



# Yorke Peninsula Council

*'To be a thriving peninsula, proud of our heritage, lifestyle and diverse, vibrant communities.*

*A great place to live, work and play.'*

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## Construction & Maintenance Worker Works South APPLICATION KIT

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### Important

Applicants must submit applications in accordance with the principles outlined within the Job Application Information Sheet.

Each application must address the selection criteria within the Application Kit.

Applications can be submitted by:

### MAIL

Bobbi Pertini  
Manager People & Culture  
Yorke Peninsula Council  
Position No. 2118 Construction & Maintenance Worker Works South  
PO Box 57  
MAITLAND SA 5573

### IN PERSON

Reception via:

- Maitland Office – 8 Elizabeth Street
- Minlaton Office – 18 Main Street
- Yorketown Office – 15 Edithburgh Road

### EMAIL

[admin@yorke.sa.gov.au](mailto:admin@yorke.sa.gov.au)

*(Council will bear no liability for email applications submitted but not received)*

**Application Closing Date 5.00pm on Wednesday 26<sup>th</sup> June 2019.**

Council is an Equal Opportunity Employer, is smoke free and committed to a safe and healthy workplace.

Andrew Cameron

**CHIEF EXECUTIVE OFFICER**

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## **Construction & Maintenance Worker Works South**

<b>Section</b>	Assets & Infrastructure Services
<b>Stream</b>	Municipal Worker
<b>Level</b>	5
<b>The Job</b>	To be an effective team member in Council's Works section in carrying out Council's road construction and maintenance programme efficiently, productively and safely. To carry out directives from Council's Works Supervisor and Works Manager to all specification and quality required.
<b>Position Number</b>	2118
<b>Position Hours</b>	76 hour fortnight (some out of hours work may required).
<b>Position Benefits</b>	Employees enjoy an amazing range of benefits which include: <ul style="list-style-type: none"><li>- 9.5% employer contributed superannuation into a fund of your choice;</li><li>- generous salary packaging arrangements;</li><li>- Corporate Health programme with annual health checks, skin cancer assessments and flu injections;</li><li>- driver licence allowance;</li><li>- flexible employment opportunities;</li><li>- job security;</li><li>- professional development opportunities;</li><li>- emergency services leave;</li><li>- family/carers and parental leave;</li><li>- long service leave;</li><li>- portability of leave within SA local Government; and</li><li>- equal opportunity employment.</li></ul>
<b>Position Status</b>	Permanent full time
<b>The Person</b>	The successful applicant will need to have a strong work ethic and someone who is committed to working with a community environment.
<b>Salary</b>	Level 5 – starting at \$53,379.73 p.a. plus statutory superannuation. (In accordance with the Yorke Peninsula Council Local Government Employees Enterprise Agreement No 4, 2016).
<b>Medical</b>	A compulsory pre-employment medical examination must be undertaken.
<b>Location</b>	Warooka Depot, however appointment is to the Council, therefore the successful applicant may be required to undertake duties at other locations.
<b>Probation Period</b>	13 weeks
<b>Information</b>	Further information about the position can be obtained from Carina Congdon, HR Advisor on 8832 0000.

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## **Guidelines for Applicants**

Thank you for your interest in working with the Yorke Peninsula Council is an equal opportunity employer and uses merit-based selection techniques. Please read these guidelines carefully as they are designed to help you understand Council's selection process and to put forward your best case for appointment.

Once you have found a vacancy that you would like to apply for, you should collect as much information about the position as you can.

Included in this information package is a copy of the position description which provides comprehensive information about the position, including duties and responsibilities. The position description also contains the essential and desirable selection criteria i.e. the knowledge, skills and experience required to do the job. It is the selection criteria that form the basis for making a merit-based selection decision.

If you require additional information about the position, you may speak to the contact person named in the advertisement.

## **Your application**

When you apply for a position with Council, the key to gaining an interview is your written application. A good application shows why you are the best person for the position and how your knowledge, skills and experience match the selection criteria. Your application should contain:

- A completed Application for Employment form (**essential**)
- Your statement addressing the selection criteria (**essential**)
- Your resume (**essential**)
- A brief covering letter (**optional**)

## **Statement addressing the selection criteria**

Short listing (or selection for interview) is based on how well your skills, knowledge and experience meet the selection criteria. Therefore you must include a statement addressing the selection criteria in your application. If not, you are unlikely to get an interview.

Make a separate heading for each selection criterion and for each one, describe your knowledge, skills and experience and how they relate to the job. One way to do this is by providing relevant examples of the work you have completed in your previous and current employment. For example, it is not sufficient just to state, "I have strong project management skills." Ideally you should give a description of the projects you have managed, what you did on those projects, and what was achieved. This will enable the selection panel when assessing your application, to develop a good understanding of your capabilities. You should also emphasise your major achievements as well as any transferable knowledge and skills that may have been gained outside of paid employment.

## **Your resume**

Prepare a resume (or curriculum vitae) which is clear, concise, up-to-date and includes:

- Personal details
- Education and training
- Employment history (name of organisation, period of employment, job title, major duties and responsibilities, main achievements)
- Skills/experience gained outside of paid work
- Contact details for two referees

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## **The application form**

Complete the 'Application for Employment Form' and enclose it with your application.

### **Important notes**

- Please ensure that your application and attachments are securely held together and avoid sending them in folders or binding.
- Applications submitted past the closing date are not accepted unless written advice of intention to apply was received before the closing time and the formal application is received within an agreed time frame.
- Applications that are unsolicited or do not address an advertised position will not be considered and are discouraged by Council.

## **Interview and Selection**

### **Reviewing Applications and Preparing a Shortlist**

The first step in the selection process is to review all received applications and prepare a shortlist.

Applications are assessed against the essential and/or desirable selection criteria found in the position description. Applicants who best meet the selection criteria will be short-listed and contacted for an interview. Those who do not meet the selection criteria or who are not competitive with other applicants (due to lesser experience or qualifications) will not be short-listed for an interview and will be notified in writing as soon as practicable.

### **The Interview and Other Work Tests**

Relevant members of council staff will conduct the interview. Interviews are conducted in a structured manner and questions based on the selection criteria.

Applicants will be asked to give examples of how they have performed in situations similar to those they will face in the job. The interview allows the selection panel to create a clear picture of the applicant's past knowledge, skills and experience as they relate to the functions and responsibilities of the job. The selection panel may use a number of methods in addition to the interview to assess the applicant's ability to perform a job. For example, applicants may also need to demonstrate competency on an item of plant or complete a problem-solving exercise.

It is a good idea to prepare for your interview. Some handy tips include:

- Think about the types of questions you might be asked at an interview and practise your answers out loud;
- Think about your strong points and major achievements;
- Think about how your knowledge, skills and experience relate to the requirements of this job

During the interview it is a good idea to:

- take your time – think about your answer;
- ask for clarification if you don't understand any of the questions;
- give relevant and complete information;
- describe what you were responsible for and what you achieved;
- talk with confidence and in a positive manner;
- give specific examples of your past work to support your answer
- avoid exaggerating

Council will endeavour to meet any special requirements you may have to enable you to attend the interview, such as building access or communication assistance. Please inform the HR Officer of any requirements at the time you are invited to attend an interview. The Yorke Peninsula Council does not reimburse interview expenses.

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## Reference Checks

After the interviews have taken place, Council will contact the nominated referees of the preferred applicant(s). It is important that the referees you nominate can support the information you provided in relation to your work behaviour and performance and are aware that they may be contacted.

## Pre-employment medical examination

In the interest of providing a safe and healthy workplace, our recruitment and selection process includes a pre-employment medical examination. The medical will be conducted at Council's expense.

## Notification

If your application is successful, you will be telephoned and offered the position. A written offer including conditions of employment will then be forwarded by mail.

After an offer of employment has been made and accepted, all other applicants will be notified of the outcome by letter. This process is normally completed within two weeks of the interviews being conducted.

## Further Information

For assistance, guidance or feedback in the preparation of your application, feel free to contact Council's HR Officer, Carina Congdon in person at the Maitland office, 8 Elizabeth Street, Maitland or by phone (08) 8832 0000.

## Application Checklist

Your application ***must include:***

- This completed application form;
- A copy of your full resume or curriculum vitae;
- Your statement addressing the selection criteria; and
- A covering letter (optional).

## The Council

Council is very progressive, proactive, innovative and forward thinking and is proud of its achievement in becoming the first Council in the state to gain Quality Certification across its entire operation. The Yorke Peninsula Council covers an area of 5,834 square Km, is approximately 175km from north to south and an average width of 30Km, with 485Km of coastline.

The Council's population is estimated to be approximately 11,200, with in excess of 180,000 people enjoying the peninsula while en route to visit Innes National Park each year. Extensive development is currently taking place at Port Vincent, Stansbury, Point Turton and Marion Bay. This emphasizes the potential of the Yorke Peninsula.

## The Area

South Australia's Yorke Peninsula is an easy 2 hour drive from Adelaide. The Peninsula is a draw card for boating, fishing, diving and swimming in the calm waters surrounding most of the peninsula, in addition, the hollow beach breaks and powerful reef set ups in the southwest corner are ideal for surfers. The Peninsula also caters for bushwalks, cliff top and shoreline rambles or just leisurely relaxing by the sea.



# Yorke Peninsula Council

## Application for Employment

POSITION NO: \_\_\_\_\_

POSITION APPLIED FOR: \_\_\_\_\_

### PERSONAL DETAILS:

Surname: \_\_\_\_\_ Ms/Mrs/Miss/Mr

Given Names: \_\_\_\_\_

Home Address: \_\_\_\_\_ Postcode: \_\_\_\_\_

Postal Address \_\_\_\_\_ Postcode: \_\_\_\_\_

Contact Numbers: Home \_\_\_\_\_ Work \_\_\_\_\_

Mobile \_\_\_\_\_ Email \_\_\_\_\_

### ADDITIONAL INFORMATION

Please indicate the basis on which you are eligible to work in Australia.

- Australian Citizen
- Permanent Resident
- On a Working Visa

Have you any known condition which the Council will need to accommodate either for interview or for you to perform the duties of the position for which you have applied? Yes / No

If so, please give details \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Where did you see this position advertised? \_\_\_\_\_

### SELECTION CRITERIA

The position for which you have applied requires certain skills, knowledge and experience considered essential and desirable in performing the duties of the position. This selection criteria is listed in the position description and will be used to assess your application.

In addition to completing this application form, please ensure that you list each of the selection criteria and state how your experience, skills, qualifications and knowledge enable you to meet them, so that the selection committee can form an accurate opinion of your eligibility for the position.

### DECLARATION

I declare that all the information supplied in this application and any attached documents are true and accurate, and I understand that if I provide any false information, omissions, or misrepresentations are discovered, my application may be rejected and, if I am employed, my employment may be subsequently terminated at any time.

Signature \_\_\_\_\_

**Thank you for your interest in applying for this position**  
**'Equal Opportunity in Employment and Appointment on Merit are Council Policy'**



# Yorke Peninsula Council

## Position Description

The attached position description (PD) and associated information should not be considered as a comprehensive, complete and/or exhaustive list of responsibilities, criteria or outcomes for the position.

Instead, the PD is intended to offer a concise account of the general nature of the work that Council requires to be undertaken, including the type and range of skills, qualifications and experiences that the Council believes the incumbent should possess in order to competently undertake the duties.

You can and will be asked to undertake duties within your competence, skills, abilities and training that may not be mentioned in the attached documents.

The incumbent should be aware that their role and position within Council is dynamic. Continuing development, change and improvement of processes, practices, knowledge, skills and behaviours is highlighted and expected by the Yorke Peninsula Council.

People and jobs develop over time, so the attached PD is a 'living document' and your active involvement in the evolution of the document is critical.

### Our Culture

In our workplace we value and support each other. To achieve this we commit to the YPC Staff Values and Behaviours:

Accountability  
Customer Commitment  
Integrity  
Innovation  
Collaboration

Incumbent Initials:



The Yorke Peninsula Council  
**POSITION DESCRIPTION**

<b>Title:</b>	<b>Construction &amp; Maintenance Worker Works South</b>
<b>Stream:</b>	<b>Local Government Employees (SA) Award</b>
<b>Municipal Employee:</b>	<b>Grade 5</b>
<b>Section:</b>	<b>Assets &amp; Infrastructure Services – Works South</b>

**Position Objectives**

To be an effective team member in Council's Works section in carrying out Council's road construction and maintenance program efficiently, productively and safely. To carry out directives from Council's Works Supervisor and Manager of Works to all specifications and quality required

**Key Responsibilities**

- Perform specialist tasks associated with the construction and maintenance of Council's roads, drainage work, development projects, footpath construction, foreshore construction projects and any other projects undertaken.
- To carry out road construction and maintenance duties in an effective and safe manner.
- To operate Council trucks, loaders, rollers and other construction plant and equipment as allocated in a safe, responsible manner and as directed from time to time.
- At times, assist with the operation of the Council's float to transfer plant from site to site when needed.
- Completing various organisational forms including but not limited to:
  - Timesheets
  - Plant Sheets
  - Fuel Sheets
- Actively participate in Toolbox meetings
- To present and act as part of Council's workforce in an efficient, courteous service to the public.
- To assist Council's Works Supervisor in the co-ordination of work processes as required.
- To be available for after hours or call out work to accommodate the varying demands on Council services.
- To assist in maintaining plant and equipment in acceptable condition in conjunction with Council mechanics.
- To act as a team member providing all necessary input to assist in continually assessing and refining works practices and processes for continuous improvement.
- To bring to the attention of the Works Supervisor any concerns relating to unsafe work practices or faulty machinery.
- To assist with other areas of Council as directed from time to time.
- To assist the Works Supervisor with training and site supervision of school based apprentices as necessary from time to time.

**Specialist Knowledge and Skills**

- Numeracy and Literacy skills commensurate with the requirements of the position.
- Ability to work productively in a team environment, and to foster good relationships with other team members.
- Support Council by transferring knowledge and mentoring others as appropriate.
- Operate/use Council plant and equipment in a safe, effective manner.
- Assist in maintaining Council plant and equipment in safe, sound and reliable condition.
- Be self-motivated and work efficiently as directed.
- Possess a range of communication skills to ensure appropriate interaction with Council staff and the public.
- Knowledge of established safe work practices and procedures relevant to the duties of the position.
- Knowledge of policies and regulations relating to the work undertaken.
- Detailed knowledge of the operation and maintenance of appropriate plant and equipment.

**Experience and/or Qualifications**

- Maintain relevant qualifications, licences, skills and competencies relevant to the role.
- Current HR Class Drivers Licence and any other licence applicable to the position.
- Construction Industry Whitecard.
- Chainsaw Operation and Safety certification.
- Workzone Traffic Management certification.
- Current licences to allow the operation of necessary plant including classes LB, LL and LS (Loaders, Compaction equipment and any other plant and equipment as required).
- Experience in dealing with the public.
- Experience in operating Council plant and equipment.
- Knowledge of maintenance requirement of Council plant and equipment.
- Knowledge of safety requirements in operating Council plant and equipment.

**Training**

- Undertake training as appropriate, to develop and maintain competencies.
- Attendance at conferences, seminars, workshops and other training activities as appropriate, to maintain an awareness of trends and issues and keep abreast of changes in legislation which may impact on Council's administration of procedures, policies and activities relevant to your role.
- Initial on the job training.
- Ongoing training and experience to improve and upgrade skills.
- Evaluation of future requirements to maintain/enhance skill levels in a multi-skilled work environment.

**Organisational Relationships**

- Responsible to the Works Supervisor.

**Extent of Authority**

- When dealing with routine matters, the position is subject to general supervision from the Works Supervisor with support and assistance being readily available.
- Exercise a degree of judgment in planning own work.
- Work within established guidelines and procedures.

**Accountability**

- Employees are required to comply with legislated mandatory employee Code of Conduct.
- An annual review of staff performance will be carried out by Council. Written confirmation of this review and discussion of any points raised will follow with employees.
- Accountable to Council through the Chief Executive Officer/Director and your immediate supervisor for the performance of your duties relative to Acts, Regulations and Council's Policies and Procedures.
- Employees are responsible for managing their leave and accrued time so that entitlements do not carry from one period to another without approval in accordance with the Enterprise Agreement and policy requirements. At no stage shall entitled and accrued Annual Leave together at any point in time be greater than 304 hours.
- To ensure that the key responsibilities and objectives of the position are carried out in a safe, efficient, conscientious and courteous manner.

**Performance Standards**

- Confidential and sensitive information to be handled with discretion and integrity.
- Employees are required to ensure that the integrity of confidential information gained during their employment is maintained permanently.
- Initiative demonstrated in problem-solving.
- Effective communication with all levels of the organisation.
- Accuracy of work and ability to meet deadlines.
- Prompt and effective response to telephone, e-mail and counter enquiries.
- Appropriate prioritisation and organisation of duties.
- The extent to which the employee is effective, efficient and courteous in carrying out duties as outlined and as directed.

