


Banana Shire Council Job Application Package

Position Title:	Construction Supervisor – Urban Drainage
Vacancy Reference Number:	VRN18/19-067
Department:	Infrastructure Services
Location:	Biloela
Employment Status:	Full Time
Recruitment Commences:	Friday 15 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: Supervisor Urban Drainage				VRN18/19-067				
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;
 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

Position Title:	Construction Supervisor – Urban Drainage
Employment Status:	Full time
Level:	4
Employment conditions:	Local Government Officers' Award 1998 Banana Shire Council Enterprise Agreement 2012
Department:	Infrastructure Services
Location:	Biloela, subject to rotation
Reports to:	Works Coordinator
VRN and Position No:	VRN18/19-067

Purpose of the Role

To lead a work team and coordinate resources to deliver construction and maintenance projects for urban drainage works within Council's Works Program.

Key Role Functions

This position is responsible for the following functional areas:

- Supervision
- Managing projects including costs
- Operation and maintenance of plant
- Labouring

Key Duties

- Provide technical advice and leadership to employees in the performance of construction and maintenance projects
- Liaise with the Coordinator to ensure availability of required employees, contractors, plant/equipment and materials, to implement project plans
- Develop and implement project plans and works schedules for works being performed and report variances to the Coordinator
- Implement project quality control methods to ensure completion of works to relevant quality assurance and environmental standards
- Monitor project costs on a daily basis and report variances to the Coordinator
- Develop, implement and monitor Traffic Management Plans
- Complete and maintain administrative records
- Collate, check and authorise timesheets
- Assist in the preparation of estimates for works projects and private works
- Liaise with property owners on works related matters, including the supply of gravel and water for works activities
- Undertake site survey and set out of projects
- Maintain an awareness of relevant industry standards eg. Main Roads Specifications
- Participate in training, exercises and response to Disaster Management and Recovery as required
- Liaise with workplace representatives and employees to continuously improve work practices
- Implement on-the-job training programs for employees
- Participate in the recruitment and induction of employees
- Conduct Performance Reviews for the work team
- Actively contribute to the team within the Department, promote best practice and maintain professional standards and integrity
- 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

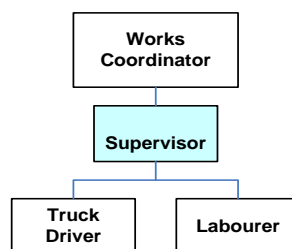
- Deliver expected outcomes within identified constraints
- Conducted works meet required standards at all times
- Equipment is maintained to identified standards
- High level of customer service evidenced
- High level of participation and commitment to team outcomes
- Effective and efficient supervision of staff, including responsibility and accountability for the health and safety of employees, contractors, visitors and volunteers
- Performance Reviews for the work team undertaken on time
- 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 Works Coordinator



Selection Criteria

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

Authorisation

Director: Frank Nastasi

Date: 24 November 2015

Date originated: 11 February 2008

Date last reviewed: 30 January 2019

Incumbent Signature

Position: Construction Supervisor – 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 Certificate III in Local Government (Operational Works), or willingness to undertake and complete this qualification</p> <p>Demonstrated experience leading civil infrastructure drainage projects. Qld Construction White Card or Blue Card (General Safety Induction)</p> <p>Current class C manual drivers licence</p>	Mandatory
<p>SC2 Demonstrated knowledge of relevant industry standards and specifications for urban drainage projects and maintenance works</p>	40%
<p>SC3 Demonstrated organisational ability, including the ability to develop, implement, monitor and review project specific plans</p>	30%
<p>SC4 Demonstrated ability to exercise initiative and to lead and motivate a team to maximise performance</p>	20%
<p>SC5 Sound level of oral and written communication skills</p> <p>Participate in mandatory training as nominated by Council and willingness to participate in learning and development opportunities</p>	5%
<p>SC6 Sound knowledge of and commitment to WHS & EEO practices and principles</p>	5%