommendations on changes to work procedure.
- Report any observed defects on roads and road works to Supervisor.
- Use initiative in catering for short term changes in priorities to, and conditions affecting, the works.
- Establish and maintain effective communications with all co-workers by relaying information, which could be of interest, asking questions and seeking assistance from responsible sources when necessary.

Machinery Maintenance

- Drivers and Operators of plant and equipment are responsible for the daily machinery maintenance prior to machinery start-up (six-point check).
- Ensure the efficient use of materials, plant and labour under his/her control, including the completion of plant defect reports as necessary.
- Conduct basic preventative maintenance checks and clean allocated item of plant regularly.
- Ensure allocated plant, tools and equipment are used and maintained to Council policy and returned or re-assigned after use.

Position Requirements**Knowledge**

- Sound knowledge of the Works Department organisational structure.
- Sound mathematical knowledge of volume, weight, and quantity calculations.
- Sound knowledge of various earthmoving equipment e.g. excavator, loader, grader, bobcat, truck, road roller, etc.
- Sound knowledge of Council's Emergency Procedures.
- Sound knowledge of personal protective equipment necessary to minimise risk of injury and illness.
- Sound knowledge of work health and safety considerations relevant to the work area including risk assessments.
- Sound knowledge of service levels required and of preventative machinery maintenance.
- Sound understanding of customer focus in Shire operations.
- Sound understanding of personnel practices, Work Health and Safety, and environmental requirements in connection to this position's responsibilities.

Skills

- Sound calculation of weights, volume, ratio and quantities.
- Sound literacy and numeracy skills.
- Sound writing skills to keep accurate records of activities and job risk assessments.
- Sound time management skills.
- Sound verbal communication skills.
- Sound leadership skills to enhance teamwork and promote public relations.

Abilities

- Ability to assess and document risks and safety aspects associated with assigned works.
- Ability to manage time effectively
- Ability to communicate and establish good working relationships with others.
- Ability to assess and document risks associated with works.
- Ability to work with minimal or no supervision.
- Ability to discuss and resolve problems.
- Ability to assist in the training and development of others.
- Ability to implement personnel practices, Work Health and Safety, and environmental requirements.
- Ability to apply Council's Emergency Procedures.

Other Requirements

- Physical ability necessary to undertake manual handling and labouring for extended period in direct sunlight if required.
- May be required to work overtime and attend out-of-hours emergencies as requested by the Works Overseer or Supervisor.
- Immunisation record for Hepatitis A and B.

Experience and Qualifications

- Current Dangerous Goods Licence (including course (TLILIC0001 and QLD Transport Medical Certificate).
- Current First Aid Certificate.
- Current MR (Medium Rigid) Class QLD Drivers Licence.
- General Construction Induction White Card and Certificate (CPCCWHS1001) Prepare to Work Safely in the Construction Industry.
- Traffic Management Implementation (RIIWHS302E).
- Department of Transport and Main Roads Working in Proximity to Traffic Awareness – Parts 1 & 2.
- Current Licence to Perform High Risk Work for Forklift (LF).

Award Classification

These classification characteristics are drawn directly from the Queensland Local Government Industry Award (Stream B) and are used as a guide to determine the level of this position, but may not form a specific part of the key responsibilities:

Characteristics of level 4

Employees perform more highly skilled and often, specialised tasks. In some cases, these tasks would require formal training and involve the holding of an appropriate authority. A sound knowledge of Council by-laws or legislative provisions relevant to the area of work would also be a feature. The work would be performed under general supervision.

Core Competencies

These competencies relate to Award Level 4 positions:

Teamwork

- Participate in team-based activities.
- Respect other team members.
- Complete the tasks allocated to you.
- Know the team goals, parameters, and major issues.
- Work within the parameters.
- Contribute willingly to team activities.
- Accept decisions, even those with which you disagree.

Customer Service

- Treat both internal and external customers with courtesy and respect.

- Work according to agreed customer service standards within your team.
- Contribute towards setting customer service standards within your team.

Communication

- Write in a way that your reader can understand.
- Listen and speak clearly to your colleagues and customers.

Quality

- Work according to agreed quality standards within your team.
- Contribute towards setting quality standards within your team.
- Monitor your work and identify opportunities for improving quality.
- Suggest improvements through the customer request system.

Environment

- Work according to agreed environmental standards within your team.
- Contribute towards setting environmental standards within your team.
- Monitor your work for opportunities to reduce adverse impacts on the environment.
- Report incidents and suggest improvements through the customer request system.

Work Health and Safety

- Work safely and in accordance with the relevant work method statements and procedures.
- Encourage your colleagues to work safely.
- Identify hazards and assess risks in the workplace.
- Use organisational systems, such as customer service requests, to identify and rectify hazards, near misses, and non-compliances with procedures.

Efficiency

- Undertake tasks in an efficient and timely manner.
- Suggest improvements through the customer request system.

General

1. This is a description of the job as it is at present constituted. It is the practice of this organisation periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those reporting directly to him or her. Therefore you will be expected to participate fully in such discussions. It is the Organisation's aim to reach agreement to reasonable changes where identified.
2. Whilst employment is in the position described in this document it is understood that employment is with Burdekin Shire Council. 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.
3. Employees may be required to undertake a variety of duties not related to their substantive role in times of disaster.

4. All employees are responsible for making and keeping records in accordance with legislation, information standards and other relevant guidelines and procedures, and ensuring they are captured in the authorised recordkeeping system, Technology One Enterprise Content Management (ECM).
5. Failure to maintain any licence or certificate, which is a condition of your employment, may result in demotion or termination as Council is unable to guarantee your transfer to a position not requiring the said licence or certificate.
6. All employees are expected to participate in Council's Induction Program and future training opportunities to maintain a current knowledge base and provide excellent service levels for internal and external customers.
7. All employees are to actively participate in the Employee Performance Development Program.
8. All employees must work in accordance with the standards contained within Council's Code of Conduct. Failure to do so may lead to disciplinary action up to and including termination of employment.
9. All employees are encouraged to be a contributing member to the wider Burdekin community and therefore it is highly recommended that you take up permanent residency within three months of the successful completion of your probationary period.
10. Abide by all existing policies, guidelines, and Operational Standards and as amended from time to time.