


Banana Shire Council Job Application Package

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| Position Title: | Labourer Pothole Patching |
| Vacancy Reference Number: | VRN18/19-064 |
| Department: | Infrastructure Services |
| Location: | Biloela |
| Employment Status: | Maximum Term 6 Months |
| Recruitment Commences: | Friday 1 February 2019 |
| Recruitment Closes: | Friday 15 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: Labourer Pothole Patching | | | | VRN: 18/19-064 | | | | |
| 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

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;

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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.

SC3: Please outline your experience working in a team environment under minimal supervision.

SC4: Please explain how you have participated in workplace training in the past.



BANANA SHIRE COUNCIL POSITION DESCRIPTION

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|-------------------------------|---|
| Position Title: | Labourer Maximum Term 6 Months |
| Employment Status: | Full time |
| Award Classification: | 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 |
| VRN and Position No: | VRN18/19-064 |

Purpose of the Role

To assist with the day-to-day operations of Council's Infrastructure Services Department in accordance with Council Policies, the requirements of the community and industry standards.

Key Role Functions

This position is responsible for the following functional areas:

- Labouring
- Traffic Control
- Road Maintenance
- Vehicle Operations (as required)
- Maintenance of plant
- Maintain and repair roadside signage

Key Duties

- Carry out general labouring duties
- Install regulatory and other signage in accordance with project documentation and relevant standards
- Operate and maintain small items of plant such as generators, vibrating plates and whacker packer etc.
- Undertake road maintenance work e.g. pot hole patching, sign repairs and guide post installation etc.
- Plant and vehicle operation, maintenance and servicing as required, in accordance with operating procedures
- Read and interpret basic plans and instructions
- Undertake traffic control and implement traffic control plans as required
- Participate in toolbox and team meetings
- 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
- 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

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 Disaster Management policies and procedures

Key Performance Indicators

- Construction and maintenance works meet required standards at all times
- 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

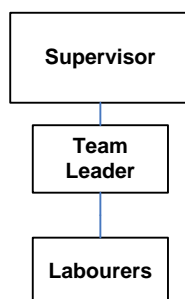
Note: These key performance indicators will inform the annual performance review associated with the position.

Delegations of Authority

- Nil

Organisational Reporting Arrangements

This position reports to the Team Leader – Pothole Patching



Selection Criteria

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

Authorisation

Director: John McDougall

Signed:

Date originated: 24 August 2007

Date reviewed: 15 January 2019

Incumbent Signature

Position: Labourer

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 (%) |
|---|---------------|
| SC1 Qld General Safety Induction White or Blue Card (Construction Industry) Certification. Hold and maintain a Current Class MR drivers licence. | MANDATORY |
| SC2 Demonstrated experience performing labouring work, including the ability to operate and maintain relevant plant and equipment e.g. generators, pumps compactor plates etc. Any other tickets or licenses (desirable). A current Level 2 MUTCD – Traffic Management Implementation accreditation would be highly regarded. | 40% |
| SC3 Demonstrated ability to work effectively in a team environment under minimum supervision. | 30% |
| SC4 Basic literacy, numeracy and oral communication skills. | 20% |
| SC5 Sound understanding of WHS and EEO principles | 10% |