- The extent to which the employee contributes and communicates in relation to effective works practices and processes.
- The manner effectiveness of the employee in working in a team environment.
- The manner in which plant and equipment under the control of the employee is operated and maintained.
- The manner in which the employee relates to other employees and the public in general.

### **Quality and Continuous Improvement**

- Contribute to the identification, development, implementation and evaluation of improvements to departmental and team policies, procedures and workplace practices.
- Undertake quality and continuous improvement projects and initiatives to meet strategic and departmental goals and objectives.
- Contribute to and facilitate a continuous learning philosophy through maintaining qualifications and learning and applying new skills and competencies.

### **Records Management**

- Employees are responsible and accountable for adequately managing the corporate records they create and receive according to Council policies, procedures and relevant legislation that also includes the State Records Act
- Ensure corporate records are captured and stored on Council's Electronic Document and Records Management System (EDRMS) and not on personal storage devices/hardware.
- Ensure records are not damaged or destroyed unless permission has been obtained from the Records Management section in consultation with State Records.

### **Health and Safety Responsibilities**

- Observe and comply with all WHS legislation, codes of practice, policies and procedures within the Yorke Peninsula Council including all safe operating procedures or instructions.
- Take all reasonable steps to ensure personal safety and that of others is not put at risk through any act or omission in relation to the above.
- Use safety devices and personal protective equipment correctly and in accordance with health and safety procedures.
- Obey all instructions from their supervisors issued to protect their own personal health and safety and that of others, and not to perform any procedure or task unless they have received appropriate training and instruction.
- Report any identified hazards, incidents including near misses or injuries which arise in the course of work, using the systems and/or documentation available for such reporting.
- Take such action as is within their competency and responsibility to report or make such recommendation to a higher level, as they deem necessary, to avoid, eliminate or minimise hazards of which they are aware of in regard to working conditions or methods of work.
- Keep work areas in a safe condition.
- Not endanger personal safety or that of others by undertaking work whilst under the influence of alcohol or a drug.
- Not to interfere with, remove or displace any safety guards, safety devices or protective equipment unless it is as part of an approved maintenance or repair procedure.
- Elect WHS Representatives.
- Fulfill individual requirements to meet any documented WHS objectives arising from performance and development reviews.
- Support and use appropriate consultative structures.
- Contribute to a culture where everyone places Safety First.

### **Risk Management Responsibilities**

- To actively contribute to and embrace the Yorke Peninsula Council's Risk Management Program.
- Ensure that all operational activities are conducted in an environment where risk is identified and action plans are in place to remove the risk, control the risk or minimise the risk.

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<b>Occupant:</b>		<b>Date Appointed:</b>
<b>Occupant signature:</b>	.....	<b>Date:</b> .....
<b>Approved by:</b>	<b>Manager People, Culture &amp; Safety</b>	<b>No. of Sheets: 5</b>
<b>Supervisor:</b>	<b>Works Supervisor</b>	
<b>Supervisor signature:</b>	.....	<b>Date:</b> .....

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## **SELECTION CRITERIA**

*(These criteria must be addressed when applying for this position)*

### **ESSENTIAL CRITERIA**

1. Proven ability to work efficiently and effectively within a team and/or independently.
2. Proven ability to understand and carry out written and/or verbal instructions.
3. Ability to meet deadlines.
4. Experience in the provision of a high standard of customer service skills.
5. Experience in operating and maintaining plant and equipment.
6. Understanding and commitment to Work Health Safety principles.
7. Current Class HR Drivers Licence and other vehicle licence as applicable to the position.
8. Current licences to allow the operation of necessary plant including classes LB, LL and LS (Load Shifting equipment, Loaders, Compaction equipment and any other plant and equipment as required).

### **DESIRABLE CRITERIA**

1. Knowledge of relevant road law and road sign regulations.
2. Class HC Drivers Licence.
3. Experience in the construction and maintenance of a roads.
4. Construction Industry Whitecard.
5. Chainsaw Operation and Safety certification.
6. Workzone Traffic Management certification.
7. Knowledge of safety requirements in operating Council plant and equipment.