


# Banana Shire Council Job Application Package

<b>Position Title:</b>	<b>Plant Operator – Waste Facilities</b>
<b>Vacancy Reference Number:</b>	<b>VRN17/18-097</b>
<b>Department:</b>	<b>Council Services</b>
<b>Location:</b>	<b>Biloela</b>
<b>Employment Status:</b>	<b>Casual / Maximum Term</b>
<b>Recruitment Commences:</b>	<b>Thursday 21 June 2018</b>
<b>Recruitment Closes:</b>	<b>Monday 2 July 2018</b>
<b>Enquiries to:</b>	 <p>Human Resources Section            Phone: (07) 49 929 500            Fax: (07) 49 923 493            Email: <a href="mailto:enquiries@banana.qld.gov.au">enquiries@banana.qld.gov.au</a></p>
<b>How to Apply:</b>	<ul style="list-style-type: none"> <li>• Complete this Job Application Package</li> <li>• Include a cover letter and your responses to the Selection Criteria (found at the end of the attached Position Description)</li> <li>• Submit a detailed Resume</li> <li>• Attach copies of any relevant qualification/tickets/licences</li> </ul>
<b>How to submit your Application:</b>	<p><b>Email:</b> <a href="mailto:enquiries@banana.qld.gov.au">enquiries@banana.qld.gov.au</a></p> <p><b>Post:</b> Attention: Ray Geraghty            Chief Executive Officer            Banana Shire Council            PO Box 412            Biloela QLD 4715</p> <p><b>Fax:</b> (07) 4992 3493</p> <p><b>In person:</b> Banana Shire Council Admin Office, Prairie Street, Biloela</p>



# Banana Shire Council

## Application for Employment

APPLICANT DETAILS								
POSITION APPLYING FOR: Plant Operator – Waste Facilities				VRN: VRN17/18-097				
FAMILY NAME:				GIVEN NAME(S):				
TITLE: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other _____								
MAILING ADDRESS:				MOBILE NO:				
POSTCODE:				TELEPHONE NO:				
EMAIL ADDRESS:								
IN ORDER FOR BANANA SHIRE COUNCIL TO MONITOR ITS ADVERTISING, COULD YOU PLEASE INDICATE WHERE YOU SAW THIS POSITION ADVERTISED?								
<input type="checkbox"/> The Central Telegraph		<input type="checkbox"/> Gladstone Observer			<input type="checkbox"/> Brisbane Courier Mail			
<input type="checkbox"/> Rockhampton Morning Bulletin		<input type="checkbox"/> Chinchilla News			<input type="checkbox"/> Western Star			
<input type="checkbox"/> Other Newspapers _____		<input type="checkbox"/> Posters/Mail outs			<input type="checkbox"/> The Australian Local Government Job Directory			
<input type="checkbox"/> Banana Shire Council Website		<input type="checkbox"/> On-Line (Please specify website) _____						
LICENCES (Originals must be presented upon, or prior to, commencement of employment as requested by Council)								
Class of Licence:		<input type="checkbox"/> Car (C)	<input type="checkbox"/> LR	<input type="checkbox"/> MR	<input type="checkbox"/> HR	<input type="checkbox"/> HC	<input type="checkbox"/> MC	<input type="checkbox"/> RE/R
		<input type="checkbox"/> Open		<input type="checkbox"/> Provisional		<input type="checkbox"/> Learners		
Licence issued in		<input type="checkbox"/> Queensland		<input type="checkbox"/> Another State/Territory		<input type="checkbox"/> Another Nation		
PLANT OPERATOR TICKETS (Originals <i>must</i> be presented upon, or prior to, commencement of employment as requested by Council)								
Please list the <b>current</b> Plant Operator Tickets you possess ( <b>Please provide details on a separate sheet if necessary</b> ):								
BLUE CARD (Originals must be presented upon, or prior to, commencement of employment as requested by Council)								
Do you possess a Blue Card issued by the Commissioner for Children and young People and Child Guardian? <input type="checkbox"/> Yes <input type="checkbox"/> No								
WHITE CARD (Originals must be presented upon, or prior to, commencement of employment as requested by Council)								
Do you possess a White Card (QLD General Safety Induction [Construction Industry] Certification)? <input type="checkbox"/> Yes <input type="checkbox"/> No								
QUALIFICATIONS (Please provide details on separate sheet if more than one Qualification is held)								
Level of Qualification: <input type="checkbox"/> Masters <input type="checkbox"/> Post Graduate <input type="checkbox"/> Degree <input type="checkbox"/> Diploma <input type="checkbox"/> Certificate/Trade <input type="checkbox"/> School								
Course Name:				Year Qualification Obtained:				
Educational establishment where qualification attained: <input type="checkbox"/> University <input type="checkbox"/> TAFE <input type="checkbox"/> Other Training Centre <input type="checkbox"/> School								
Name of Establishment: _____ Country (If outside Australia): _____								

