



# Applicant Information Pack

Position: Works Officer  
Date: June 2021

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## Application Form – Works Officer

<b>Surname</b>	<b>Given Names</b>
<b>Address</b>	
<b>Email</b>	<b>Preferred Phone</b>
<b>Working Rights</b>	
Australian Resident Y or N	VISA Expiry Date: VISA Number:
<b>Referees</b> <i>I hereby give consent to the below referees being contacted.</i>	
1. Name	Position
Contact Number	Relationship
2. Name	Position
Contact Number	Relationship
<b>Application Checklist</b>	
This Form Completed Y / N	Resume Y / N
Pre-employment Health Disclosure Form Completed Y / N	Application Cover Letter Responding to Position Description Selection Criteria Y / N
<b>Declaration by Applicant</b> <i>I hereby declare that all information contained in this application is true and accurate and has been prepared directly by me and not another party on my behalf.</i>	
_____ Signature	_____ Print Name
_____ Date	

# Pre-Employment Health Disclosure Form

Works Officer

June 2021



## Purpose

Glamorgan Spring Bay Council is committed to ensuring it provides a safe place of work as required under the *Work Health and Safety Act 2012*. As part of fulfilling this commitment, Glamorgan Spring Bay Council requires that people disclose any real or potential health illness or injury or medication which may impact upon performing the above-mentioned role.

In addition, Glamorgan Spring Bay Council also has a range of other safety practices to ensure a safe place of work such as testing for alcohol and drugs, monitoring fatigue and similar.

## Position Risks

The below risks have been identified for the above-mentioned role.

- |  |   |
|--|---|
| <input type="checkbox"/> Use of visual display unit (IPad and Laptop)          | <input type="checkbox"/> Repetitive use of mouse/keyboard                     |
| <input checked="" type="checkbox"/> Working under pressure                     | <input checked="" type="checkbox"/> Sitting for extended period (1.5 + hours) |
| <input checked="" type="checkbox"/> Standing for extended period (1.5 + hours) | <input checked="" type="checkbox"/> Driving                                   |
| <input checked="" type="checkbox"/> Lifting less than 20kg                     | <input checked="" type="checkbox"/> Lifting 20-35kg                           |
| <input type="checkbox"/> Lifting more than 35kg                                | <input checked="" type="checkbox"/> Climbing ladders                          |
| <input checked="" type="checkbox"/> Working at heights (greater than 2 metres) | <input checked="" type="checkbox"/> Sun exposure                              |
| <input checked="" type="checkbox"/> Dust exposure                              | <input checked="" type="checkbox"/> Noise exposure                            |
| <input checked="" type="checkbox"/> Walking uneven surfaces                    |   |

## Disclosure

<b>Print Name</b>	
<b>Date Completed</b>	

<b>Item</b>	<b>Date</b>	<b>Details</b> <i>(Name injury/illness/medication, impact, treatment)</i>
<b>Illnesses</b> <i>Disclose any past or current illness that may re occur, be triggered or exacerbated by the risks identified.</i>		

<p><b>Injuries</b>  <i>Disclose any past or current injuries that may re occur, be triggered or exacerbated by the risks identified.</i></p>		
<p><b>Current Medications</b>  <i>Disclose any medications that may impact upon the performance of the role as per the risks identified.</i></p>		
<p><b>Past Workers Compensation</b>  <i>Disclose any current or past workers compensation that may impact upon the performance of the role as per the risks identified.</i></p>		

Note: add additional pages to this if required.

**Declaration and Authorisation**

I declare that the information provided in this Pre-Employment Health Disclosure Information Form is true and accurate at the time of completion and acknowledge that failure to provide true and accurate information could later result in termination of employment in the event I was appointed to the above mentioned position.

I authorise for this information to be passed on to a medical professional as part of any pre-employment medical I may be required to undertake during the recruitment and selection process.

<p><b>Print Name</b></p>	
<p><b>Signature</b></p>	

# Position Description



Works Officer  
Band 2  
Enterprise Bargaining Agreement  
Works dept.  
Triabunna/Swansea/Bicheno/Coles Bay  
September 2020

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## PRIMARY OBJECTIVE

The Works Officer is part of the Works Department which is responsible for the safe, effective and efficient delivery of routine and emergency maintenance and assist with construction related to the capital works program. The Works Department maintenance spans the municipality's roads, bridges, drainage, parks, reserves, cemeteries and public facilities. The Works Officer works with the broader Works team to carry out construction and maintenance of Council's assets within the Works Department's area of responsibility across the entire municipal area as workloads dictate resource allocation.

## ORGANISATIONAL RELATIONSHIPS

Reports to the Team Leader in location of appointment.

This position has no direct reports.

## KEY ACCOUNTABILITIES/CHALLENGES

- Ensuring a continued and consistent focus on WHS and continuous improvement within the workplace.
- Building skills to work across multiple plant and equipment.
- Maintaining fitness for work when working in challenging conditions and terrain.
- May supervise standard work (short term) or provide on the job mentoring/coaching based on the employee's accreditation or experience in relation to employees of the same or lower levels.

## PRIMARY RESPONSIBILITIES

The Works Officers, as per each work location requirements will; work across construction and maintenance in rural and urban settings which includes but is not limited to road networks, bridges and drainage, and/or will work in the maintenance of public spaces and facilities which includes but is not limited to parks, reserves, sports grounds/facilities, cemeteries, toilets, shelters and public furniture, boat ramps, waste transfer stations and non-household waste.

- Conduct and document pre-start assessments of plant, equipment and tools and inspect materials and other supplies before use to ensure they are fit for use as per the job specifications. Report faults or maintenance requirements to the in house fitter or Supervisor. Ensure all documentation is completed correctly for work site plant and submitted for record keeping.
- Raise improvement ideas with the completion of job in terms of technical instruction, safety or other relevant risk area (environmental, financial, reputation) with the Leading Hand or Supervisor for their consideration and decision.
- Operate plant, equipment and tools in a safe manner with respect of self and others including site set up (for example traffic management, barricading).
- Carry out jobs as per job specification assigned.
- Ensure that Council safe systems of work (policy, processes, work instructions, reporting processes) are adhered to and actively utilised on jobs. Ensure SWMS are onsite, reviewed and signed onto. If during task execution new hazards arise, modify onsite SWMS to document the new hazard/s and the controls to manage.

When working in the rural and urban settings on road networks, bridges and drainage the Officer will typically be involved in manual labour, driving vehicles/trucks, operating mobile plant and applying traffic management.

When working in the public spaces and facilities settings the Officer will typically be involved in mowing, pruning, cleaning, weed spraying/removal, basic furniture building/maintenance, and non-household waste disposal. Applying traffic management will also be required in some circumstances.

## **ALL STAFF RESPONSIBILITIES**

- Ensure that safety is considered and practised in all aspects of role performance and that it is effectively managed in accordance with Council's safe system of work.
- Comply with all Council policy and procedures which may be varied from time to time in consultation with appropriate staff. Participate in SWMS, Risk assessment and procedural reviews if required to have subject matter input.
- Carry out all responsibilities of the role in accordance with Council's code of conduct.
- Adhere at all times to the *Local Government Act 1993 Tas.* or any other specific legislation or professional standard that relates to the role.
- Maintain a positive team environment, having constructive input and listening to other opinions/feedback to achieve best outcomes.
- Act in a professional and courteous manner within the community.
- Follow directions/instructions from Lead/Supervisor. If a WHS issue is identified in executing the direction/instruction given, the Works Officer is to clearly communicate to Lead/Supervisor the issue and have input to a solution.
- Reporting immediately to Lead and/or Supervisor incidents that have occurred. Reporting of near misses to Lead and/or Supervisor before close of business the day of the near miss.
- Maintain good housekeeping of plant and GSBC assets including buildings.

## QUALIFICATIONS, EXPERIENCE AND ABILITY (SELECTION CRITERIA)

1. A Certificate III in Civil Construction or a Certificate III in Parks/Gardens/Horticulture and at least two years post certificate experience in the relevant field or an equivalent combination of skills, training and experience.

The difference between remunerating across the band is below. Being paid in the Mid to High of band assumes that the Low to Mid of Band is being deemed as fully competent and able to maintain that level of competency.

### Low-Mid of Band

- Experience operating and be able to maintain regular competency:
  - Vibrating Plate/Wacker
  - Ride-on and Push Mower
  - Brush cutter
  - Trench Rammer/Wacker
  - Blower
  - Hedge Trimmer
- Manual Handling
- Implement Traffic Management Plan and Control Traffic with a Stop/Slow Bat
- White Card for Construction Site Entry and Presence
- First Aid Certification
- Drivers Licence (Medium Rigid minimum) and commitment to maintaining this
- Verification Of Competency (VOC) in at least three pieces of plant:
  - Front-end Loader
  - Roller
  - Excavator
  - Tractor/Slasher
  - Skid Steer
  - Backhoe
- Basic Chainsaw Licence

### Mid to High of Band

- Three years senior experience in operating at least two of the following:
    - Grader
    - Backhoe
    - Tractor/Reach-Mower
    - Excavator
  - Dogging Certification
  - First Aid Certification
  - Development in Leadership(either formal or informal training as per training plan)
  - Development in Safety(either formal or informal training as per training plan)
  - Certification for Chemical Handling and Storage (if role requires this)
  - Fallers Chainsaw Licence
2. Experience in reading job specifications and being able to follow technical directions and ask for guidance when necessary.
  3. Evidence of identifying technical issues.
  4. Good communication and interpersonal skills including the capacity to remain calm and cooperative when working under pressure.
  5. Good computer skills including word processing, use of customised maintenance systems and regular use of the internet and email.

# Recruitment and Selection Information

June 2021



The role is offered on a full-time ongoing basis from the Triabunna depot and it is anticipated the appointee would start as soon as possible. The Council offers attractive benefits including 16% superannuation, a 9 day fortnight and a base salary starting at \$53,604 per annum.

Glamorgan Spring Bay Council is committed to employment via merit selection which is based on ensuring the best person for the job will be hired. Discriminatory attributes such as gender, age, religion, political beliefs and so forth as covered by Tasmanian anti-discrimination legislation will not be considered or influence recruitment and selection decisions.

After applications are received they will normally be shortlisted against the selection criteria as outlined in the last section of the position description. Assessment of these criteria is carried out by reviewing all information provided by the applicant in their application.

An interview process will typically involve a panel of people that may include people outside of Council. Depending on the content to be covered interviews can range from 20 minutes to two hours and conducted face to face, via video links or over the phone. Applicants will be tested against the same criteria and the interviewee may be asked to elaborate further on information provided in their application.

A process may involve more than one interview with the same or different people, aptitude testing, psychometric analysis and referee checking. Preferred applicants may also be required to undertake a medical as per the risks identified for the position, their health disclosure and general compliance with Council's safety requirements.

Successful applicants will be advised verbally in the first instance of Council's offer and subsequently provided with a contract of employment for consideration. Generally people have up to 14 days to consider an offer made.

Recruitment processes can take anywhere between two to twelve weeks to carry out depending on the components involve, applicant availability and location. During this time questions on progress should be directed to the person listed in the advertisement for specific position being filled.

Glamorgan Spring Bay Council does not provide for an appeal process with respect of recruitment and selection decisions.

All applications should be sent to [kristy@hrisesp.com.au](mailto:kristy@hrisesp.com.au) with the subject header of Application: Works Officer.

Applications close on Friday 9 July 2021.