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AUSTRALIA**  
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## EMPLOYMENT INFORMATION PACKAGE

# Casual Labourer Water & Sewerage

[www.grc.qld.gov.au](http://www.grc.qld.gov.au)



12 February 2021

### **Casual Labourer – Water & Sewerage Goondiwindi**

Thank you for your interest in applying for the position of **Casual Labourer, Water & Sewerage, Goondiwindi** with the Goondiwindi Regional Council. Currently, we have a Casual position for approximately 3 months to commence as soon as possible.

You will be required to be flexible, helpful and have excellent skills. Due to the fast paced nature of this role, we are seeking a candidate who has experience handling a high volume and variety of work.

You will process the following:

- A friendly and down to earth personality, with a helpful attitude;
- Previous experience within water & sewerage or local government role;
- Ability to work at a fast pace and under pressure;
- Strong attention to detail;
- Good time management skills;
- Proven ability to maintain confidentiality and integrity in the workplace;
- A willingness to receive instructions and openness to working as a team member.

Relevant tertiary qualifications, certificates and/or training will be highly regarded.

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](http://www.grc.qld.gov.au)**

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

I look forward to receiving your application.

Debbie Elliott  
Human Resources Officer



Council currently has the following vacancy:

**LOCATION - GOONDIWINDI**

Council currently has a casual vacancy within its Engineering Directorate:

**Casual Labourer – Water and Sewerage**

This is a casual position (approximately 3 months) within the Goondiwindi Water & Sewerage Reticulation team.

- Applicants must hold a current MR Licence.
- Backhoe and Skid Steer licences are also desirable.

Employment applications are available on Council's website [www.grc.qld.gov.au](http://www.grc.qld.gov.au)

Please include a cover letter and resume outlining qualifications and experience. For more information on this position, contact Trevor Seth on 0419 645 406.

No referrals from Recruitment Agencies will be accepted.

Applications close **Monday, 1 March, 2021.**

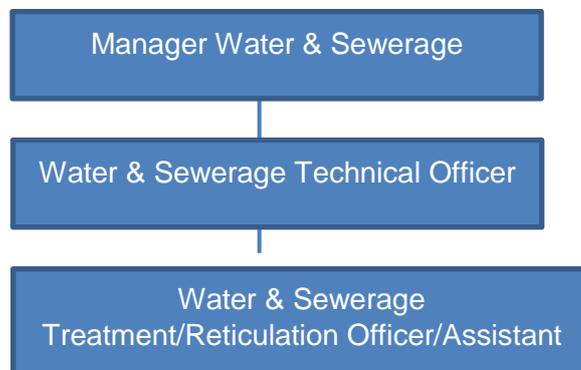
## POSITION DESCRIPTION

**Position:** Water & Sewerage Treatment/Reticulation Officer/Assistant  
**Section:** Engineering Services  
**Location:** Goondiwindi, Queensland  
**Reports to:** Water & Sewerage Technical Officer

### POSITION OBJECTIVE

To ensure water and sewerage maintenance activities are carried out efficiently and effectively across the Goondiwindi District of the Goondiwindi Regional Council.

### ORGANISATIONAL STRUCTURE



### POSITION REQUIREMENTS

KNOWLEDGE, SKILLS & EXPERIENCE
<ul style="list-style-type: none"><li>• Trade Qualified Plumber and Drainer(desirable);</li></ul>
<ul style="list-style-type: none"><li>• Confined Spaces Certificate (desirable);</li></ul>
<ul style="list-style-type: none"><li>• A current and valid Queensland 'Class C' Drivers licence (essential);</li></ul>
<ul style="list-style-type: none"><li>• Current Blue Card (Construction Safety Induction) (essential);</li></ul>
<ul style="list-style-type: none"><li>• Understanding of operational and maintenance work practices associated with Water and Wastewater Treatment plants;</li></ul>
<ul style="list-style-type: none"><li>• Understanding of operational and maintenance work practices associated with sewage pump station activities;</li></ul>
<ul style="list-style-type: none"><li>• Understanding of operational and maintenance work practices associated with water and wastewater reticulation systems;</li></ul>
<ul style="list-style-type: none"><li>• Willing to learn Water Testing including the use of standard laboratory equipment, tests, methods, procedures and protocols;</li></ul>
<ul style="list-style-type: none"><li>• An understanding of Water Quality matters including an understanding of Australian Drinking Water Guidelines (ADWG) and DEC (EPA) wastewater discharge requirements;</li></ul>
<ul style="list-style-type: none"><li>• Ability to maintain accurate record keeping including daily logs and test results;</li></ul>
<ul style="list-style-type: none"><li>• Knowledge of Pump Station Operations and Maintenance including the interpretation of plans, diagrams, and manuals;</li></ul>

