



## Employment Application Pack

Position Title:	Supervisor – Urban Drainage
Vacancy Reference Number:	VRN23/24-004
Department:	Infrastructure Services
Location:	Biloela
Employment Status:	Full Time, Permanent
Recruitment Status:	Open until position is filled

### TO APPLY

Submit the following documentation via email or in person:

- Application for Employment
- Cover Letter
- Resume
- Copies of any relevant Qualification/Tickets/Licences are not required – please include details in the application form.

*Your Cover Letter should outline qualifications, education and licences as well as abilities, skills and knowledge found on page two of the Position Description. Ensure you provide relevant examples where you have demonstrated your ability to perform the duties and responsibilities required in the Position Description.*

Email: [enquiries@banana.qld.gov.au](mailto:enquiries@banana.qld.gov.au)

In person: Banana Shire Council Admin Office, 62 Valentine Plains Road, Biloela

## BANANA SHIRE COUNCIL APPLICATION FOR EMPLOYMENT

APPLICANT DETAILS							
<b>POSITION APPLYING FOR:</b> supervisor – Urban Drainage					VRN 23/24-004		
<b>FAMILY NAME:</b>				<b>GIVEN NAME(S):</b>			
<b>TITLE:</b> <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other _____							
<b>MAILING ADDRESS:</b>					<b>MOBILE NO:</b>		
<b>POSTCODE:</b>					<b>TELEPHONE NO:</b>		
<b>EMAIL ADDRESS:</b>							
IN ORDER FOR BANANA SHIRE COUNCIL TO MONITOR ITS ADVERTISING, COULD YOU PLEASE INDICATE WHERE YOU SAW THIS POSITION ADVERTISED?							
<input type="checkbox"/> Facebook		<input type="checkbox"/> SEEK			<input type="checkbox"/> LinkedIn		
<input type="checkbox"/> 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) _____					
ELIGIBILITY TO WORK IN AUSTRALIA <small>(Originals must be presented upon, or prior to, commencement of employment as requested by Council)</small>							
Are you an Australian/New Zealand citizen or Permanent Resident?   Yes <input type="checkbox"/> No <input type="checkbox"/>							
If no, do you have a working visa? (Please specify type)   Yes <input type="checkbox"/> No <input type="checkbox"/>							
LICENCES <small>(Originals must be presented upon, or prior to, commencement of employment as requested by Council)</small>							
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 <small>(Originals must be presented upon, or prior to, commencement of employment as requested by Council)</small>							

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?  Yes  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)?  Yes  No

**QUALIFICATIONS** (Please provide details on separate sheet if more than one Qualification is held)

Level of Qualification:  Masters  Post Graduate  Degree  Diploma  Certificate/Trade  School

Course Name:

Year Qualification Obtained:

Educational establishment where qualification attained:  University  TAFE  Other Training Centre  School

Name of Establishment: \_\_\_\_\_ Country (If outside Australia): \_\_\_\_\_

**REASONABLE ADJUSTMENTS**

Should you be shortlisted, are there any considerations that Council need to be aware of to make reasonable adjustments? Yes  No

If yes, please state details:

**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

**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 and 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.**

*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*

**Please outline your licences tickets and qualifications that relate to this position:**


**What is your experience performing labouring duties?**




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


## POSITION DETAILS

Position Title:	Supervisor – Urban Drainage		
Classification:	Level 4	Position Status:	Full Time
Employment Conditions:	Queensland local Government Industry Award (Stream A) – State 2017 Banana Shire Council Enterprise Agreement 2021		
Department:	Infrastructure Services	Location:	Biloela
Reports to:	Coordinator - Works	Number of reports:	3

## ABOUT COUNCIL

### Our Vision

“Shire of Opportunity”

To improve the quality of life for our communities through the delivery of efficient, effective and sustainable services and facilities.

### Our Mission

Our Council is committed to promoting and striving for continuous improvement in all that we do, for the benefit and growth of the whole of our Shire.

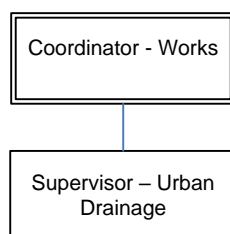
### Our Values

- Advocacy for our people
- Effective and responsive leadership
- Integrity and mutual respect
- Honesty, equity and consistency in all aspects of Council’s operations
- Quality of service to our citizens
- Work constructively together, in the spirit of teamwork
- Sustainable growth and development

## GENERAL POSITION INFORMATION

To lead a work team and coordinate resources to deliver construction and maintenance projects within Councils Works Program.

## ORGANISATIONAL REPORTING ARRANGEMENTS



## DUTIES AND RESPONSIBILITIES

- Provide technical advice and leadership to employees
- Liaise with Works Coordinator to implement project plans
- Develop and implement and report on project plans and works schedules



- Implement project quality control methods to ensure completion of works is to relevant quality assurance and environmental standards
- Monitor and report on project costs
- Develop, implement and monitor Traffic Management Plans
- 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
- Implement on the job training programs for employees
- Participate in the recruitment and induction of employees
- Conduct performance reviews of employees
- Undertake administrative duties for projects and coordinators
- 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
- Undertake routine administrative tasks as required by the position eg. timesheets
- 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.

### QUALIFICATIONS, EDUCATION AND LICENCE REQUIREMENTS

#### Compulsory

- Qld Construction White Card (General Safety Induction).
- Current class C manual drivers licence
- Certificate IV Civil Construction and or relevant experience
- Sound knowledge of concreting activities

#### Desirable

- Other plant tickets
- Implement Traffic Management Plans (ITMP) Qualification

### ABILITIES, SKILLS AND KNOWLEDGE REQUIRED

#### Compulsory

- Demonstrated organisational ability, including the ability to develop, implement, monitor and review project specific plans.
- High level of literacy, numeracy and oral communication skills
- Knowledge of relevant industry standards and specifications
- Experience leading civil infrastructure projects
- Sound understanding of and commitment to EEO and WHS principles and practices.

### CORPORATE OBLIGATIONS

The Employee agrees to comply with the following:

- Workplace Health and Safety policies and procedures
- Customer service standards

- Council's Code of Conduct
- Council's Environmental Policy
- Human rights legislation, actively promoting its principles in all activities
- Human Resources policies and procedures
- Financial Management policies and procedures
- Records Management policies and procedures
- Disaster Management policies and procedures

## SPECIFIC CONDITIONS/REQUIREMENTS

- The employee acknowledges that this role requires them to hold and maintain a class 'C' drivers licence and that the loss of licence may jeopardise employment with Council
- The employee agrees to be available to travel within and outside of Shire boundaries for work and training purposes and may be required to work away from home for unspecified periods of time
- The employee acknowledges this role is physically demanding and requires an adequate level of fitness to be held and maintained in order to successfully undertake manual labouring tasks.

## ACKNOWLEDGEMENT

This position description outlines the responsibility level of the role and the general nature of work to be performed in this role. Your Supervisor will facilitate training and provide guidance on the specific requirements of the role. By signing this document you understand this and commit to the corporate obligations and specific conditions/requirements of the role as listed above and understand that failure to comply may jeopardise your employment with Council.

Name:

Signature:

Date: