

Burdekin Shire Council is seeking applications for a Trainee Road Marker within the Works section. The successful applicant will learn to operate road marking equipment while undertaking a Certificate III in Civil Construction (Road Marking). This traineeship qualification has a nominal duration of 36 months. Continued employment after the traineeship period is not guaranteed.

This traineeship opportunity is made available with the assistance of funding under the Queensland Government's Skilling Queenslanders for Work – First Start Program. The First Start Program primarily targets young Queensland school leavers and disadvantaged job seekers considered at risk of enduring prolonged periods of unemployment. Funding eligibility will be assessed upon receipt of your application. The First Start Program funding guideline is available at <https://training.qld.gov.au/site/community-orgs/Documents/funded/sqw/first-start-funding-guidelines.pdf>.

Applicants should familiarise themselves with the entire position description.

Wages and Conditions of employment will be determined in accordance with the Order – Apprentices' and Trainees' Wages and Conditions (Excluding Certain Queensland Government Entities) 2003; Queensland Local Government Industry (Stream B) Award – State 2017; Queensland Local Government Employees Award - State and Council's Certified Agreement. Currently, the wage rate ranges from \$1,363.19 to \$1,455.00 gross per fortnight.

Application packages are available from the Human Resources Office on (07) 4783 9800 or Council's website www.burdekin.qld.gov.au.

Applications for **17/58 – Trainee Road Marker** should include:

- A cover letter
- A current resume
- Statements addressing the selection criteria found in the Position Description.

Applications can be submitted using one of the following methods:

- Email – employment@burdekin.qld.gov.au
- Mail – Confidential Application No. 17/58
PO Box 974
AYR QLD 4807

Applications close on Monday, 1 January 2018 at 5.00pm. Word or PDF format is preferable.

For further information please contact Robert Potter – Works Overseer on (07) 4783 9800.

Traineeship Eligibility Questionnaire

Apprenticeship and Traineeship opportunities are made available by Burdekin Shire Council with the assistance of funding under the Queensland Government's Skilling Queenslanders for Work – First Start Program. The First Start Program primarily targets young Queensland school leavers and disadvantaged job seekers considered at risk of enduring prolonged periods of unemployment.

The following information is required from applicants to confirm eligibility for participation.

A copy of the Guidelines for Funding for the First Start Program is available at:

<https://training.qld.gov.au/site/community-orgs/Documents/funded/sqw/first-start-funding-guidelines.pdf>.

Name: _____

1. Are you aged between 15-24 years of age? No Yes

D.O.B. ____/____/____

2. Are you aboriginal and Torres Strait Islander? No Yes

3. Mature-age job seeker (45 years or older) No Yes

4. Migrants and refugees from culturally and linguistically diverse backgrounds

No Yes

5. Person with a disability No Yes

6. Displaced worker No Yes

7. Women re-entering the workforce No Yes

If yes, please advise _____

8. Are you currently on any government benefits (e.g. Newstart or Disability) No Yes

If yes, please advise _____

9. Are you currently registered with a job network provider No Yes

If yes, please advise _____

Position Number	Trainee Road Marker
Certified Agreement	Burdekin Shire Council Enterprise Bargaining Agreement
Award	Queensland Local Government Employees Award – State Queensland Local Government Industry (Stream B) Award – State 2017
Award Descriptor Group	Operations
Award Descriptor Level	On completion – Level 5
Reports To	Works Overseer
Place of Employment	Council Depot, 25-51 Jones Street, Ayr

Position Objective

Complete a certificate – RII30915 Certificate III in Civil Construction Road Marking, while performing as an enthusiastic, productive and reliable member of the Burdekin Shire Council Works Team who operates and maintains Council's plant and machinery in an efficient and safe manner within safety and environmental guidelines. This includes successfully completing seven core units and fifteen elective units for the certificate.

Learn to operate road marking equipment and attain competency for the items of equipment by the completion of the traineeship.

Key Responsibilities

Council is committed to a One Team One Council approach where all departments work collaboratively together to achieve value for money for the rate payers of the Burdekin.

Accordingly the key responsibilities may be modified from time to time to ensure the expected outcomes are coordinated with Council's operational and corporate plans. Without limiting the above, the key responsibilities shall include:

- Participate enthusiastically in all training provided, and complete training modules on time with the achievement of the designated competencies.
- Maintain all training records and log books.
- Work towards increasing knowledge, skills, abilities, and experience throughout the course of the traineeship and ensure the traineeship program is completed within the set time limits.
- Assist team members with the construction and maintenance of Council infrastructure in accordance with specifications, plans and safety documentation.
- Undertake components of the Department's works programme, demonstrating an ability to make judgements on routine work conditions and processes.
- Ensure the efficient use of materials, plant and labour including completion of plant defect reports as necessary.
- Report all lost or stolen items and on security issues in relation to the project to the Works Overseer or Supervisor.
- Report immediately to the Works Overseer or Supervisor any incidents, accidents, hazards, defects on roads/road works, and problems and participate in accident investigations and make recommendations on changes to work procedures.

- Perform other duties which contribute to the effectiveness of Council's operations e.g. labouring, operation of other plant for which the position holder is licensed, as directed by Supervisor.
- May be required to work overtime and when required, attend out-of-hours emergencies as requested by the Works Overseer or Supervisor.
- Check the location of services (Power, Water, Fibre Optic etc.) before excavation commences.
- Carry out directions efficiently and accurately, exercising initiative in the application of established work procedures.
- Establish desired outcomes for particular works for which responsibility has been allocated and ensure their achievement.
- Under general supervision carry out allocated works and utilise plant and equipment to ensure its most efficient use and maintenance.
- Other duties as directed by the Works Overseer or Works Supervisor.

Machinery Maintenance

- Drivers and Operators of machinery shall be responsible for the daily machinery maintenance prior to machinery start-up (six-point check).
- Conduct start up and shut down procedures as per operator manuals.
- Conduct basic preventative maintenance and clean allocated item of plant. All servicing and maintenance of plant to be to Manufacturer's specification.
- Ensure allocated plant, tools and equipment are used and maintained to Council policy and return or re-assign after use.

Position Requirements

It is expected that knowledge, skills, abilities, and experience will increase from basic to advanced levels over the course of the traineeship. The position requirements listed here apply to a fully qualified Line Marker and are goals to be achieved during the traineeship.

Knowledge

- Basic mechanical knowledge including service levels, pre-start requirements and preventative maintenance for plant and machinery.
- Developing knowledge of various road-marking equipment e.g. Graco line marker, Medium Rigid Truck.
- Developing knowledge of road pavement construction and control practices relying upon experience and training relating to the objectives of this position.
- Developing knowledge of procedures relating to civil construction/maintenance work.
- Developing knowledge of the Works Section organisational structure.
- Developing knowledge of work practices of the Works Section.
- Developing knowledge of and ability to apply Council's Traffic Control Procedures.
- Knowledge of the Work Health and Safety Act and Regulations and the Traffic Act relevant to this position including Work Health and Safety requirements, considerations, and responsibilities.
- Knowledge of and commitment to Councils' policies, procedures and other legislative requirements in relation to Equal Employment Opportunities (EEO), Anti-Discrimination, and Work Health and Safety.
- Understanding of quality control procedures.
- Knowledge of and ability to apply Council's Emergency and Accident Reporting Procedures.

- Knowledge of personal protective equipment necessary to minimise risk of injury and illness.
- Understanding of the location of underground services before excavation.
- Understanding and appreciation of customer focus in Council operations.

Skills

- Time management skills to effectively plan and complete own activities to a high quality finish within set time-frames.
- Literacy and numeracy skills necessary to complete timesheets, construction records and documents.
- Working in a group to achieve predetermined goals.
- Skilled in using mechanised equipment.
- Active learning to implement new skills into the workplace.
- Reading comprehension to participate in training sessions and complete assessment of modules.
- Record keeping skills including log books.
- Communication skills including two-way radio and telephone.
- Leadership skills to enhance teamwork and promote public relations.

Abilities

- Ability to achieve productivity and quality of work when operating a range of plant.
- Ability to prioritise workload including training modules.
- Ability to follow directions and work unsupervised to achieve satisfactory outcomes.
- Ability to read, write and perform numerical calculations (weights, volume, ratio and quantities) to a standard commensurate with the requirements and classification of the position.
- Ability to assess risks and safety aspects associated with works.
- Ability to discuss and resolve problems within the team and with the Supervisor.
- Ability to read and understand the Manual of Uniform Traffic Control Devices (MUTCD) Part 3 – Work on Roads.

Other Requirements

- On appointment, a satisfactory result from a pre-placement medical fitness for driver/operator (truck, plant, labourer, medium to heavy lifting).
- Physical ability to continue to perform the duties of the position.
- Physical ability necessary to undertake manual handling and labouring for extended period in direct sunlight if required.

Experience and Qualifications

- MR (Medium Rigid) Drivers Licence.
- 30215 QLD – Course in General Safety Induction Certificate or White Card.

Award Classification

These classification characteristics are drawn directly from the Queensland Local Government Industry (Stream B) Award and are used as a guide to determine the level of this position, but may not form a specific part of the key responsibilities:

Employees perform a broad range of tasks requiring developed industry skills. Employees would exercise a broad knowledge of construction and/or maintenance activities and either individually or as part of a team be able to undertake a substantial proportion of typical projects. The work would be performed under general supervision.

Core Competencies

These competencies relate to Level 3 of the Local Government

Teamwork

- Participate in team-based activities.
- Respect other team members.
- Complete the tasks allocated to you.
- Know the team goals, parameters, and major issues.
- Work within the parameters.
- Contribute willingly to team activities.
- Accept decisions, even those with which you disagree.

Customer Service

- Treat both internal and external customers with courtesy and respect.
- Work according to agreed customer service standards within your team.
- Contribute towards setting customer service standards within your team.

Communication

- Write in a way that your reader can understand.
- Listen and speak clearly to your colleagues and customers.

Quality

- Work according to agreed quality standards within your team.
- Contribute towards setting quality standards within your team.
- Monitor your work and identify opportunities for improving quality.
- Suggest improvements through the customer request system.

Environment

- Work according to agreed environmental standards within your team.
- Contribute towards setting environmental standards within your team.
- Monitor your work for opportunities to reduce adverse impacts on the environment.
- Report incidents and suggest improvements through the customer request system.

Work Health and Safety

- Work safely and in accordance with the relevant work method statements and procedures.
- Encourage your colleagues to work safely.
- Identify hazards and assess risks in the workplace.
- Use organisational systems, such as customer service requests, to identify and rectify hazards, near misses, and non-compliances with procedures.

Efficiency

- Undertake tasks in an efficient and timely manner.
- Suggest improvements through the customer request system.

General

1. This is a description of the job as it is at present constituted. It is the practice of this organisation periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those reporting directly to him or her. Therefore you will be expected to participate fully in such discussions. It is the Organisation's aim to reach agreement to reasonable changes where identified.
2. Whilst employment is in the position described in this document it is understood that employment is with Burdekin Shire Council. In the event of organisational change or restructure, Council may require employees to undertake other roles for which they are qualified and capable of performing.
3. Employees may be required to undertake a variety of duties not related to their substantive role in times of disaster.
4. All employees are responsible for making and keeping records in accordance with legislation, information standards and other relevant guidelines and procedures, and ensuring they are captured in the authorised recordkeeping system, Technology One Enterprise Content Management (ECM).
5. Failure to maintain any licence or certificate, which is a condition of your employment, may result in demotion or termination as Council is unable to guarantee your transfer to a position not requiring the said licence or certificate.
6. All employees are expected to participate in Council's Induction Program and future training opportunities to maintain a current knowledge base and provide excellent service levels for internal and external customers.
7. All employees are to actively participate in the Employee Performance Development Program.
8. All employees must work in accordance with the standards contained within Council's Code of Conduct. Failure to do so may lead to disciplinary action up to and including termination of employment.
9. All employees are encouraged to be a contributing member to the wider Burdekin community and therefore it is highly recommended that you take up permanent residency within three months of the successful completion of your probationary period.
10. Abide by all existing policies, guidelines, and Operational Standards and as amended from time to time.

Selection Criteria

It is essential to respond to each criterion with one or two paragraphs explaining how you have demonstrated each particular skill or quality, and including examples from your work experiences. Short-listing of candidates will be based upon an assessment of how well the following selection criteria are addressed.

Essential

1. Willingness to commit to a three year traineeship and complete all required training and modules on time.
2. Proven ability to work under general supervision and in a team based environment.
3. Proven ability to recognise and follow both verbal and written instructions.
4. Demonstrated commitment to maintaining a safe working environment.
5. Demonstrated literacy and numeracy skills with description of education levels attained.
6. Current C class Drivers Licence at a minimum.