


# Banana Shire Council Job Application Package

<b>Position Title:</b>	<b>Diesel Fitter</b>
<b>Vacancy Reference Number:</b>	<b>VRN18/19-090</b>
<b>Department:</b>	<b>Corporate and Community Services</b>
<b>Location:</b>	<b>Biloela</b>
<b>Employment Status:</b>	<b>Full Time</b>
<b>Recruitment Commences:</b>	<b>Wednesday 13 March 2019</b>
<b>Recruitment Closes:</b>	<b>Friday 29 March 2019</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, Valentine Plains Rd,  Biloela</p>



# Banana Shire Council

## Application for Employment

APPLICANT DETAILS							
POSITION APPLYING FOR: Diesel Fitter				VRN18/19-090			
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.



## BANANA SHIRE COUNCIL POSITION DESCRIPTION

<b>Position Title:</b>	Diesel Fitter
<b>Employment Status:</b>	Permanent
<b>Award Classification:</b>	C07
<b>Employment conditions:</b>	Queensland Local Government Industry (Stream C) Award – State 2017 Banana Shire Council Enterprise Agreement 2018 – Certified Agreement
<b>Department:</b>	Corporate and Community Services
<b>Location:</b>	Biloela Workshop, subject to rotation as required
<b>Reports to:</b>	Workshop Team Leader
<b>VRN and Position No:</b>	18/19-090

### **Purpose of the Role**

To carry out minor and major services and repairs to Council plant and equipment.

### **Key Role Functions**

This position is responsible for the following functional areas:

- Servicing (Council Plant and Equipment)
- Maintenance and Repair (Council Plant and Equipment)
- General Administration
- Customer Service
- Maintenance of Council's Workshop area

## Key Duties

- Undertake general maintenance and repairs on plant and equipment in the Workshop and in the field in accordance with manufacturer's specifications and Council's preventative maintenance program
- Undertake welding and hard facing repairs to ground engaging tools
- Install and repair mobile phones and radios
- Maintain the field service unit and contribute to the appearance of the workshop
- Diagnose and repair mechanical problems
- Assist with the supervision of apprentices and work experience staff
- Travel to any of Council's workshops within the Shire as required
- Maintain the appearance of the Workshop
- Respond to enquiries from internal and external customers promptly and professionally
- Contribute to the continuous improvement of Workshop practices
- Participate in stocktakes and maintenance of tooling and lubrication dispensing products
- Actively contribute to teams within the Department and workforce, promote best practice and maintain professional standards and integrity
- Participate in toolbox and team meetings
- Liaise with clients, other Council staff, the public, consultants, utility and government authorities
- Perform all tasks in accordance with appropriate technical standards, branch and departmental quality and operational policies and procedures
- 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 e.g. Timesheets
- Participate in training, exercises and response to Disaster Management and Recovery
- Undertake other relevant duties as directed, consistent with skills, competence and training.

## **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

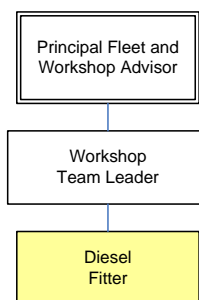
## Key Performance Indicators

- Tasks are coordinated to ensure minimum disruption to construction and maintenance activities
- Repairs completed to a high standard and within acceptable timeframes
- Equipment maintained and serviced in accordance with Council and manufacturers' requirements
- Minimum number of repeat jobs through sound quality assurance
- Workshop appearance maintained to a satisfactory level
- Timely and accurate reporting and advice
- All assigned tasks are completed professionally and within specified timeframes
- 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



## Specific Entitlements/Conditions:

The incumbent of this position may also be required to travel to other locations within the Shire to undertake work which may include overnight or multiple nights stays at those locations.

## Selection Criteria

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

## Authorisation

Director \_\_\_\_\_

Date \_\_\_\_\_

Date originated: 1 March 2011

Date reviewed: 20 August 2018

## Incumbent Signature

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> Diesel Mechanic Fitter or Motor Trade Qualification</p> <p>Minimum requirement of current class HR drivers licence, or eligibility and willingness to obtain in probationary period High Risk Forklift Licence Construction Induction White Card</p>	MANDATORY
<p><b>SC2</b> Demonstrated experience maintaining medium and heavy plant (although light vehicle mechanics with broad experience will also be considered).</p>	40%
<p><b>SC3</b> Demonstrated welding and fabrication experience. Air Conditioner Ticket would be advantageous.</p>	20%
<p><b>SC4</b> Excellent customer service skills together with demonstrated ability to display initiative and work effectively in a team environment under minimal supervision.</p>	15%
<p><b>SC5</b> Sound level of oral and written communication skills.</p>	15%
<p><b>SC6</b> Demonstrated knowledge of and commitment to EEO and WHS principles and practices.</p>	10%