


Banana Shire Council Job Application Package

Position Title:	Truck Driver Urban Drainage
Vacancy Reference Number:	VRN18/19-068
Department:	Infrastructure Services
Location:	Biloela
Employment Status:	Permanent
Recruitment Commences:	Tuesday 26 February 2019
Recruitment Closes:	Monday 11 March 2019
Enquiries to:	 <p>Human Resources Section Phone: (07) 49 929 500 Fax: (07) 49 923 493 Email: enquiries@banana.qld.gov.au</p>
How to Apply:	<ul style="list-style-type: none"> • Complete this Job Application Package • Include a cover letter and your responses to the Selection Criteria (found at the end of the attached Position Description) • Submit a detailed Resume • Attach copies of any relevant qualification/tickets/licences
How to submit your Application:	<p>Email: enquiries@banana.qld.gov.au</p> <p>Post: Attention: Ray Geraghty Chief Executive Officer Banana Shire Council PO Box 412 Biloela QLD 4715</p> <p>Fax: (07) 4992 3493</p> <p>In person: Banana Shire Council Admin Office, Valentine Plains Road, Biloela</p>



Banana Shire Council

Application for Employment

APPLICANT DETAILS								
POSITION APPLYING FOR: Truck Driver				VRN18/19-068				
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 current Plant Operator Tickets you possess (Please provide details on a separate sheet if necessary):								
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;				
<ol style="list-style-type: none"> 1. Length of Service 2. Position Title held at time of resignation 				
EMPLOYMENT HISTORY (Mandatory)				
Employer	Length of Service	Year Completed Service	Summary of duties	Business phone no.
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<ol style="list-style-type: none"> 1. Length of Service 2. Position Title held at time of resignation 				
PERMISSION / DECLARATIONS				
<ul style="list-style-type: none"> • 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. <p style="margin-left: 20px;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p style="margin-left: 20px;">If yes, please indicate persons you have an association with: _____</p> <p style="margin-left: 20px;">_____</p> <p style="margin-left: 20px;">_____</p> <ul style="list-style-type: none"> • 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. <p style="margin-left: 20px;">Name: _____ Signature: _____ Date: _____</p>				

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

SC5: Please explain how you have participated in workplace training in the past.

SC5: Please outline the WH&S and Equal Employment Opportunity practices that you believe would be relevant to this position.



BANANA SHIRE COUNCIL POSITION DESCRIPTION

Position Title:	Truck Driver
Employment Status:	Permanent, Full Time
Level:	Level 4
Employment conditions:	Local Government Employees (Excluding Brisbane City Council) Award – State 2003 Banana Shire Council Enterprise Agreement 2012 – Certified Agreement
Department:	Infrastructure Services
Location:	Biloela, subject to rotation
Reports to:	Supervisor – Urban Drainage
VRN and Position No:	VRN18/19-068

Purpose of the Role

To undertake labouring tasks and efficiently operate a range of Council trucks to meet required standards on urban drainage projects.

Key Role Functions

This position is responsible for the following functional areas:

- Vehicle operations
- Maintenance of plant
- Labouring
- Concrete Works / Form setting

Key Duties

- Perform general labouring duties
- Undertake basic concrete works, including setup of formwork
- Provide high quality vehicle operation services to the work teams at various locations within and outside the Shire
- Maintain a high standard and consistent approach with the usage of all Council's plant
- Maintain and service plant and vehicles on a daily basis, in accordance with operating procedures
- Maintain a daily diary of plant and vehicle movements to enable monitoring of Council's plant
- Comply with Council operating procedures and site specific work plans
- Provide required records to allow reconciliation to materials issued to work sites
- Operate and maintain small items of plant such as vibrators, concrete saws, concrete mixers, mowers, pumps, etc.
- Read and interpret basic plans and instructions
- Undertake traffic control and implement traffic control plans as required
- Complete and maintain administrative records eg. timesheets
- Operate other plant and equipment as required
- Participate in toolbox and team meetings.
- Participate in mandatory training and other learning and development opportunities
- Liaise with workplace representatives and employees to continuously improve work practices
- Actively contribute to teams within the Department and workforce, promote best practice and maintain professional standards and integrity
- Participate in training, exercises and response to Disaster Management and Recovery as required
- 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

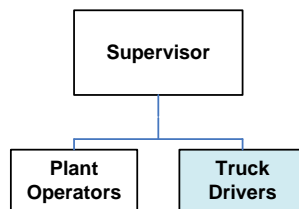
- Deliver output to meet agreed timeframes and standards required for the project
- A high standard and consistent approach is maintained with the usage of all Council's plant
- Equipment is maintained to identified standards
- Work is carried out in accordance with accepted Industry standards and within legislative requirements
- All tasks performed in accordance with appropriate technical standards, branch and departmental quality and operational policies and procedures
- 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
- 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 Supervisor – Urban Drainage.



Selection Criteria

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

Authorisation

Director Frank Nastasi

Date originated: 24 August 2011

Date reviewed 17 August 2017

Incumbent Signature

Position: Truck Driver – Urban Drainage

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>SC1 Minimum requirement of a current class MR drivers licence and demonstrated experience in the effective operation of heavy vehicles within a construction/maintenance infrastructure environment.</p> <p>Qld General Safety Induction (Construction Industry) Certification.</p>	MANDATORY
<p>SC2 Demonstrated knowledge of road construction and maintenance techniques. As well as demonstrated experience performing general labouring duties including concrete works and the ability to maintain small plant.</p>	40%
<p>SC3 Demonstrated ability to work effectively in a team environment under minimal supervision.</p>	20%
<p>SC4 Basic literacy, numeracy and communication skills.</p>	20%
<p>SC5 Demonstrated participation in mandatory training and learning and development opportunities.</p>	10%
<p>SC6 Sound understanding of EEO and WHS principles and practices</p>	10%