**WORK RELATED REFEREES**

Name: \_\_\_\_\_ Mobile phone No : \_\_\_\_\_

Organisation: \_\_\_\_\_ Business phone No: \_\_\_\_\_

Name: \_\_\_\_\_ Mobile phone No : \_\_\_\_\_

Organisation: \_\_\_\_\_ Business phone No: \_\_\_\_\_

**EMPLOYMENT HISTORY (Mandatory)**

Employer	Length of Service	Year Completed Service	Summary of duties	Business phone no.

I hereby grant Banana Shire Council Human Resource Business Partner permission to contact the Payroll department of the above mentioned Employer to confirm the following;  
1. Length of Service  
2. Position Title held at time of resignation

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**PERMISSION / DECLARATIONS**

- To avoid any potential conflict of interest in appointing an independent interview panel, please advise if you have an association with or connection to current members of staff. Note: this information is confidential and will only be used to select an independent interview panel.  
  
 Yes  No  
  
If yes, please indicate persons you have an association with: \_\_\_\_\_  
\_\_\_\_\_
- I certify that all answers and statements on this Application Form and any attachments thereto are true and complete to the best of my knowledge. I understand that, should I provide untruthful or misleading information, this application may be rejected or my employment with Council subsequently terminated.
- I agree to complete the Health Declaration Form and agree to a medical examination with Council's medical practitioner if required by Council.
- I authorise Council to conduct Police Search checks for any offences that may be recorded against me. I understand that an adverse result may affect my employment or potential employment opportunities with Banana Shire Council.
- I authorise Council to contact my listed referees & the Employer's Payroll Department for employment purposes only.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PRIVACY COLLECTION NOTICE:**

The personal information gathered by Banana Shire Council on this form is for recruiting purposes only and will not be used for any other purpose or given to any other party unless you have consented or Council is required or authorised by law to do so.

Thank you for applying for this position. Council welcomes copies of supporting documentation and your resume, however original documents and presentation folders will not be returned.  
Council is an Equal Employment Opportunity Employer



## BANANA SHIRE COUNCIL POSITION DESCRIPTION

<b>Position Title:</b>	Plant Operator - Waste Facilities
<b>Employment Status:</b>	Casual / Maximum Term
<b>Level:</b>	5
<b>Employment conditions:</b>	Local Government Employees (Excluding Brisbane City Council) Award – State 2003 Banana Shire Council Enterprise Agreement 2012 – Certified Agreement
<b>Department:</b>	Council Services
<b>Location:</b>	Biloela, subject to rotation
<b>Reports to:</b>	Waste Team Leader
<b>VRN and Position No:</b>	VRN17/18-097

### Purpose of the Role

To undertake the plant operating duties at landfill and transfer stations whilst providing a high level of customer satisfaction to residents and other customers.

### Key Role Functions

This position is responsible for the following functional areas:

- Plant Operation
- Maintenance and Service of Plant
- Labouring

## Key Duties

- Undertake landfill and transfer station site works
- Perform labouring duties as required
- Operate various equipment and plant at designated waste sites
- Carry out daily vehicle inspections in accordance with the vehicle checklist and report any faults found
- Maintain vehicle in accordance with Council procedures
- Prepare daily written reports of status of works undertaken
- Collect recyclables from off-site locations
- Assist Workshop services as required to effect roadside repairs
- Report identified weeds
- Respond to internal and external customer request as required
- Participate in toolbox and team meetings
- Collect commercial waste from premises in accordance with the daily collection program and service specifications as required
- Collect spillage of waste from the road reserve within the allocated collection area
- Undertake special collections at designated premises as required
- Label non-compliant waste receptacles in accordance with Council Policy
- Liaise with clients, other Council staff, the public, consultants, utility and government authorities
- Work effectively as a team member to assist senior staff to continuously improve work processes and develop new practices as required
- Undertake routine administrative tasks as required by the position eg. Timesheets
- Availability to work on public holidays and weekends
- Undertake other relevant duties as directed, consistent with skills, competence and training.
- Participate in training, exercises and response to Disaster Management and Recovery as required.

