

Banana Shire Council Job Application Package

Position Title:	Engineering Technical Officer
Vacancy Reference Number:	VRN15/16-021
Department:	Infrastructure Services
Location:	Biloela
Employment Status:	Full Time, Permanent
Recruitment Commences:	Thursday 15 October 2015
Recruitment Closes:	Thursday 29 October 2015
Enquiries to:	 <p>Human Resources Section Phone: (07) 49 929 500 Fax: (07) 49 923 493 Email: enquiries@banana.qld.gov.au</p>
How to Apply:	<ul style="list-style-type: none"> • Complete this Job Application Package • Include a cover letter and your responses to the Selection Criteria (found at the end of the attached Position Description) • Submit a detailed Resume • Attach copies of any relevant qualification/tickets/licences
How to submit your Application:	<p>Email: enquiries@banana.qld.gov.au</p> <p>Post: Attention: Ray Geraghty Chief Executive Officer Banana Shire Council PO Box 412 Biloela QLD 4715</p> <p>Fax: (07) 4992 3493</p> <p>In person: Banana Shire Council Admin Office, Valentines Plains Road, Biloela</p>



Banana Shire Council

Application for Employment

APPLICANT DETAILS			
POSITION APPLYING FOR: Engineering Technical Officer		VRN: VRN15/16-021	
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"/> The Central Telegraph	<input type="checkbox"/> Gladstone Observer	<input type="checkbox"/> Brisbane Courier Mail	
<input type="checkbox"/> Rockhampton Morning Bulletin	<input type="checkbox"/> Chinchilla News	<input type="checkbox"/> Western Star	
<input type="checkbox"/> Other 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) _____		
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"/> 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 <i>must</i> 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			
EMPLOYMENT HISTORY (Please provide details on a separate sheet if necessary)			
Employer	Length of Service	Year Completed Service	Summary of duties

REFEREES	
Name: _____	Telephone No 1: ___ - _____
Organisation: _____	Telephone No 2: _____
Name: _____	Telephone No 1: ___ - _____
Organisation: _____	Telephone No 2: _____
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): _____	
DECLARATIONS	
<ul style="list-style-type: none"> 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. <p style="margin-left: 20px;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p style="margin-left: 20px;">If yes, please indicate persons you have an association with: _____</p> <p>_____</p> <p>_____</p>	
<ul style="list-style-type: none"> 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 for employment purposes only. 	
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.



BANANA SHIRE COUNCIL POSITION DESCRIPTION

Position Title:	Engineering Technical Officer
Employment Status:	Full Time
Level:	Level 3 (\$59,527.59pa - \$63,318.17pa)
Employment conditions:	Local Government Officers' Award 1998 Banana Shire Council Enterprise Agreement 2012 – Certified Agreement
Department:	Infrastructure Services
Location:	Council Administration Offices, Biloela
Reports to:	Senior Design Coordinator
VRN and Position No:	VRN15/16-021

Purpose of the Role

To provide engineering and technical support to a broad range of Council's Infrastructure Services activities, including engineering design and drafting.

Key Role Functions

- Engineering design – including roads and stormwater
- Strategic Infrastructure Planning
- Support the engineering technology function
- Customer service

Key Duties

This position is responsible for the following functional areas:

- Assist with the engineering functions of Council's Infrastructure Technology section within the Infrastructure Services Department
- Engineering design / drafting duties
- Heavy vehicle route assessment
- Provide technical advice to internal and external customers
- Provide technical support in the preparation, implementation and maintenance of engineering based activities, e.g., Survey Projects, Design and Project Management.
- Assist with operation of the Infrastructure Services Department in preparation of reports, policies, budgets and technical advice, as required
- Regularly research changes to practices, standards, conditions, policies and technology
- Liaise with workplace representatives and employees to continuously improve work practices
- Contribute to the promotion of the image of the Council and the maximisation of good public relations
- Actively contribute to the teams within the Department and workforce, promote best practice and maintain professional standards and integrity
- Undertake other relevant duties as directed, consistent with skills, competence and training.

Specific Requirements

Specific requirements of the position may include:

- Degree (or studying towards a degree) in Civil Engineering, or,
- Diploma (or studying towards a diploma) in Engineering with relevant experience
- Qld Construction White Card or Blue Card (General Safety Induction)
- Current class C manual drivers licence

Organisational Commitments

Workplace Health and Safety

- Be aware of Banana Shire Council's Workplace Health and Safety Management system – (*Reference WH&S Obligations and Responsibility Statement – Employees*)
- Perform all work and associated functions in a safe manner that will not endanger yourself, other employees or the general public
- Comply with all documented Workplace Health and Safety (WHS) policies, procedures, work instructions and verbal instructions issued by directors, managers, supervisors or authorised persons
- Correctly use and maintain all personal protective clothing and equipment supplied by Council
- Identify hazards, conduct risk assessment and take corrective action to eliminate hazards where possible in the workplace, and/or to report hazards and risks in accordance with WHS procedures
- Establish and maintain a high standard of housekeeping and cleanliness within individual work areas and on Banana Shire Council property generally
- Report and assist with any investigation of incidents in the workplace, including minor injuries, near misses, and property damage
- Attend any team meetings or specific training supplied by Banana Shire Council
- Be familiar with the location of first aid treatment centres, fire protection facilities and evacuation procedures
- Comply with Council's Workplace Rehabilitation policies and participate in the return-to-work process as required

Corporate

- Comply with customer service standards
- Comply with Council's Code of Conduct
- Actively promote and ensure compliance with Council's EEO Policy
- Comply with Council's Environmental Policy
- Comply with Human Resources policies and procedures
- Comply with Financial Management policies and procedures
- Comply with Records Management policies and procedures

Key Performance Indicators

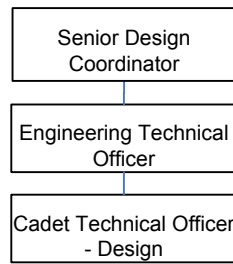
- All assigned tasks are completed professionally and within specified timeframes
- High quality of customer service evidenced
- High level of participation and commitment to team outcomes
- Confidentiality is maintained
- All liaison carried out in a professional manner being a positive ambassador for Council
- Council's policies and procedures are followed
- Other targets as outlined in the Performance Review are achieved
- Willingness to improve skill and knowledge levels in fields relevant to the department's requirements

Note: These key performance indicators will inform the annual performance review associated with the position.

Delegations of Authority

- Nil

Organisational Reporting Arrangements



Selection Criteria

The details of the Selection Criteria may be found in Appendix A

Authorisation

Director: Frank Nastasi
Date: 19 November 2013
Reviewed: 1 October 2015

Incumbent Signature

Position: Engineering Technical Officer

I agree that this position description clearly outlines the specific responsibilities and duties that are to be carried out as part of this role. I also understand that the key duties represent the minimum requirements to perform the duties at the current level. **To be signed by the successful applicant upon acceptance of offer.**

Name: _____

Signature: _____

Date: _____

Appendix A

SELECTION CRITERIA	WEIGHTING (%)
<p>SC1 Studying towards an Associate Degree or Degree in Civil Engineering. Current class C manual drivers licence.</p>	Mandatory
<p>SC2 Fundamental knowledge and ability in engineering technology and knowledge of relevant standards, legislative and statutory requirements. Previous relevant work experience in roads and stormwater is an advantage.</p>	35%
<p>SC3 Well developed oral and written communication skills, together with the ability to analyse, interpret and present technical data.</p>	20%
<p>SC4 Proven ability to understand and adopt new computer skills.</p>	15%
<p>SC5 Demonstrated ability to work effectively within a team in an environment of change, establish work priorities and meet deadlines.</p>	20%
<p>SC6 Knowledge of or the ability to rapidly acquire knowledge of Council Departments, policies and procedures and relevant legislative requirements.</p>	5%
<p>SC7 Sound understanding of and commitment to EEO and WHS principles and practices.</p>	5%

ADDRESSING SELECTION CRITERIA

Candidates must respond to the selection criteria. Guidelines for addressing selection criteria include:

- Address each criterion separately;
- Some responses may require more than half a page per selection criterion;
- Outline how your work experience, skills, knowledge and qualifications meet the requirements of the position; and
- Provide evidence e.g. copies of qualifications.

You may like to utilise the **STAR model** to address the Selection Criteria being:

Situation – Briefly explain the context e.g. where you were working/what your position was.

Task – Explain what task you were required to perform in this situation.

Action – Describe what you did and the steps you took in performing the task.

Result – Describe the outcomes and what happened as a result.

Please refer to the Applicant Information Package for more information.