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EMPLOYMENT INFORMATION PACKAGE

Supervisor
Town Maintenance



28 May 2019

Supervisor – Town Maintenance Goondiwindi

Thank you for your interest in applying for the position of **Supervisor, Town Maintenance, Goondiwindi** with the Goondiwindi Regional Council. Currently, we have a full time permanent position to commence in June/July, 2019.

This package has been prepared as a guide for job applicants and includes an explanation of how to address the selection criteria (where applicable) so that you can present the best possible image of yourself and your work experience when completing your application.

The package includes the following documents:

- Advertisement
- Position Description
- General Conditions of Employment
- Recruitment and Selection Process

For general details of the Council, please visit our website: **www.grc.qld.gov.au**

For further information about the position or duties involved, please contact Council's Human Resources Department on (07) 4671 7400 or via email on mail@grc.qld.gov.au.

I look forward to receiving your application.

Debbie Elliott
Human Resources Officer

ADVERTISEMENT



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Council currently has the following vacancy:

POSITION: Supervisor, Town Maintenance
DIRECTORATE: Engineering Services
LOCATION: GOONDIWINDI QLD
CLOSING DATE: Friday, 21 June, 2019
ENQUIRIES: Technical Officer - Projects, Design & Assets

Employment Information Packages (including details on how to apply) may be obtained by visiting Council's website at www.grc.qld.gov.au/vacancies

Applications must be received by 5:00pm on **Friday, 21 June, 2019.**

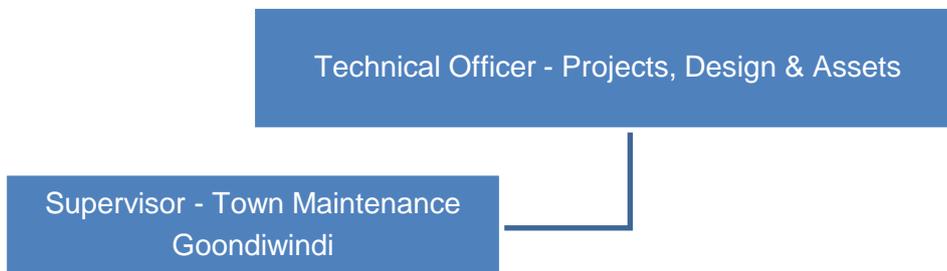
POSITION DESCRIPTION

Position: Supervisor – Town Maintenance
Section: Engineering Services
Location: Goondiwindi, Queensland
Reports to: Technical Officer - Projects, Design & Assets

POSITION OBJECTIVE

To ensure town maintenance and parks and gardens operations are carried out efficiently and effectively across the Goondiwindi District.

ORGANISATIONAL STRUCTURE



POSITION REQUIREMENTS

<i>EXPERIENCE AND QUALIFICATIONS</i>
• Current & valid Queensland 'Class C' Drivers licence essential;
• Current Blue Card (Construction Safety Induction);
• Previous supervision experience desirable;
• Experience in irrigation and watering systems planning and maintenance desirable;
• Understanding of Horticultural Practices desirable;
• Current chemical spraying licence desirable;
• Current Traffic Control Ticket desirable; and
• Tickets for various plant and equipment desirable.

KNOWLEDGE, SKILLS AND ABILITIES
<ul style="list-style-type: none"> • Sufficient computer skills to fulfil position requirements, or ability to learn;
<ul style="list-style-type: none"> • Sound knowledge and understanding of horticultural methods;
<ul style="list-style-type: none"> • Ability to use a range of tools and motorised equipment suitable to the position;
<ul style="list-style-type: none"> • Ability to work with minimal supervision to established guidelines and procedures;
<ul style="list-style-type: none"> • Demonstrated knowledge of Quality Assurance procedures and practices;
<ul style="list-style-type: none"> • Demonstrated ability to complete all necessary paperwork associated with the position;
<ul style="list-style-type: none"> • Demonstrated ability to proactively and professionally represent the interests of Council;
<ul style="list-style-type: none"> • Have sufficient verbal and written communication skills to deal with members of the public and other council officers;
<ul style="list-style-type: none"> • Sufficient planning skills to fulfil objectives;
<ul style="list-style-type: none"> • Ability to improve performance of others and support team to meet deadlines;
<ul style="list-style-type: none"> • Knowledge and awareness of environmental issues associated with work activities;
<ul style="list-style-type: none"> • Knowledge and awareness of Workplace Health and Safety rules and regulations, including a sound knowledge of safe working practices;
<ul style="list-style-type: none"> • Knowledge and awareness of Council's policies and procedures;
<ul style="list-style-type: none"> • Sufficient personnel management skills to fulfil objectives;
<ul style="list-style-type: none"> • Sufficient skills to ensure that all vehicles, plant and equipment are regularly maintained and kept in good condition;
<ul style="list-style-type: none"> • Depth of technical knowledge in irrigation and watering systems or ability to obtain.