KNOWLEDGE, SKILLS & EXPERIENCE
<ul style="list-style-type: none"> <li>• Knowledge of pumping valving systems; mechanical, electrical and process control systems; and telemetry systems;</li> </ul>
<ul style="list-style-type: none"> <li>• Knowledge of Plumbing and Water Supply fittings;</li> </ul>
<ul style="list-style-type: none"> <li>• Understanding and use of compressed air equipment;</li> </ul>
<ul style="list-style-type: none"> <li>• Knowledge and understanding of chemical dosing programs;</li> </ul>
<ul style="list-style-type: none"> <li>• Able to use a range of tools and motorised equipment;</li> </ul>
<ul style="list-style-type: none"> <li>• Knowledge of Quality Assurance procedures and practices.</li> </ul>
<ul style="list-style-type: none"> <li>• Ability to complete all necessary paperwork associated with the position;</li> </ul>
<ul style="list-style-type: none"> <li>• Ability to proactively and professionally represent the interests of Council.</li> </ul>
<ul style="list-style-type: none"> <li>• Knowledge and awareness of environmental issues associated with water and sewerage operations;</li> </ul>
<ul style="list-style-type: none"> <li>• Knowledge and awareness of Workplace Health and Safety rules and regulations, including a sound knowledge of safe working practices.</li> </ul>
<ul style="list-style-type: none"> <li>• Knowledge and awareness of Council's policies and procedures.</li> </ul>
<ul style="list-style-type: none"> <li>• Sufficient personnel management skills to fulfil objectives.</li> </ul>
<ul style="list-style-type: none"> <li>• Sufficient planning skills to fulfil objectives.</li> </ul>
<ul style="list-style-type: none"> <li>• Sufficient skills to ensure that all vehicles, plant and equipment are regularly maintained and kept in good condition.</li> </ul>

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 position are flexible and subject to review. Without limiting the above, the key responsibilities of the position holder shall include:</p>	
	<ul style="list-style-type: none"> <li>• To ensure sustainable and efficient water and sewerage systems across the Region.</li> </ul>
	<p>The Water and Sewerage Treatment and Reticulation Officer/Assistant shall be personally responsible for the effective execution of the following specific matters:-</p> <ul style="list-style-type: none"> <li>• Assist in the operation and maintenance of Council's water and wastewater treatment plants and pump stations in the Goondiwindi Zone;</li> <li>• Assist in the operations maintenance of Council's water &amp; wastewater reticulation systems</li> <li>• Perform routine plant inspection and associated maintenance activities;</li> <li>• Use, handle and store chemicals in accordance with relevant Occupational Health &amp; Safety requirements and ensure that the relevant chemical dosing is undertaken in an efficient and effective manner to meet plant processing and water quality requirements;</li> <li>• Collection of samples and undertaking of relevant tests;</li> <li>• Record data and maintain daily logs of plant operations and status and relevant test results;</li> </ul>

	<ul style="list-style-type: none"> <li>• Identify faults and operational condition of plant and make recommendations to the Supervisor to rectify issues;</li> <li>• Participate in the on-call rosters for the Goondiwindi Zone;</li> <li>• Responsible for the timely actioning of works orders as directed by the Water and Sewerage Technical Officer;</li> <li>• Ensure that timesheets are being completed daily and a detailed record of work carried out is recorded daily on work sheets.</li> </ul>
	<ul style="list-style-type: none"> <li>• Keep daily diary of work activities and issues, and liaise and communicate with staff regarding work activities, daily programs, etc.</li> <li>• Ensure that required quantity of work is achieved on a daily basis and that the quality of the work is satisfactory.</li> <li>• 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.</li> <li>• Ensure that materials, plant and equipment on finished jobs are recorded and returned to the stores and depot.</li> <li>• Ensure maintenance and care of the vehicles, plant and equipment.</li> <li>• Ensure that fuel deliveries and issues, fuel orders, and the completion of all records and registers in this regard are being done as prescribed.</li> <li>• Consider and evaluate procedures and techniques, and make recommendations to the Supervisor on possible changes to improve efficiency and quality.</li> <li>• Attend regular toolbox meetings.</li> <li>• Ensure all work is carried out in accordance with the Quality assurance system.</li> <li>• Adhere to Goondiwindi Regional Council policies.</li> </ul>
	<ul style="list-style-type: none"> <li>• Execute functions efficiently and effectively in areas of responsibility.</li> </ul>
	<ul style="list-style-type: none"> <li>• Using appropriate protective clothing and equipment.</li> </ul>
	<ul style="list-style-type: none"> <li>• Reporting any accident encountered during the course of work.</li> </ul>
	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
	<ul style="list-style-type: none"> <li>• To recognise and value the importance of our customers and to deliver excellence in services provided to both our external and internal customers.</li> </ul>
	<ul style="list-style-type: none"> <li>• Any other duties as directed by the W &amp; S Technical Officer or the Manager Water and Sewerage.</li> </ul>
Records Management	<ul style="list-style-type: none"> <li>• Manage all corporate documents (both created and received) in accordance with relevant Records Management policies, procedures and legislation.</li> </ul>
Safety	<ul style="list-style-type: none"> <li>• 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 as detailed in the relevant legislative requirements and standards including Council policies and procedures.</li> </ul>
Risk Management	<ul style="list-style-type: none"> <li>• Report risk exposure to supervisor/manager and implement risk controls as directed by supervisor/manager.</li> </ul>

## PERFORMANCE & SKILL STANDARDS

- 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.
- 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.
- Allocated tasks shall be completed consistently within agreed time frames.
- Active participation in planning and recommending possible ways in which allocated tasks can be carried out more effectively and efficiently.
- Demonstration of a spirit of co-operation towards other employees and the achievement of Council's aims and objectives.

## WORKPLACE HEALTH & SAFETY OBLIGATIONS

All employees have a legal obligation to comply with statutory and council's WH&S Management System – SAFE PLAN, WH&S policies, procedures and work instructions. These are introduced to ensure the health and safety of employees, contractors, visitors, volunteers, the public and the environment. Responsibilities include:

- Being aware of the council's WH&S Management System – SAFE PLAN the WH&S Management Plan and MAPs.
- Performing all work and associated functions in a safe manner.
- Complying with all documented WH&S policies, procedures, work instruction and verbal instructions issued by the organisation or its officers.
- Correctly using and maintaining all personal protective clothing and equipment supplied by the organisation.
- Identifying hazards, conducting risk assessments, and taking corrective action to eliminate hazards where possible in the workplace, and / or to report hazards and risks in accordance with WH&S procedures.
- Establishing and maintaining a high standard of housekeeping and cleanliness within individual work areas and on council property generally.
- Reporting and assisting with the investigation of all incidents in the workplace, including minor injuries, near misses and property damage.
- Attending any toolbox, team talks or specific training supplied by council.
- Being familiar with the location of first aid treatment centres, fire protection facilities and evacuation procedures.
- Working in a manner that will not endanger themselves, other employees or the public.
- Report any concerns for WH&S to your Supervisor.

## GENERAL CONDITION OF EMPLOYMENT

<b>AWARD:</b>	Queensland Local Government Industry Award – State 2017
<b>SALARY:</b>	Level 2 (Stream B) \$33.71p/hr (includes casual loading)  (under 21 years - Junior rates apply)
<b>SUPERANNUATION:</b>	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.
<b>STAFF DEVELOPMENT &amp; TRAINING:</b>	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.
<b>WORKPLACE HEALTH &amp; SAFETY:</b>	All employees commencing with Council must commit to the employee obligations of the Work Health and Safety Act 2011.
<b>PROBATION:</b>	All appointments are subject to a six (6) month probationary period.
<b>UNIFORM:</b>	All external employees are required to wear the protective clothing as provided by Council from the date of commencement of employment.
<b>SMOKE-FREE WORKPLACE:</b>	It is Council policy that smoking is not permitted in: <ul style="list-style-type: none"><li>• Council buildings;</li><li>• Council vehicles, road plants;</li><li>• Water and sewerage plants and designated confined entry spaces;</li><li>• Other designated areas, which will be notified from time to time.</li></ul>

## 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](http://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:

<b>Post to:</b> Attention: Debbie Elliott Mr Carl Manton Chief Executive Officer Goondiwindi Regional Council Locked Mail Bag 7 INGLEWOOD QLD 4387	<b>Personally deliver to:</b> Attention: Debbie Elliott Customer Service Centres in Goondiwindi, Inglewood or Texas.	<b>Email to:</b> <a href="mailto:mail@grc.qld.gov.au">mail@grc.qld.gov.au</a> 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.