


# Banana Shire Council Job Application Package

<b>Position Title:</b>	<b>Civil Construction Trainee</b>
<b>Vacancy Reference Number:</b>	<b>VRN18/19-065</b>
<b>Department:</b>	<b>Infrastructure Services</b>
<b>Location:</b>	<b>Biloela</b>
<b>Employment Status:</b>	<b>Fixed Term 3 Years</b>
<b>Recruitment Commences:</b>	<b>Friday 1 February 2019</b>
<b>Recruitment Closes:</b>	<b>Friday 15 February 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: Civil Construction Trainee				VRN: 18/19-065			
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.

**SC1: Please outline your Licences / Tickets and Qualifications**

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**SC2: Please outline your experience working in a team environment under minimal supervision.**

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**SC3: Please explain how you have participated in workplace training in the past.**

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**SC4: Please provide an outline of your previous work experience**

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

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## BANANA SHIRE COUNCIL POSITION DESCRIPTION

<b>Position Title:</b>	Civil Construction Trainee
<b>Employment Status:</b>	3 years Fixed Term Full Time
<b>Level:</b>	68% of Level 4
<b>Employment conditions:</b>	Local Government Employees (Excluding Brisbane City Council) Award – State 2003 Banana Shire Council Enterprise Agreement 2012 – Certified Agreement
<b>Department:</b>	Infrastructure Services
<b>Location:</b>	Biloela – subject to rotation
<b>Reports to:</b>	Works Coordinator

**VRN and Position No:**

### **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:

- Vehicle operations
- Maintenance of plant
- Labouring
- Undertake all training required for the role

## Key Duties

- Carry out general laboring duties
- Undertake basic concrete works, including setup of formwork
- 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
- Cooperate and work with other members of the Department and the workforce in order to achieve team goals
- Contribute to the development, documentation and continuous review of work practices, procedures, policies and systems
- Actively contribute to the team within the Department, promote best practice and maintain professional standards and integrity
- Duties in accordance with the training plan
- Maintaining a record of training such as a training record book as per your training responsibilities and workplace diary
- Make satisfactory progression through the training study modules as set out in the training plan and within designated time frames
- Undertake training, both off and on the job, to ensure all aspects of the qualification have been covered by completion of Traineeship
- Attending regular meetings with Registered Training Organisation Representative to discuss progress as requested
- 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

## 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, Q fever, hepatitis A and B.)



# Organisational Commitments

## Workplace Health and Safety

- Be aware of Banana Shire Council's Workplace Health and Safety Management system – SAFE PLAN2 (Reference WH&S Obligations and Responsibility Statement – Employees)
- 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

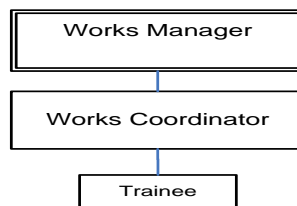
- Undertake and complete all studies required and within specified timeframes
- Construction and maintenance works meet required standards at all times
- Equipment is maintained to identified standards
- Work is performed in a manner that ensures the safety and health of employees, contractors, and the 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

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

## Delegations of Authority

- Nil

## Organisational Reporting Arrangements



## Selection Criteria

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

## Authorisation

Director            John McDougall

Date originated: 2 February 2011

Date reviewed: 15 January 2019

## Incumbent Signature

### Position:

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 (%)
<b>SC1</b> General Safety Induction (Construction Industry) Certification Genuine interest in the construction field C Class drivers licence or adequate progression towards obtaining	MANDATORY
<b>SC2</b> Demonstrated ability to work effectively in a team environment under minimum supervision.	40%
<b>SC3</b> Basic literacy, numeracy and oral communication skills.	20%
<b>SC4</b> Proven ability to use initiative and follow instruction.	20%
<b>SC5</b> Knowledge of and commitment to EEO and WHS principles and practices.	20%