## Specific Requirements

Specific requirements of the position include:

- Undertake Health Monitoring as described at Specific Conditions below
- Availability to work on public holidays and weekends

## **Organisational Commitments**

### **Workplace Health and Safety**

- Be aware of Banana Shire Council's Workplace Health and Safety Management system
- Perform all work and associated functions in a safe manner that will not endanger yourself, other employees or the general public
- Comply with all documented Workplace Health and Safety (WHS) policies, procedures, work instructions and verbal instructions issued by directors, managers, supervisors or authorised persons
- Correctly use and maintain all personal protective clothing and equipment supplied by Council
- Identify hazards, conduct risk assessment and take corrective action to eliminate hazards where possible in the workplace, and/or to report hazards and risks in accordance with WHS procedures
- Establish and maintain a high standard of housekeeping and cleanliness within individual work areas and on Banana Shire Council property generally
- Report and assist with any investigation of incidents in the workplace, including minor injuries, near misses, and property damage
- Attend any team meetings or specific training supplied by Banana Shire Council
- Be familiar with the location of first aid treatment centres, fire protection facilities and evacuation procedures
- Comply with Council's Workplace Rehabilitation policies and participate in the return-to-work process as required

### **Corporate**

- Comply with customer service standards
- Comply with Council's Code of Conduct
- Comply with Council's Environmental Policy
- Actively promote and ensure compliance with Council's EEO Policy
- Comply with Human Resources policies and procedures
- Comply with Financial Management policies and procedures
- Comply with Records Management policies and procedures
- Comply with Disaster Management policies and procedures

## Key Performance Indicators

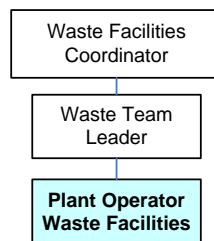
- All tasks are performed in accordance with appropriate technical standards, branch and departmental quality and operational policies and procedures
- Programmes are followed with necessary adjustments made to priorities as necessary
- Output delivered meets agreed timeframes and standards required for the project
- Equipment is maintained to identified standards
- Work is carried out in accordance with accepted Industry standards and within legislative requirements
- Work is performed in a manner that ensures the safety and health of employees, contractors, and the community
- High level of customer service evidenced
- High level of participation and commitment to team outcomes
- All liaison carried out in a professional manner being a positive ambassador for Banana Shire Council
- Consistently meets corporate obligations
- Council's Policies and Procedures are followed
- Other targets as outlined in the Performance Review are achieved

## Delegations of Authority

- Nil

## Organisational Reporting Arrangements

This position reports to the Waste Team Leader



## Selection Criteria

The details of the Selection Criteria may be found in Appendix A

## Specific Conditions

This position has been identified as working in an "at risk work location" and/or the incumbent of the role has been identified as an "at risk" worker. As such, the incumbent acknowledges that they are required to undertake Tetanus Vaccinations and Asbestos related health monitoring in accordance with the guidelines set out by Council and relevant legislation and industry standards. Relevant testing will be conducted at Council's expense.

## Authorisation

Director                      John McDougall  
Date                            02 November 2017  
Date of redesign          15 October 2014  
Date reviewed              22 February 2018

## Incumbent Signature

### Position: Plant Operator – Waste Facilities

I agree that this position description clearly outlines the specific responsibilities and duties that are to be carried out as part of this role. I also understand that the key duties represent the minimum requirements to perform the duties at the current level. **To be signed by the successful applicant upon acceptance of offer.**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Appendix A

SELECTION CRITERIA	WEIGHTING (%)
<p><b>SC1</b> Qld Construction White Card or Blue Card (General Safety Induction).</p> <p>Certificate of Competency – Front-End Loader            Certificate of Competency – Excavator            Certificate of Competency – Self-Propelled Compactor</p> <p>Hold a current Class HC Manual Drivers Licence and willingness to obtain MC Licence.</p>	MANDATORY
<p><b>SC2</b> Demonstrated experience in the effective operation of heavy vehicles and plant.</p> <p>Demonstrated Labouring Experience.</p>	30%
<p><b>SC3</b> Demonstrated experience in the effective operation of waste collection vehicles and equipment.</p> <p>Experience in the operation of waste collection, and other Plant Operator Tickets would be highly regarded.</p>	30%
<p><b>SC4</b> Sound level of literacy, numeracy and oral communication skills together with demonstrated ability to work in a team environment under minimal supervision.</p>	20%
<p><b>SC5</b> Participate in mandatory training as nominated by Council and willingness to participate in learning and development opportunities.</p>	10%
<p><b>SC6</b> Sound understanding of and commitment to EEO and WHS principles and practices.</p>	10%