

Banana Shire Council Job Application Package

Position Title:	Plumber and Drainer
Vacancy Reference Number:	VRN18/19-072
Department:	Council Services
Location:	Biloela
Employment Status:	Permanent Full Time
Recruitment Commences:	Tuesday 12 February 2019
Recruitment Closes:	Wednesday 27 February 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 Rd, Biloela</p>



Banana Shire Council

Application for Employment

APPLICANT DETAILS								
POSITION APPLYING FOR: Plumber and Drainer				VRN18/19-072				
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:	Plumber and Drainer
Employment Status:	Permanent, Full time
Level:	Building Trades 2
Employment conditions:	Building Trades Public Sector Award – State 2002 Banana Shire Council Enterprise Agreement 2012
Department:	Council Services
Location:	Biloela based subject to rotation
Reports to:	Team Leader Reticulation
VRN and Position No:	18/19-072

Purpose of the Role

Provide a high standard of plumbing support to Council's water supply and sewerage infrastructure and assets in order to sustain and deliver quality service to the community.

Key Role Functions

This position is responsible for the following functional areas:

- Plumbing and Labouring
- Project Planning and Management
- Technical Advice (plumbing and drainage standards)
- General Administration
- On-call responses and services

Key Duties

- Operate and maintain Council's water supply and sewerage reticulation schemes and infrastructure
- Assist with the development of project plans to ensure availability of required employees, contractors, plant/equipment and materials
- Complete administrative documentation (eg. Timesheets, risk assessments)
- Carry out the construction and installation of water and sewer assets to the approved standard
- Assist with the maintenance of Water and Sewerage Treatment Plants and management of reticulation and maintenance of operations as required
- Supervise activities of labourers, plant operators and contractors assigned to specific jobs
- Supervise and train apprentices as required under apprenticeship arrangements
- Notify the Supervisor of stock consumption and requirements
- Participate in on-call and overtime roster on a rotational basis
- Assist with municipal swimming pool maintenance as required
- Provide technical advice to employees in the maintenance and operation of reticulation schemes
- Collect samples for analysis and undertake routine analysis
- Maintain log sheets, asset records and monthly reports
- Respond to enquiries from internal and external customers promptly and professionally
- Contribute to the development, documentation and continuous review of work practices, procedures, policies and systems
- Contribute to the promotion of the image of the Council and the maximisation of good public relations
- Liaise with clients, other Council staff, the public, consultants, utility and government authorities in the performance of duties including providing and obtaining information
- Work effectively as a team member to assist senior staff to continuously improve work processes and develop new practices as required
- 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
- 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 Environmental Management policies and procedures

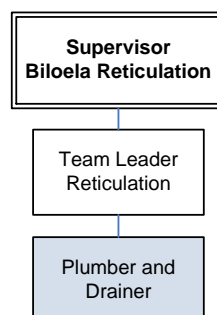
Key Performance Indicators

- Tools, materials, plant and vehicles are kept secure and are maintained appropriately at all times
- Performance of the water supply and sewerage schemes is optimised at all times (including treatment plants, pump stations and reticulation networks)
- Chemicals are handled and stored in accordance with the manufacturer's and health and safety specifications, including requesting MSDS or other relevant documentation at time of supply or delivery
- Tasks completed on time and to a high standard of workmanship in accordance with industry and Council standards
- Responds to interruptions to provisions of service to the community in a timely and effective manner including when on-call
- High level of contribution to satisfactory quality/licence audit results to meet required standards
- Maintenance and reporting requirements implemented effectively in respect of reticulation networks and treatment plants
- Satisfactory progression through required qualifications
- 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
- Perform all tasks in accordance with appropriate technical standards, branch and departmental quality and operational policies and procedures
- 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

- Raise requisitions within prescribed limits

Organisational Reporting Arrangements



Selection Criteria

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

SPECIFIC ENTITLEMENTS/CONDITIONS:

The incumbent of this position has been identified as a person working in an "at risk work location" or is an "at risk" worker. It is mandatory that the incumbent be protected by the relevant immunisation in accordance with Council's Staff Immunisation Program. (Vaccines may include tetanus, hepatitis A and B.)

The incumbent will be required to perform physically demanding labour intensive tasks and therefore will need to maintain an adequate level of physical fitness.

The incumbent will also be required to actively participate in mandatory training and other learning and development opportunities.

Authorisation

Director John McDougall
Date 12 September 2017
Date originated: 12 October 2007
Date reviewed: 1 February 2019

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>SC1 Recognised trade qualification in plumbing and drainage (minimum – Qld Interim Licence Tradesperson) together with demonstrated relevant work experience.</p> <p>Minimum requirement of a current class C manual drivers licence. MR Licence advantageous.</p> <p>Qld Construction White Card or Blue Card (General Safety Induction).</p>	Mandatory
<p>SC2 Demonstrated knowledge and experience in performing construction and maintenance activities within the water and/or wastewater industry.</p> <p>Experience in the Local Government Industry would be advantageous.</p>	40%
<p>SC3 Ability to supervise specific projects and work effectively in a team environment under minimal supervision.</p>	20%
<p>SC4 Sound level of oral and written communication skills, together with basic computer and keyboard skills.</p>	20%
<p>SC5 Highly regarded qualifications, tickets and licences:</p> <ul style="list-style-type: none"> • Current Licensed Plumber • HR drivers licence • Skidsteer Loader • Excavator • Confined Space • MUTCD Level 2 • Breathing Apparatus • Class A Asbestos • Trenching and Shoring 	10%
<p>SC6 Demonstrated knowledge of and commitment to EEO and WHS principles and practices.</p>	10%