



Employment Application Pack

Position Title:	Engineer - Treatment Operations
Vacancy Reference Number:	VRN24/25-050
Department:	Council Services
Location:	Biloela
Employment Status:	Full Time, Permanent
Remuneration:	\$91,876.22 - \$97,179.86 Level 6 LGIA Stream A
Recruitment Commences:	31 October 2024
Recruitment Closes:	14 November 2024

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** required to be submitted (please also 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

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

BANANA SHIRE COUNCIL APPLICATION FOR EMPLOYMENT

APPLICANT DETAILS							
POSITION APPLYING FOR: Engineer Treatment Operations					VRN 24/25-050		
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"/> 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 (Originals must be presented upon, or prior to, commencement of employment as requested by Council)							
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 (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 must 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): _____							

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;

- Length of Service
- 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

Engineer – Treatment Operations

POSITION DESCRIPTION

POSITION DETAILS

Position Title:	Engineer – Treatment Operations		
Classification:	Level 6	Position Status:	Permanent, Full Time
Employment Conditions:	Queensland Local Government Industry (Stream A) Award – State 2017 Banana Shire council Certified Agreement 2021		
Department:	Council Services	Location:	Biloela
Reports to:	Manager Water Services	Number of reports:	6

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.

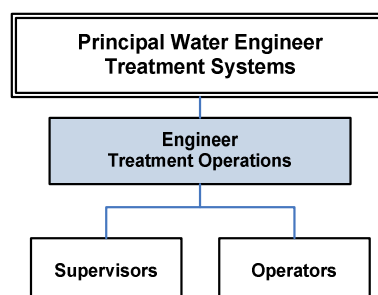
Our Values

- 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

Coordinate staff and resources and oversee the operation of Council’s water and wastewater treatment functions and the delivery of associated activities under the general direction of the Principal Water Engineer – Treatment Systems.

ORGANISATIONAL REPORTING ARRANGEMENTS



DUTIES AND RESPONSIBILITIES

- Establish strategic direction for staff and resources associated with treatment facilities throughout the Shire.
- Mentor and facilitate the transfer knowledge between employees to promote an environment of interactive learning and development.
- Identify potential risks to treatment operations and develop solutions and processes to overcome.
- Review and assess performance to ensure high level of quality and compliance is achieved.
- Review operations, policies, and procedures for the area regularly.
- Assist in the delivery of the capital works program and asset replacement, undertaking project management for allocated works.
- Ensure operations comply with water and wastewater legislation, Acts, guidelines, policies, and quality standards.
- Ensure statutory, SAMP/Customer Service reporting obligations to relevant authorities are met.
- Coordinate ongoing operation, maintenance, and repair of SCADA / Telemetry network, including calibration of equipment and meters.
- Manage chemical storage and manifests in treatment plants in compliance with relevant standards.
- Supervise contractors undertaking work on treatment related assets.
- Report on the operation of facilities, including departures from designated operating standards.
- Oversee the planned asset replacement, maintenance activities and other projects utilising Council's Asset Management Software in conjunction with the Coordinator Asset Delivery and Maintenance
- Implement planned maintenance schedules for treatment assets.
- Assist with the implementation of required actions in accordance with Drinking Water Quality Management and recycled Water Management Plans
- Assist in the development of the annual budget as related to treatment operations.
- Supervise the daily operations at the water and wastewater treatment facilities as required.
- Undertake routine administrative tasks as required by the position e.g. 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

- Queensland C class manual drivers' licence (minimum requirement – provisional licence)
- Relevant knowledge and experience in the field of municipal water and wastewater treatment operations and asset management together with relevant tertiary qualifications.
- General Construction Induction Card (White Card)

Desirable

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ABILITIES, SKILLS AND KNOWLEDGE REQUIRED

Compulsory

- Demonstrated ability to troubleshoot and problem solve mechanical and electrical faults.
- Leadership and mentoring skills, with the skills to facilitate the transfer of information and knowledge.
- Highly developed customer service, oral and written communication, and interpersonal skills
- Demonstrated ability to research, problem solve and manage the time of self and others.
- Experience in the use of telemetry and asset management software
- Demonstrated knowledge of and commitment to EEO and WHS principles and practices

Desirable

- Local Government experience
- Experience in applying relevant technical knowledge to excursions outside of usual parameters.

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
- Anti-discrimination 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' manual drivers' licence and that the loss of licence may jeopardise employment with Council.
- The employee acknowledges that this role has been identified as working in an 'at risk work location' and/or is an 'at risk worker' and subsequently agrees to be protected by the relevant immunisations in accordance with Council's Staff Immunisation Program and will participate in required health monitoring in accordance with the guidelines set out by council and relevant legislation and industry standards.

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 provide training and 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: