



Application Package for the position of

Labourer

Position Number RR-2008-46
(based at Surat)

with

Roma Regional Council

- * Position Description
- * Selection Criteria
- * Advertisement
- * Job Application Guidelines
- * Application Cover Sheet

Applications close 4.00 pm on Friday 5th December 2008

Mr. Stuart Randle
Chief Executive Officer
PO Box 116 ROMA QLD 4455
PH (07) 4622 1266
FAX (07) 4622 3084

ROMA REGIONAL COUNCIL POSITION DESCRIPTION

Title:	Labourer
Location:	Surat
Reports to:	Foreman/Ganger
Accountable to:	Surat Works Overseer
Classification:	Level 2 Local Government Employees Award - State <i>plus</i> EBA
Reviewed by:	Human Resources
Review date:	October 2008
Next Review:	In line with Performance Appraisal or when position becomes vacant
Approved by:	Chief Executive Officer

Position Objectives

Objective of this position is to perform general labouring duties and other duties as directed.

Requirements of Job

- (a) Skills
- General labouring skills
 - Ability to contribute to team outcomes.
 - Physical ability necessary to undertake manual handling and labouring for extended period in direct sunlight.
 - Ability to work independently and within teams, with regular supervision. Ability to ensure work tasks continue in the absence of supervisor.
 - Interpersonal and communication skills to enhance teamwork and promote public relations.
 - Basic literacy and numeracy skills necessary to complete timesheets and participate in training.
- (b) Knowledge
- Understanding of customer focus in Council operations.
 - Knowledge of personal protective equipment necessary to minimise risk of injury and illness.
 - Knowledge of safe work procedures relating to maintenance and construction work
- (c) Experience and/or Qualifications
- Possession of a current C Class (car) licence is essential
 - Possession of a Blue Induction Card to certify completion of the “30215 Qld Course in General Safety Induction (Construction Industry) is essential.

Desirable

- Possession of a current LR Class (Light Rigid Truck) licence or MR Class (Medium Rigid) licence is desirable.
 - Possession of Plant Operator certificates is desirable.
- (d) Training
- Ongoing training will be provided to ensure the position holder maintains a satisfactory knowledge and skill base.
 - The position holder will be encouraged to attend workshops and off the job training relevant to the position and to further develop skills desired by the Council and the position holder

Key Responsibilities

These may be modified from time to time to ensure outcomes are consistent with Council's Corporate plan. The key responsibilities include:-

(a) General

1. Preparation of work sites prior to commencement and cleaning up following completion of works.
2. Operation of a variety of hand held power tools or machinery
3. To at all times maintain a courteous manner when dealing with customers of Council.
4. Assisting the Foreperson and/or Ganger where required and other duties as directed by appropriate supervisor.

(b) Maintenance

1. Maintenance of road, drainage and footpath works in an efficient, timely and safe manner.
2. Bitumen, asphalt and concrete work.
3. Road Signage.

(c) Parks & Gardens

1. Construction and maintenance of parks and gardens in an efficient, timely and safe manner
2. Basic horticulture and landscape design work
3. General watering and maintenance work.
4. Cleaning of the Central Business Districts and other streets as requested
5. Sweeping open water channels
6. Cleaning walls, floors and sewerage fixtures in various public toilets and parks and Council depot toilets.
7. Emptying street and park bins
8. Collecting litter from streets and public car parks.
9. Maintaining and basic servicing of collection vehicle to a good standard
10. Washing and cleaning bin liners

11. Clearing debris from main roads as soon as possible after motor vehicle accidents

(d) Roads and Drainage

1. Construction of road, drainage and footpath works in an efficient, timely and safe manner.
2. Road Signage

(e) Water, Sewerage & Gas

1. Undertake maintenance activities on the water, sewerage and gas reticulation networks
2. Undertake construction of sections of the water, sewerage and gas reticulation networks
3. Assist in the removal of blockages from the sewerage reticulation network when required.
4. Assist the treatment plant operator in daily undertakings when required

Performance/Skill Standards

- ❖ Tasks allocated are to be performed to agreed standards and/or as per established procedures or guidelines.
- ❖ Work goals shall be those as set by the Supervisor, and will be drawn from Council's Operational Plan and Corporate Plan.
- ❖ Work is to be carried out in accordance with accepted Industry Standards, Quality Assurance Standards, Workplace Health and Safety Act, legislative requirements and Council policies, procedures and Local Laws.
- ❖ Tasks are to be completed within the time frame set by the Supervisor.
- ❖ Actively participate in planning and recommending improvements for effectiveness and efficiency of work tasks.
- ❖ Demonstrate a spirit of cooperation toward other employees and the achievement of Council's aims and objectives.
- ❖ Provides an integrated support and management style to streamline operational activities.

Organisational Relationships

- | | |
|-----------------------|--|
| (a) Reports to: | Foreperson/Ganger |
| (b) Supervises | Not Applicable |
| (c) Internal Liaisons | All Council staff, elected members and contractors |
| (d) External Liaisons | The public, clients and customers of Council. |

Extent of Authority

Issues and problems that are not easily solved need to be referred to immediate supervisor.

Accountability

Accountable to the Surat Operations Overseer

Selection Criteria
Labourer/Truck Driver
Position Number: RR-2008-46

Applications Close: Friday 5th December 2008

- KSC 1** Possession of and in the following:
Essential
- General Construction Safety Induction (Blue Card)
 - Current 'C' class driver's licence
- KSC 2** Experience working in a Labouring role involving manual handling.
- KSC3** Ability to work successfully in a team as well as working ability to work alone.
- KSC4** Basic literacy and numeracy skills.
- KSC5** Motivated, responsible and reliable attitude towards work.



Labourer x 2 (Based at the Surat Depot)

RRC-2008-46

We are seeking Labourers to work from the Surat Depot. Must have C Class (car) licence and a Blue Card (Induction Safety), possession of a current LR Class (Light Rigid Truck) or MR Class (Medium Rigid) licence would be an advantage.

Local Government Employee's Award (excluding Brisbane City Council) and applicable EBA **Level 2 (\$17.96 per hour, or \$35,490 gross per annum)**

To obtain an application package for the above position please call Lora MacDonachie on 07 4622 1266 or email LoraM@romaregionalcouncil.qld.gov.au.

Applications close 4:00 pm Friday 5th December 2008

Stuart Randle
Chief Executive Officer

PO Box 42
MITCHELL QLD 4465

Job Application Guidelines

1. Have you got a copy of the Position Description, Selection Criteria and Job Application Cover Sheet for the position you are going to apply for?

Phone the person who was named in the newspaper advertisement as the contact. They will post you a set. Or drop into the Council offices at 57-59 Bungil Street (corner Bungil Street and Quintin Street) to collect them. Or visit Council's Website (www.romaregionalcouncil.qld.gov.au) to download the Position Description, Selection Criteria, and Job Application Sheet.

If you wish to find out more about the position than is explained in the advertisement or position description, the person named in the newspaper advertisement as the contact will be happy to assist you or will refer you to another Council Officer who is familiar with the position requirements.

Our reception telephone number is **(07) 4622 1266**.

2. You will need to submit a completed Job Application Cover Sheet, your letter of application and one copy of your most current resume. It is extremely important that you provide a completed Job Application Cover Sheet as this will ensure we know which position you are applying for and have your contact details.
3. We recommend when preparing your letter of application and resume that you do the following things;
 - a) Clearly state which job you are applying for. Please ensure you state the position number (in the job advertisement) of the position for which you are applying.
 - b) If you can, type your application. Otherwise neat handwriting is acceptable. Remember you want it to be easy for us to read your application.
 - c) Never send us your only copy of your resume or supporting papers. The only original document you send should be your letter, and it is a good idea for you to keep a photocopy of that for your own records.
 - d) Date your application letter.
 - e) Read the selection criteria, as you will need to explain in your application how you meet them. Answering the selection criteria is usually done by writing separate sections about each of the selection criteria, with a heading or title for each section. You can do this as part of your letter, or attach this information to your letter as additional pages.

For most Council positions answering the selection criteria requires you to demonstrate how you measure against the "Position Requirements" section. Good applications describe how the person applying has;

- Used the skills listed in the past for work, for a hobby; or what you are doing to develop the skill(s). It is also advisable to explain how much you have used these skills. (For example, Tony drove a tractor once a year to haul floats in a street procession, but Chris has used a tractor to plough and slash on the family farm for the past five years.)
- Used or gained the knowledge listed in past jobs or hobbies; or what you are doing to gain the knowledge required.
- When and where you obtained the required experience or qualifications. If you don't quite have the experience or qualification, what have you been doing to obtain this experience or qualification?

It is also to your advantage to describe any work, volunteer or hobby experience you have in tasks similar to those listed in the "Key Responsibilities" section of the position description.

- f) Include names and business hours contact telephone numbers for two referees who will be able to talk to us about your work. Make sure you tell your referee that you have applied for the position and that they may get a call. We won't call your current employer unless you give us permission to do so.

- g) Make sure you sign your letter of application.
 - h) In your resume try to include
 - o A brief description of the tasks and activities you were responsible for in past jobs. Remember we want you to give us a picture of what you are capable of doing. Voluntary, temporary and part-time jobs should be included.
 - o A list of courses and training you have attended. We recommend attaching copies of your most important or recent results and certificates. If you have more, list the rest with a note that you are happy to provide copies on request. If you have School or University results, provide photocopies of the School or University issued academic record or certificate. Results provided in any other form can look questionable.
 - i) Special folders for your application and resume are not really necessary. We undo applications sent to us in folders, so we can scan them. Staple or clip all your pages together. If you want to look different to the others, pay attention to the page layout and presentation of your application. Use attractive paper if you prefer; A4 size is best. Be careful not to select a dark colour if you are using tinted or coloured paper. Dark colour paper does not photocopy or scan well.
4. Get your application in on or before the closing date and time. Your application (that is your completed Job Application Cover Sheet, letter, resume and any attached pages) should be addressed to the Chief Executive Officer

Post to Stuart Randle Chief Executive Officer Roma Regional Council PO Box 116 ROMA QLD 4455	Hand deliver to RRC Roma Office at 57-59 Bungil St ROMA QLD 4455 Attention: Stuart Randle Chief Executive Officer	Email to council@romaregionalcouncil.qld.gov.au Attention: Stuart Randle Chief Executive Officer
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If your application is likely to be late, we recommend you telephone before cut off deadline and request permission for a late application to be accepted. Without prior approval it is unlikely to be accepted.

- 5. Following the closing date, all applicants will be sent a letter acknowledging receipt of their applications. Your application will be recorded by Council's Records Department. The selection process will be managed by the department to which the position applies. If you are short-listed you will receive a letter or phone call to invite you to attend testing and /or interviews. When the selection process has been completed all applicants will be advised by letter whether they have been successful or unsuccessful.
- 6. The information that you have provided to us in your application will be stored on Council's records for a period of one (1) year, in keeping with the Queensland State Archives Retention & Disposal Schedule for Administrative Records. You may, at any time, access the information that you have provided us in your application. Please note that your application is only current for the position to which you are applying.

Confidentiality

Your application will only be used for the position for which you apply. If Council would like to use your application for a further vacancy(s) your permission will be sought. The only people who will handle your application will be the staff involved in the selection process and management/filing of Council correspondence, unless otherwise authorised or required by law.

Good Luck with your application



Job Application Cover Sheet

Note to the Applicant – Please write clearly and legibly

POSITION DETAILS

Title of Position Applied for:
Position Number:

APPLICANT DETAILS

Name		
First Name:	Middle Initials:	Surname/Family Name:
Postal Address		
Town/Suburb:		Post Code:
Contact Phone Numbers and Email		
<i>Business Hours</i>	<i>After-hours</i>	
Phone:	Phone:	
Mobile No.:	Mobile No.:	
Fax No.:	Fax No.:	
Email Address:	Email Address:	

PRIVACY DISCLAIMER

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APPLICANT DECLARATION

I declare that to the best of my knowledge all the information provided in support of my application is true and correct.

Applicants Signature: _____ Date: _____