



# Applicant Information Pack

Position: Municipal Employee  
Full-time Position

Team Leader / Town Maintenance Worker  
Northern Area

Date: February 2019

Applications close:  
FRIDAY 22<sup>nd</sup> FEBRUARY 2019 @ 5.00pm

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# Application Form



<b>Surname</b>	<b>Given Names</b>
<b>Residential and Postal Address</b>	
<b>Email</b>	<b>Preferred Phone</b>
<b>Working Rights</b>	
Australian Resident Y or N	
<b>Drivers Licence Information:</b> Licence No. _____ Class _____ Exp date _____	
<b>Previous Employment</b> <i>List previous relevant employers</i>	
1. Current	
2. Previous	
3. Previous	
<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
<p><b>Declaration by Applicant</b></p> <p><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></p> <p>_____</p> <p>Signature <span style="margin-left: 200px;">Print Name</span></p> <p>_____</p> <p>Date</p>	

# Pre-Employment Health Disclosure Form

Team Leader / Town Maintenance Employee

Department - Works

February 2019



## 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 type="checkbox"/> Working under pressure                                | <input 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 type="checkbox"/> Lifting 20-35kg                           |
| <input type="checkbox"/> Lifting more than 35kg                                | <input type="checkbox"/> Climbing ladders                          |
| <input 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

## Town Maintenance Employee

### Team Leader



Works Department - **Full-Time Position**  
Municipal Employee  
In line with Council's EBA  
February 2019

#### **PRIMARY OBJECTIVE**

Perform duties relating to the maintenance and improvement of the standard of facilities and services within the Municipal area.

#### **ORGANISATIONAL RELATIONSHIPS**

The position has the following direct reports:  
- Works Supervisor

#### **KEY ACCOUNTABILITIES/CHALLENGES**

1. Maintain Council owned infrastructure, parks/reserves and foreshore areas to a good presentable standard.

#### **PRIMARY RESPONSIBILITIES**

1. Responsible for staff supervision and co-ordination of general maintenance works relating to Council activities in the Bicheno and Coles Bay areas.
2. Undertake mowing, slashing and brushcutting activities.
3. Undertake maintenance of Council's recreation reserves, foreshore areas and playgrounds.
4. Assist with other general town maintenance activities of Council.

#### **ALL STAFF RESPONSIBILITIES**

1. 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.
2. Comply with all Council policy and procedures which may be varied from time to time in consultation with appropriate staff.
3. Carry out all responsibilities of the role in accordance with Council's code of conduct.
4. Adhere at all times to the Local Government Act 1993 Tas. or any other specific legislation or professional standard that relates to the role.

#### **QUALIFICATIONS, EXPERIENCE AND ABILITY (SELECTION CRITERIA)**

##### Essential

- Truck licence.
- Experience in relevant Council activities i.e. trade skills etc.
- Ability to operate small plant and equipment effectively and safety.
- Ability to carry out instructions.
- Ability to make on-site decisions with regard to general maintenance problems.

##### Desirable

- Relevant machinery competency certificates
- Chainsaw and/or fallers licence; weed control/identification certificate; first aid

# Recruitment and Selection Information

February 2019



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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.

In some instances relocation assistance may be offered to a successful applicant.

Recruitment processes can take anywhere between two to 12 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.