


# Banana Shire Council

## Job Application Package

<b>Position Title:</b>	<b>Engineering Surveyor</b>
<b>Vacancy Reference Number:</b>	<b>VRN19/20-092</b>
<b>Department:</b>	<b>Infrastructure Services</b>
<b>Location:</b>	<b>Biloela</b>
<b>Employment Status:</b>	<b>Full Time</b>
<b>Recruitment Commences:</b>	<b>Friday 20 March 2020</b>
<b>Recruitment Closes:</b>	<b>Friday 10 April 2020</b>
<b>Enquiries to:</b>	 <p>Human Resources Section  Phone: (07) 4992 9500  Fax: (07) 4992 3493  Email: <a href="mailto:enquiries@banana.qld.gov.au">enquiries@banana.qld.gov.au</a></p>
<b>How to Apply:</b>	<ul style="list-style-type: none"> <li>• Complete this Job Application Package</li> <li>• Include a cover letter outlining your qualifications, education and licences as well as abilities, skills and knowledge (found on page two of the Position Description). Letter should be up to a maximum of two pages</li> <li>• Submit a detailed Resume</li> <li>• Attach copies of any relevant qualification/tickets/licences</li> </ul>
<b>How to submit your Application:</b>	<p><b>Email:</b> <a href="mailto:enquiries@banana.qld.gov.au">enquiries@banana.qld.gov.au</a></p> <p><b>Post:</b> Attention: Thomas Upton  Chief Executive Officer  Banana Shire Council  PO Box 412  Biloela QLD 4715</p> <p><b>Fax:</b> (07) 4992 3493</p> <p><b>In person:</b> Banana Shire Council Admin Office, Valentine Plains Road, Biloela</p>

## BANANA SHIRE COUNCIL APPLICATION FOR EMPLOYMENT

APPLICANT DETAILS			
POSITION APPLYING FOR: Engineering Surveyor		VRN19/20-092	
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) _____		
ELIGIBILITY TO WORK IN AUSTRALIA (Originals must be presented upon, or prior to, commencement of employment as requested by Council)			
Are you an Australian/New Zealand citizen or Permanent Resident? Yes <input type="checkbox"/> No <input type="checkbox"/>			
If no, do you have a working visa? (Please specify type) Yes <input type="checkbox"/> No <input type="checkbox"/>			
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"/> HR	<input type="checkbox"/> HC	<input type="checkbox"/> MC
	<input type="checkbox"/> RE/R	<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 must be presented upon, or prior to, commencement of employment as requested by Council)			
Please list the <b>current</b> Plant Operator Tickets you possess ( <b>Please provide details on a separate sheet if necessary</b> ):			
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			
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): _____			

### REASONABLE ADJUSTMENTS

Should you be shortlisted, are there any considerations that Council need to be aware of to make reasonable adjustments? Yes ☐ No ☐

If yes, please state details:

### WORK RELATED REFEREES

Name: \_\_\_\_\_ Mobile phone No : \_\_\_\_\_

Organisation: \_\_\_\_\_ Business phone No: \_\_\_\_\_

Name: \_\_\_\_\_ Mobile phone No : \_\_\_\_\_

Organisation: \_\_\_\_\_ Business phone No: \_\_\_\_\_

### EMPLOYMENT HISTORY (Mandatory)

Employer	Length of Service	Year Completed Service	Summary of duties	Business phone no.

I hereby grant Banana Shire Council Human Resource Business Partner permission to contact the Payroll department of the above mentioned Employer to confirm the following;

1. Length of Service
2. Position Title held at time of resignation

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### PERMISSION/DECLARATIONS

- 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.

☐ Yes ☐ No

If yes, please indicate persons you have an association with: \_\_\_\_\_

- 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 and the Employer's Payroll Department for employment purposes only.

Name: \_\_\_\_\_ 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.*

Council is an Equal Employment Opportunity Employer

## POSITION DETAILS

Position Title:	Engineering Surveyor		
Classification:	5	Position Status:	Full Time
Employment Conditions:	Qld Local Government Industry Award 2017 Stream A Banana Shire Council Enterprise Agreement 2018 – Certified Agreement		
Department:	Infrastructure Services	Location:	Biloela
Reports to:	Manager Infrastructure Technology	Number of reports:	0

## ABOUT COUNCIL

### Our Vision

“Shire of Opportunity”

To improve the quality of life for our communities through the delivery of efficient, effective and sustainable services and facilities.

### Our Mission

Our Council is committed to promoting and striving for continuous improvement in all that we do, for the benefit and growth of the whole of our Shire.

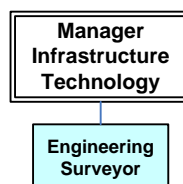
### Our Values

- Advocacy for our people
- Effective and responsive leadership
- Integrity and mutual respect
- Honesty, equity and consistency in all aspects of Council's operations
- Quality of service to our citizens
- Work constructively together, in the spirit of teamwork
- Sustainable growth and development

## GENERAL POSITION INFORMATION

To deliver engineering survey projects in accordance with Council and relevant industry quality and technical standards.

## ORGANISATIONAL REPORTING ARRANGEMENTS



## DUTIES AND RESPONSIBILITIES

- Provide technical advice to internal and external customers
- Respond to enquiries from internal and external customers promptly and professionally
- Undertake engineering surveys for the design, construction, maintenance, monitoring and as constructed surveys of engineering works and provide efficient processing and delivery of survey requests within Council's range of operations
- Survey set out duties for Council's construction projects, as required by Council's Infrastructure Delivery section
- Further establish and maintain survey control within the shire
- Lead the development and operation of Council's surveying function
- Contribute to the promotion of the image of the Council and the maximisation of good public relations
- Liaise with clients, other Council staff, the public, consultants, utility and government authorities in the performance of duties including providing and obtaining information
- Perform all tasks in accordance with appropriate technical standards, branch and departmental quality and operational policies and procedures
- Work effectively as a team member to assist senior staff to continuously improve work processes and develop new practices as required
- Undertake routine administrative tasks as required by the position eg. timesheets
- Assist senior staff to continuously improve work processes and develop new practices as required
- Participate in training, exercises and response to disaster management and recovery as required
- Undertake other relevant duties as directed, consistent with skills, competence and training.

## QUALIFICATIONS, EDUCATION AND LICENCE REQUIREMENTS

### Compulsory

- An Associate Degree in Engineering Surveying, Geomatics or Spatial Science as a minimum.
- Qld General Safety Induction (Construction Industry) Certification.
- Current class C drivers licence.

## ABILITIES, SKILLS AND KNOWLEDGE REQUIRED

### Compulsory

- Sound understanding of and commitment to EEO and WHS principles and practices.
- Proficiency with engineering surveying equipment, in particular total station, GPS and levelling equipment together with knowledge of legislative and statutory requirements.

### Desirable

- Practical experience in Local Government would be an advantage.
- High level of computer systems literacy including engineering survey and design software, GIS, word processing and spreadsheet skills.
- Well developed oral and written communication skills, including the ability to prepare documentation and technical specifications on geo-spatial and survey systems.
- Proven ability to manage workload within a multifunctional and diverse environment.

## CORPORATE OBLIGATIONS

The Employee agrees to comply with the following:

- Workplace Health and Safety policies and procedures
- Customer service standards
- Council's Code of Conduct
- Council's Environmental Policy
- Anti-discrimination legislation, actively promoting its principles in all activities
- Human Resources policies and procedures
- Financial Management policies and procedures
- Records Management policies and procedures
- Disaster Management policies and procedures

## SPECIFIC CONDITIONS/REQUIREMENTS

- *The employee acknowledges that this role requires them to hold and maintain a class 'C' manual drivers licence and that the loss of licence may jeopardise employment with Council*
- *The employee acknowledges this role is physically demanding and requires an adequate level of fitness to be held and maintained in order to successfully undertake manual labouring tasks.*

## ACKNOWLEDGEMENT

This position description outlines the responsibility level of the role and the general nature of work to be performed in this role. Your Supervisor will facilitate training and provide guidance on the specific requirements of the role. By signing this document you understand this and commit to the corporate obligations and specific conditions/requirements of the role as listed above and understand that failure to comply may jeopardise your employment with Council.

Name:

Signature:

Date: