



**REGIONAL
AUSTRALIA**
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EMPLOYMENT INFORMATION PACKAGE

Labourer
Road Maintenance



12 June 2019

Labourer – Road Maintenance Inglewood

Thank you for your interest in applying for the position of **Labourer, Road Maintenance, Inglewood** with the Goondiwindi Regional Council. Currently, we have a full time permanent position to commence in 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 District Engineer Inglewood, Jeremy Frankel on 0497 779 277 or via email on mail@grc.qld.gov.au.

I look forward to receiving your application.

Debbie Elliott
Human Resources Officer

ADVERTISEMENT



Council currently has the following vacancy:

POSITION: Labourer, Road Maintenance
DIRECTORATE: Engineering Services
LOCATION: INGLEWOOD, QLD
CLOSING DATE: Friday, 5 July, 2019
ENQUIRIES: 0497 779 277

An Employment Information Package, including 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 **Friday, 5 July, 2019.**

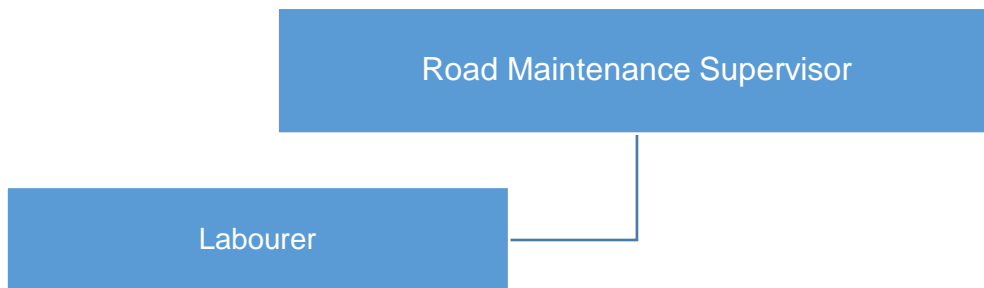
POSITION DESCRIPTION

Position: Road Maintenance Labourer
Section: Engineering Services
Location: Inglewood, Queensland
Reports to: Road Maintenance Supervisor

POSITION OBJECTIVE

To carry road maintenance and construction activities, town maintenance activities or any other activities as required and as directed across the Inglewood district.

ORGANISATIONAL STRUCTURE



POSITION REQUIREMENTS

EXPERIENCE AND QUALIFICATIONS
• Current and valid Queensland 'Class HR' Drivers licence desirable;
• Current and valid Queensland 'Class C' Drivers licence essential;
• Current Traffic Control Ticket desirable;
• Tickets for various plant and equipment desirable; and
• Current White/Blue Card (Construction Safety Induction) essential;
• First Aid Certificate desirable.

KNOWLEDGE, SKILLS AND ABILITIES
<ul style="list-style-type: none"> • Sufficient operating skills for the various pieces of plant and equipment utilised.
<ul style="list-style-type: none"> • Sufficient skills to service and maintain the pieces of plant and equipment utilised, in good condition.
<ul style="list-style-type: none"> • Sufficient planning skills to fulfil objectives.
<ul style="list-style-type: none"> • Have sufficient communication skills to deal with members of the public and other council officers.
<ul style="list-style-type: none"> • Knowledge of plant operations and capabilities as required.
<ul style="list-style-type: none"> • Up to date knowledge of relevant techniques and approaches within the areas of your involvement.
<ul style="list-style-type: none"> • Sound knowledge of materials used.
<ul style="list-style-type: none"> • Sound knowledge of Quality Assurance Procedures and Practices.
<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"> • Experience in plant operations.

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 maintenance and construction activities of the Goondiwindi Regional Council.
	<ul style="list-style-type: none"> • Carrying out a variety of road construction, road maintenance & town maintenance activities as required;
	<ul style="list-style-type: none"> • Ensure that timesheets are being completed daily and a detailed record of work carried out is recorded daily on a work sheet if required;
	<ul style="list-style-type: none"> • Liaise and communicate with fellow crew members and Supervisors regarding work activities, daily programs, etc;
	<ul style="list-style-type: none"> • Responsible for the correct maintenance and care of any plant or equipment used in the course of duties;
	<ul style="list-style-type: none"> • Carry out any plant operator duties as directed;
	<ul style="list-style-type: none"> • Ensure that correct signage is used in accordance with current regulations, where applicable;
	<ul style="list-style-type: none"> • Ensure that required quantity of work is achieved on a daily basis and that the quality of the work is satisfactory;

	<ul style="list-style-type: none"> To complete work orders as required;
	<ul style="list-style-type: none"> Report any plant or equipment repairs required to the Supervisor and complete all administrative requirements in this regard; and
	<ul style="list-style-type: none"> When performing higher duties, to be fully aware of the job requirements of such positions.
	<ul style="list-style-type: none"> Any other duties as directed by the Road Maintenance Supervisor, District Engineer or the Director Engineering Services.
	<ul style="list-style-type: none"> To recognise and value the importance of our customers and to deliver excellence in services provided to both our external and internal customers
	<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
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"> Report risk exposure to supervisor / manager and implement risk controls as directed by supervisor / manager.

PERFORMANCE & SKILL STANDARDS

<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:	Range from \$51,542.40 p/a to \$53,631.76 p/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.

LOGGING 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.