KEY RESULT AREAS	KEY ACCOUNTABILITIES
<p>The key responsibilities may be modified from time to time to ensure that outcomes are coordinated within Council's Operational and corporate Plans. Duties of the positions are flexible and subject to review from time to time. Without limiting the above, the key responsibilities of the position holder shall include:</p>	
	<ul style="list-style-type: none"> • To contribute to parks and gardens maintenance activities of the Goondiwindi Regional Council and ensure ongoing maintenance and high presentation of townships throughout the Goondiwindi District.
	<p>The Supervisor - Town Maintenance shall be personally responsible for the effective execution of the following specific matters:-</p> <ul style="list-style-type: none"> • Responsible for ensuring parks, gardens, roadside slashing, town litter, cemetery, water park, sporting ovals, airport, street sweeping and other town maintenance activities in areas of responsibility are carried out in an effective and efficient manner. • Be responsible for the day to day control and management of Council's Goondiwindi district town maintenance crews; • Responsible for programming daily maintenance activities in accordance with relevant requirements;

	<ul style="list-style-type: none"> • Responsible for undertaking regular inspections of towns in the Goondiwindi District to identify maintenance needs; • Assist the Technical Officer - Projects, Design & Assets in addressing and actioning routine customer requests etc. in areas of responsibility. • Monitor and control budgets and specific work activity costs in areas of responsibility; • Responsible for assisting with the coordination of refuse tip and cemetery maintenance activities as required by the Director Building & Environmental Health Services; • Coordinate with the Supervisor - Gravel Roads Maintenance and other Coordinators, Crew Leaders and Supervisors to ensure adequate personnel resources in relevant areas; • To ensure the availability of all vehicles, plant and equipment, all materials, and to manage the team to ensure a productive working environment. • Ensure that timesheets are being completed daily and a detailed record of work carried out is recorded daily on work sheets. • Keep daily diary of work activities and issues, and liaise and communicate with staff regarding work activities, daily programs etc. • Ensure that correct signage is used in accordance with current regulations. • Ensure that required quantity of work is achieved on a daily basis and that the quality of the work is satisfactory. • To complete work orders as required. • To obtain quotations and generate orders in accordance with Council's Purchasing Policy. • To verify the receipt of ordered materials, goods and services, to indicate any variances, and assist in ensuring that only received goods and services are paid for. • Ensure that materials, plant and equipment on finished jobs are recorded and returned to the stores and depot. • Ensure maintenance and care of the vehicles, plant and equipment. • Ensure that fuel deliveries and issues, fuel orders, and the completion of all records and registers in this regard are being done as prescribed. • To monitor expenditure in areas of responsibility to ensure compliance with budget, and to advise Manager Works of variances. • To provide written status reports of all works, as required. • To review and evaluate procedures and techniques, and advise on possible changes to improve efficiency and quality. • Attend regular Supervisors meetings. • Ensure all work is carried out in accordance with the Quality Assurance system. • Any other duties as directed by the Technical Officer (Projects, Design & Assets) Goondiwindi, Manager Works or Director of Engineering.
Records Management	<ul style="list-style-type: none"> • Manage all corporate documents (both created and received) in accordance with relevant Records Management policies, procedures and legislation.
Safety	<ul style="list-style-type: none"> • Work is to be carried out in accordance with SAFEPLAN2 – Council's workplace Health and Safety Management System. Employees must ensure that they do not put the health and safety of themselves or others at risk. Work is to be carried out to meet WHS obligations and responsibilities (WH&S-WP-1.5.1) as detailed in the relevant legislative requirements and standards including Council policies and procedures.

Risk Management	<ul style="list-style-type: none"> Supports the Director regarding all aspects of the organisation wide risk management program. Responsibilities include facilitating the identification of risks throughout the organisation, developing, reporting and monitoring formats on risk management issues.
Service	<ul style="list-style-type: none"> To recognise the value and importance of our customers and to deliver excellence in services provided to both our external and internal customers.
Work	<ul style="list-style-type: none"> To contribute to a work environment that values the contributions made by staff, that is healthy and safe, free of discrimination and which seeks to attract and retain quality staff.

ACCOUNTABILITY

Accountable to the Director Engineering.

<i>PERFORMANCE & SKILL STANDARDS</i>
<ul style="list-style-type: none"> Tasks allocated to the position shall be performed to agreed standards and in accordance with established procedural guidelines. Performance indicators shall be those as agreed with the Chief Executive Officer recognising those standards as outlined in council's Corporate Plan and supporting Operational Plan.
<ul style="list-style-type: none"> Work shall be performed in accordance with accepted industry standards, quality assurance standards and in compliance with Workplace Health and Safety Act and other legislative requirements or standards, which may be appropriate and including Council's policies, procedures and local laws.
<ul style="list-style-type: none"> Allocated tasks shall be completed consistently within agreed time frames.
<ul style="list-style-type: none"> Active participation in planning and recommending possible ways in which allocated tasks can be carried out more effectively and efficiently.
<ul style="list-style-type: none"> Demonstration of a spirit of co-operation towards other employees and the achievement of Council's aims and objectives.

GENERAL CONDITION OF EMPLOYMENT

AWARD:	Queensland Local Government Industry Award – State 2017
SALARY:	Level 3.1 to 4.1 (Stream A) \$62,019 to \$67,098p/a plus allowances dependent on skills, knowledge and qualifications. (under 21 years - Junior rates apply)
SUPERANNUATION:	First 12 months Employee contribution of 6% not compulsory Council Contribution 9.5% if no employee contribution is made, otherwise 12% Second and subsequent years is compulsory Employee Contribution 6% Council Contribution 12% *Council contribution 9.5% only applies to casuals.
STAFF DEVELOPMENT & TRAINING:	Council is very aware of the need for the development of its staff. Both Field and Administration staff undertake an annual performance appraisal on the anniversary of their start date or at regular 12 monthly intervals. Employees are encouraged to undertake training relevant to their duties and to undertake study in approved courses.
WORKPLACE HEALTH & SAFETY:	All employees commencing with Council must commit to the employee obligations of the Work Health and Safety Act 2011.
PROBATION:	All appointments are subject to a three to six month probationary period.
UNIFORM:	All external employees are required to wear the protective clothing as provided by Council from the date of commencement of employment.
SMOKE-FREE WORKPLACE:	It is Council policy that smoking is not permitted in: <ul style="list-style-type: none">• Council buildings;• Council vehicles, road plants;• Water and sewerage plants and designated confined entry spaces;• Other designated areas, which will be notified from time to time.

RECRUITMENT AND SELECTION PROCESS

This guide has been designed to help you understand Goondiwindi Regional Council's selection process.

Council is an equal opportunity employer and selections are based on merit and equity. Council's objective is to appoint the most suitable person to the position, taking into account the nature of the duties, the abilities, qualifications, experience, standard of work performance and personal qualities of the applicants having regard to the Local Government Act, and other relevant legislation.

Selection is based on the assessment of each applicant in relation to their qualifications, skills, experience and the selection criteria (where applicable) provided for the advertised vacancy.

STEP 1

1. Vacancy Advertised
2. Obtain an Application Kit
3. Applications received

STEP 2

4. Selection Panel Formed
5. Applicants short-listed
6. Candidates notified & interviewed
7. Interview assessment
8. Reference checks
9. Pre employment medical maybe required
10. Recommendation of appointment.

STEP 3

11. Unsuccessful applicants notified
12. Position offered to successful candidate
13. Induction Process

APPLICATIONS

Your application needs to be addressed to the Chief Executive Officer and should contain the following: -

- A brief covering letter – identifying your interest in the position.
- A concise demonstration that you meet the selection criteria (if required) – providing brief details of how your skills, abilities, knowledge, experience and qualifications fulfil the requirements of the position.
- Where specific selection criteria is not requested, you should incorporate sufficient detail in your covering letter/resume to demonstrate you have the ability to meet the requirements of the position.
- Your resume – this document should include your personal contact details along with a summary of your education, work experience detailing where you have worked, positions held, period of employment and brief details of duties performed.
- Referees – provide names, position titles and telephone numbers of at least two business referees. One of these referees should be your current employer or most recent supervisor.

Applications must be received by the closing date specified above. Late applications will only be considered if prior arrangements have been made with Council.

Short listing of applicants is based on how well your knowledge; skills and abilities to perform the duties and requirements of the job.

The selection panel will endeavour to meet any special requirements you may have to enable you to attend the interview.

You will be asked a set of either behavioural or situational questions by the panel. Behavioural questions ask how you have handled certain situations in the past and situational focus on how you would handle a particular aspect of the position.

These questions will have been developed by the selection panel to assess how well you match the position.

LODGING YOUR APPLICATION

You can apply for the position online by clicking the “APPLY” button on Council’s website www.grc.qld.gov.au/vacancies. Complete the application and attached relevant documents. Applications should be submitted before 5:00pm on the closing date for the position. If you choose not to apply online application should be forwarded to:

Post to: Attention: Debbie Elliott Mr Carl Manton Chief Executive Officer Goondiwindi Regional Council Locked Mail Bag 7 INGLEWOOD QLD 4387	Personally deliver to: Attention: Debbie Elliott Customer Service Centres in Goondiwindi, Inglewood or Texas.	Email to: mail@grc.qld.gov.au Attention: Debbie Elliott
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As each application will be electronically scanned, it is not necessary to bind your application or include it in a folder.

REFERENCE CHECKS

The selection panel will conduct reference checks on applicants with the strongest overall performances at the interviews.

NOTIFICATION OF APPOINTMENT

The interview panel will confirm their decision as soon as practicable. Once the decision has been authorised a verbal offer will be made to the successful applicant. Upon acceptance of the verbal offer, a formal offer of employment will be forwarded to the successful applicant stating the terms and conditions of the position. Acknowledgement of these terms and conditions will be required by signing the letter of offer and returning same to Council along with commencement documentation.

All other applicants will then be notified of the decision.