

**Employment Application Pack**

Position Title: Road Reclaimer Operator

Vacancy Reference Number: VRN24/25-089

Department: Infrastructure Services

Location: Biloela

Employment Status: Full Time, Permanent

Recruitment Commences: 4 April 2025

Recruitment Closes: 18 April 2025

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

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

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **BANANA SHIRE COUNCIL APPLICATION FOR EMPLOYMENT** | | | | | | | | | | | | | | |
| **APPLICANT DETAILS** | | | | | | | | | | | | | | |
| **POSITION APPLYING FOR: Road Reclaimer Operator** | | | | | | | | | | **VRN24/25-089** | | | | |
| **FAMILY NAME:** | | | | | | | | | | **GIVEN NAME(S):** | | | | |
| **TITLE:** 🞎 Mr 🞎 Mrs 🞎 Miss 🞎 Ms 🞎 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?** | | | | | | | | | | | | | | |
| * Facebook | | | | * SEEK | | | | | | | * LinkedIn | | | |
| * Newspapers \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | * Posters/Mail outs | | | | | | | * The Australian Local Government Job Directory | | | |
| * Banana Shire Council Website | | | | * 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  No | | | | | | | | | | | | | | |
| If no, do you have a working visa? (Please specify type). Yes  No | | | | | | | | | | | | | | |
| **LICENCES** (Originals must be presented upon, or prior to, commencement of employment as requested by Council) | | | | | | | | | | | | | | |
| Class of Licence: | Car (C) | | LR | | | MR | | HR | | | HC | | MC | RE/R |
|  | Open | | | | Provisional | | | | Learners | | | | | |
| Licence issued in | | Queensland | | | | | Another State/Territory | | | | | 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? 🞎 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 institution where qualification attained: 🞎 University 🞎 TAFE 🞎 Other Training Centre 🞎 SchoolName of institution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Country (If outside Australia): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **REASONABLE ADJUSTMENTS** | | | | |
| Should you be shortlisted, are there any considerations that Council needs to be aware of in order 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 service completed** | 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  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 nominated medical practitioner if required.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.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **POSITION DETAILS** | | | | |
| Position Title: | Road Reclaimer Operator | | | |
| Classification: | Level 6 | Position Status: | Full Time, Permanent | |
| Employment Conditions: | Queensland local Government Industry Award (Stream B) – State 2017  Banana Shire Council Enterprise Agreement 2021 | | | |
| Department: | Infrastructure Services | Location: | | Biloela |
| Reports to: | Coordinator - Works | Number of reports: | | 0 |

|  |
| --- |
| **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 efficiently operate a road reclaimer and various other plant to meet required standards on maintenance and construction projects. |
| **ORGANISATIONAL REPORTING ARRANGEMENTS** |



|  |
| --- |
| **DUTIES AND RESPONSIBILITIES** |
| * Provide high-quality specialist plant operation services including road construction and maintenance * Maintain a high standard and consistent approach with the usage of all Council’s plant * Maintain and service plant and equipment on a daily basis, in accordance with operating procedures * Carry out general labouring duties as required * Maintain a daily diary of plant movements * Comply with Council operating procedures and site-specific work plans * Allow reconciliation of materials issued to work sites * Read and interpret basic plans and instructions * Undertake traffic control and implement traffic control plans as required * Report declared weeds and perform wash downs of plant when exposed to weed declared areas * Participate in Toolbox talks * Liaise with workplace representative and employees to continuously improve work practices * 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 e.g. timesheets * Assist senior staff to continuously improve work processes and develop new practices as required * Participate in training, exercises and respond 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**   * Current Qld Class ‘HR’ driver’s licence * Qld Construction White Card or Blue Card (General Safety Induction) * Implement Traffic Management Plans (ITMP) Qualification (or willingness to obtain)   **Desirable**   * Traffic Control Licence * Other plant tickets |
| **ABILITIES, SKILLS AND KNOWLEDGE REQUIRED** |
| **Compulsory**   * Experience in the efficient operation of heavy vehicles within a maintenance or construction infrastructure environment * Sound literacy, numeracy and oral communication skills and ability to undertake Learning and Development opportunities as required * Demonstrated ability to work in a team environment under minimal supervision * 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 * Environment and Sustainability policy and procedure * 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 ‘HR’ driver’s 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: |

|  |  |  |
| --- | --- | --- |
| Position Description Authorised by *Frank Nastasi* | Date originated: *27 November 2019* | Date reviewed: *15 July 2021* |
| Please note: Director at the time of authorisation may differ from current Director. New approval is not required where only minor changes are made to the Position Description at review | | |