



APPLICANT INFORMATION KIT

Construction and
Maintenance Worker

Closes: 29th April 2024

Thank you for your interest in a position with the District Council of Tumby Bay. Please take the time to read the relevant position description. If you wish to proceed, the following helpful hints are provided to assist you with your application.

The District Council of Tumby Bay is offering an exciting opportunity for a Construction and Maintenance Worker to join our team.

Making Inquiries

After reading the position description if you have any inquiries regarding the position, please telephone the contact person on the position advertisement.

Completing your Application

1. Consideration for interview is based upon your clear demonstration that you meet the requirements for the position. **This will be achieved by clearly addressing the selection criteria.**
2. Attach a current résumé which provides your relevant personal details (including your postal address), qualifications and work history.
3. You must include in your résumé the names and contact numbers of at least two (2) professional referees. They must be capable of commenting directly on your work performance. You are encouraged to contact your referees and inform them that they may be contacted in relation to your application for employment with the District Council of Tumby Bay. The supply of referees' names is confirmation of your permission to contact the named persons.
4. Please complete the attached **Application Form** and submit this with your resume and application.
5. **Do not** submit the attached Job Description and Selection Criteria with your application.
6. Please do not include original documents.

Lodging your Application

1. Applications must clearly state the position being applied for and addressed to the Executive Assistant, District Council of Tumby Bay, PO Box 61, TUMBY BAY SA 5605.
2. If hand delivered, they should be marked 'Private and Confidential' and addressed to Executive Assistant and delivered to the Reception Counter at Corner of West Terrace and Mortlock Street, TUMBY BAY SA 5605.
3. Applications can also be lodged via email to dctumby@tumbybay.sa.gov.au – Attention of Executive Assistant
4. Applications close **Monday 29th April 2024.**

The Shortlisting process

1. The Selection Panel (usually 2 or 3 people) will assess the requirements listed in the Position Description and selection criteria with the information you have provided in your application.
2. The preferred applicants will be shortlisted and contacted by phone to arrange an interview.

The Interview

1. The interview process is a two way process. You will want to find out about the District Council of Tumby Bay, what is involved in the role and if it will use your skills and experience. The panel will be evaluating you on your aptitude and motivation as well as your qualifications, skills and abilities. They will also assess how well you will fit with the culture of the District Council of Tumby Bay.

2. The interview will consist of a series of questions based on the requirements of the position and to explore your experiences. During the interview you will have the opportunity to explain and expand on the information provided in your application. The Selection Panel's task is to establish whether you possess the required skills or if you have the potential to acquire these skills within a reasonable time.
3. You are obliged to disclose at the interview any information you are aware of that could impair or impede your performance in the position for consideration by the panel.
4. You are encouraged to prepare some questions to ask the panel, so you leave the interview feeling confident about the details of the position.
5. You are not required to bring anything with you to the interview.

Other Requirements

1. If you are one of the District Council of Tumby Bay's preferred candidates, we will contact your referees to ascertain your suitability for the position. Information obtained remains strictly confidential.
2. The District Council of Tumby Bay has a duty of care under the Work Health and Safety Act 2012 to ensure that you will not injure yourself or others while you are at work. This will be achieved through a pre-employment medical examination arranged by District Council of Tumby Bay. The doctor will advise if there are any medical restrictions that need to be taken into consideration if you are offered the position. The District Council of Tumby Bay will then decide whether those restrictions will affect your ability to undertake the role. Your medical records remain strictly confidential.
3. For this position, a Police Clearance and Working with Children Check are also required, as you will be working closely with members of the public who are vulnerable or children. This is a requirement of the position and is identified in the Position Description. Any information gathered during this process remains strictly confidential.
4. A HR class driver's license is also the minimum requirement for this position.

Notification

All applicants will receive a letter of acknowledgement upon receipt of applications and unsuccessful applicants will be notified at the conclusion of the recruitment process.

Thank you

Rebecca Hayes
CHIEF EXECUTIVE OFFICER



**APPLICATION FORM
Construction and
Maintenance Worker**

Surname (Block Letters):	Given Names:	Mr/Mrs/Ms/Miss	Date of Birth
Home Address			
Postal Address:			
Mobile	Telephone	Email	
How did you find this vacancy? <i>Local Paper, Council Website, Seek etc.....</i>			

Declarations:

Privacy Act 1988:

I acknowledge that:

- o The personal information provided in this application is collected for the purpose of assessing suitability for employment for the position stated above.
- o Access is limited to use by Council employees and other authorised persons.
- o Supply of the personal information is voluntarily supplied and non-supply may cause delay or inability to proceed in the processing of this form.
- o The personal information will be stored in Council's system

Signature: Date:

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 provide details:

To avoid any potential conflict of interest, please advise if you have any association with or connection to current members of staff or Councillors. Note - this information is confidential and will be used to ensure the selection of an independent interview panel. **Yes/No**

If yes, please indicate details on a separate sheet.



Applicant Information Release

I hereby authorise any person, educational institution, or company I have listed as a reference on my employment application to disclose in good faith any information they may have regarding my qualifications and fitness for employment. I will hold the District Council of Tumby Bay, any former employers, educational institutions, and any other persons giving references free of liability for the exchange of this information and any other reasonable and necessary information incident to the employment process.

Signature: Date:

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.

Signature: Date:

NB: Please return this form with your Application



DISTRICT COUNCIL OF TUMBY BAY

SELECTION CRITERIA

POSITION:	Construction and Maintenance Worker
CLASSIFICATION:	Full time
AWARD:	Local Government Employees Award & Local Government Industry Award
DEPARTMENT:	Construction and Maintenance Team
REPORTING TO:	Team Leader – Construction and Maintenance
LOCATION:	District Council of Tumby Bay – Depot
APPROVING MANAGER:	General Manager Works & Infrastructure

KEY SELECTION CRITERIA

- Current Heavy Rigid Licence
- Provide First Aid Certificate
- Demonstrated experience in a similar position or industry
- Current White Card
- WorkZone Traffic Management Certification or ability to obtain
- Police and Working With Children Check or ability to obtain
- Operate civil construction plant including patrol grader, loader, backhoe and skid steer
- Plant maintenance abilities

SPECIAL REQUIREMENTS

Successful applicants will be required to undergo a medical assessment prior to finalisation of selection.

Note: Applicants should address the selection criteria in their application

POSITION DESCRIPTION

POSITION:	Construction and Maintenance Worker
CLASSIFICATION:	Full time
AGREEMENT:	District Council of Tumby Bay Outdoor Enterprise Bargaining Agreement 2021-2024, Local Government Employees Award and Local Government Industry Award
DEPARTMENT:	Construction and Maintenance Team
LOCATION:	District Council of Tumby Bay – Depot.
APPROVING MANAGER:	General Manager Works & Infrastructure
DATE APPROVED:	December 2023

Position Requirements & Description	
ROLE OBJECTIVES	To ensure the safe and responsible operation of plant and equipment during the performance of construction and maintenance functions of Council: <ul style="list-style-type: none"> • To ensure that all activities of both construction and maintenance are performed in an effective and efficient manner • To assist the Parks and Gardens Team when required
Authority & Accountability:	Responsible for completion of regularly occurring tasks of a moderately complex nature on a cyclic process (daily, monthly, quarterly etc.). Works under established practices and procedures. May supervise work or provide on-the-job training, based on their skills and/or experience, to employees of the same or lower levels.
Judgement & Problem Solving:	Personal judgment is required to follow predetermined procedures where a choice between more than two options is present. Work performed falls within general guidelines but with scope to exercise discretion in the application of established practices and procedures. Guidance is available from more senior staff.
Specialist Knowledge & Skills:	Application of developed skills and knowledge acquired through on-the-job training or accredited external training over a number of months. Proficient operation of a variety of heavy machinery.
Interpersonal Skills:	Employees at this level require communication skills to enable them to effectively communicate with clients, other employees and members of the public and in the resolution of minor matter.
Qualifications & Experience:	Qualifications or relevant experience in accordance with the requirements of work at this level, with a thorough knowledge of work activities and procedural and operational methods of the work area, which may be acquired through: <ul style="list-style-type: none"> • Trade Certificate II; • Accredited training in plant and equipment operations; • Certificate III in Civil Construction or Horticulture; or • A non-trade Certificate III
Job Requirements:	<u>Mandatory</u> <ul style="list-style-type: none"> • HR licence (minimum) • Current White Card • Vaccinations for tetanus and hepatitis A & B are mandatory for the period of employment

	<ul style="list-style-type: none"> • Current Police Check and Working with Children Check (WWCC), or be willing to obtain <u>Desirable</u> • Demonstrated experience in similar position or industry • HC licence • Workzone Traffic Management Certification • Grader, Loader, Backhoe and High Risk Licence • Sound current knowledge of Road Construction/Maintenance practices and methods • Previous experience in the operation of earthmoving and road making & equipment and ability to operate in an efficient and effective manner • Chainsaw Certification • Provide First Aid Certificate • Trenching and Excavation experience <p><u>Other Requirements</u></p> <ul style="list-style-type: none"> • Current vaccinations for influenza and COVID-19 are strongly recommended
<p>Duties & Responsibilities:</p>	<p><u>Construction and Maintenance</u></p> <ul style="list-style-type: none"> • Unsealed road grading • Sealed and unsealed road construction and maintenance • Urban and rural stormwater drainage construction and maintenance • Footpath and verge development and maintenance • Urban and rural tree maintenance • Safe and efficient work practices whilst operating machinery • Daily safety pre-start checklist prior to starting machinery • Undertake various duties as directed by the Works Supervisor • Plan and research jobs as required • Analyse problems related to tasks and formulate appropriate solutions, reporting major problems with Team Leader/Works Supervisor • Demonstrated efficient time management skills and be self-motivated • Conform with Council’s mandatory Code of Conduct for Employees • Comply with Council’s policies and procedures and maintain confidentiality at all times • Obtain relevant licences/tickets before operation of any piece of plant, machinery or equipment • Remote work and unsupervised activities are a requirement of this position <p><u>Parks and Gardens</u></p> <p>This position may include supporting the Council Parks and Gardens Team with activities including:</p> <ul style="list-style-type: none"> • Weed spraying • Public convenience cleaning and maintenance • Turf care activities and mowing • Irrigation system management and maintenance <p>This position requires the employee to be available to undertake overtime work, which may include working on weekends and rostered days off to allow seasonal maintenance works (eg patrol grading of unsealed road networks) to be completed in appropriate timeframes. This position may be required to participate in an on-call roster arrangement for out of hours response.</p> <ul style="list-style-type: none"> • Reimbursements and time off in-lieu arrangements are in accordance with the Enterprise Bargaining Agreement.
<p>General:</p>	<ul style="list-style-type: none"> • Work cooperatively as a member of the Council team • Comply with Council’s policies and procedures and maintain confidentiality at all times

	<ul style="list-style-type: none">• Obtain relevant licences/tickets before operation of any piece of plant, machinery or equipment• Participate in team meetings and other work related meetings such as Work Health and Safety• Develop and maintain productive relationships both within the work group and other organisational teams of Council• Project the image of Council as one of courtesy and cooperation• Be conscientious in the performance of responsibilities and duties, and scrupulous in the use of official or confidential information, equipment and facilities• All employees are bound to act in accordance with the <i>Local Government Act 1999</i>• Job safety analysis, safe operating procedures and material data safety sheets• Hazard identification and reporting processes• Accident and incident reporting processes• Manual Handling Training (3 yearly)• Participate in identified training requirements and annual performance review process• Other duties as directed by Line Manger or Executive as required
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