



This is an exciting and unique opportunity to be part of an organisation with an energetic and collaborative approach with a commitment to meeting the expectations of customers and the communities of Douglas.

Our organisation offers excellent working conditions and a range of generous employee benefits including flexible working arrangements and supports and encourages our employees with training and professional development opportunities.

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Applications are hereby invited for the following positions:-

## Labourer Water Reticulation (Maximum Term 12 Months)

*Douglas Shire Council is an Equal Opportunity employer, promoting workplace diversity and a safety culture with a smoke free environment*

**DEPARTMENT: Infrastructure and Recovery**

**APPLICATIONS CLOSE: Friday 10 October 2025**

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**Your application must consist of the following information: -**

### CHECKLIST

- ☒ **Cover Sheet** - *Please tick which area you are applying for – you can apply for one or both*
- ☒ **Covering Letter addressing the three main elements under the selection criteria:**
  - ☒ Qualifications
  - ☒ Knowledge, Skills and Expertise
  - ☒ People Oriented Skills and Attributes
- ☒ **Copy of current resume, qualifications, and licences (relevant to the position)**



Applications should be addressed to:

**Douglas Shire Council  
People and Culture  
PO Box 723  
Mossman QLD 4873**

**[recruitment@douglas.qld.gov.au](mailto:recruitment@douglas.qld.gov.au)**



**WITH COMPLIMENTS  
INFORMATION KIT**

## **Labourer Water Reticulation Maximum Term 12 Months**

**Closing Date: Friday 10 October 2025**

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### **IMPORTANT INFORMATION REGARDING YOUR APPLICATION**

*Please read the following information on 'How to Apply' as it will help you with the preparation of your employment application. Be sure to read the details of the Information Kit carefully.*

### **PRE-EMPLOYMENT ASSESSMENT**

*Following the selection of a preferred candidate Council will require a number of further checks including reference checks, police history / criminal history checks, medical assessment and drug and alcohol test.*

### **EMPLOYMENT ELIGIBILITY**

*To apply you must be a Permanent resident of Australia, Australian Citizen, New Zealand Citizen or hold the appropriate visa to work in Australia to apply*

**Privacy Information:** Douglas Shire Council is collecting your personal information in accordance with the Information Privacy Act for the purpose of assessing your skills and experience against the position requirements. The information you provide in your application will only be used by authorised Council Officers, including Human Resources and the relevant selection panel members. Your information will not be given to any other person or agency unless you have given us permission, or we are required by law.

## Application Process

The following information will detail the application process and provide you with the information on “how to apply”.

In most cases, you no longer have to address each individual selection criteria in writing. Instead, you are asked to tailor your application to address three main elements in a covering letter and provide your resume. Please keep the covering letter brief (from two to three pages). Unless specifically requested, there is no need to write individual responses to the Selection Criteria in the Position Description.

## What is required?

Using the streamlined process for short listing means your application will be assessed against the three main elements:

- i. **Qualifications**
- ii. **Knowledge, Skills and Expertise**
- iii. **People Oriented Skills and Attributes**

When preparing your application, read through the **Key Duties and Responsibilities and Selection Criteria** within the Position Description and organise your information under the three headings to create your covering letter. You can use the Selection Criteria to help you identify how your knowledge, skills, experience, personal attributes and qualifications are most relevant to the position.

### **Qualifications**

Include details of and where you attained any education, training, qualifications, tickets and licences including those you are working towards.

### **Knowledge, Skills and Expertise**

Identify relevant knowledge, skills and work experience as it relates to this role. Your response might provide examples that give details of the nature and extent of your experience, skills, responsibilities and any notable accomplishments or achievements.

### **People Oriented Skills and Attributes**

These are personal characteristics you possess that would make you successful in this role. For example, if you are articulate and a good listener and the role requires you to provide excellent communication skills you need to demonstrate situations where you have exhibited this and how it will be of benefit to the role.

The chairperson of the selection panel may contact you for further clarification of your application during the short-listing process.

## Addressing the three main elements

When addressing the three main elements you should ensure that your responses are relevant to the position. Using bullet points with examples is a simple approach to demonstrate how you meet the requirements of the position. When using examples try keeping to the following STAR principles:

**Situation** - What was the situation? Start by providing an example of where and when you carried out a specific task, used a required skill or demonstrated the particular knowledge.

**Task** - What were the tasks involved? Write about what your role was and what you did or were responsible for such as the tasks or duties you undertook that demonstrate your skills, knowledge or ability.

**Action** - What actions did you take to achieve the tasks? What skills, knowledge or ability did you use, what did you do and how did you do it?

**Result** - What resulted from the actions you took? What did you achieve and what were the results of what you did?

**DOUGLAS SHIRE COUNCIL**  
**GENERAL CONDITIONS OF EMPLOYMENT**

|                               |                                                                                                                                                                                                                                                                                            |
|-------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>POSITION:</u></b>       | Labourer Water Reticulation (Maximum Term 12 Months)                                                                                                                                                                                                                                       |
| <b><u>LOCATION:</u></b>       | Mossman Depot                                                                                                                                                                                                                                                                              |
| <b><u>CLASSIFICATION:</u></b> | LGE Level 2                                                                                                                                                                                                                                                                                |
| <b><u>SALARY:</u></b>         | Salary \$64,352.21 per annum.                                                                                                                                                                                                                                                              |
| <b><u>HOURS OF DUTY:</u></b>  | Nominal 76 hours per fortnight, nine (9) day fortnight as per agreement.                                                                                                                                                                                                                   |
| <b><u>AWARD:</u></b>          | Queensland Local Government Industry (Stream B) Award – State 2017.                                                                                                                                                                                                                        |
| <b><u>LEAVE:</u></b>          | Five (5) weeks annual leave and fifteen (15) days sick leave per annum. Annual Leave Loading applies. A nine (9) day fortnight rostered day off system also applies.                                                                                                                       |
| <b><u>SUPERANNUATION:</u></b> | Employer superannuation contributions will be made at the rate of 12% of your salary through membership of Brighter Super or a complying fund. Employees may nominate to Council superannuation contributions they would like to contribute. A medical examination may be required.        |
| <b><u>APPLICATIONS:</u></b>   | <p>Applications can be submitted by:</p> <p>Addressed to:<br/><b>Private and Confidential</b><br/>Douglas Shire Council<br/>People and Culture<br/>PO Box 723<br/>MOSSMAN QLD 4873</p> <p>or</p> <p><a href="mailto:recruitment@douglas.qld.gov.au">recruitment@douglas.qld.gov.au</a></p> |
| <b><u>CLOSING DATE:</u></b>   | <b>Friday 10 October 2025</b>                                                                                                                                                                                                                                                              |

Position Applied for: **Labourer Water Reticulation (Maximum Term 12 Months)**Position Number: **314**Mr ☐Mrs ☐Ms ☐Miss ☐

Date: \_\_\_\_\_

Given Names: \_\_\_\_\_

Family Name: \_\_\_\_\_

Preferred Name: \_\_\_\_\_

Postal Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_Home Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone Numbers:

Home: \_\_\_\_\_

Work: \_\_\_\_\_

Mobile: \_\_\_\_\_

Preferred Contact Number: \_\_\_\_\_  
\_\_\_\_\_

Email: \_\_\_\_\_

Have you previously worked for Douglas Shire Council?

☐ No ☐ Yes

Dates: \_\_\_\_\_

Are you a current employee of Douglas Shire Council?

☐ No ☐ Yes

Dates: \_\_\_\_\_

Current Employees must complete:

Employee No: \_\_\_\_\_

Classification Level: \_\_\_\_\_

Position Title: \_\_\_\_\_

Department: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Are you currently being represented by an external recruitment agency?

☐ No ☐ Yes

Name of Agency: \_\_\_\_\_

In order for Douglas Shire Council to monitor its advertising effectiveness, could you please indicate where you located this advertisement: *(Please tick)*☐ Douglas Shire Council website☐ Douglas Shire Council Facebook☐ Douglas Shire Council LinkedIn☐ On-line (please specify site, e.g. seek.com, CouncilJobs.com, lgjobs.com.au): \_\_\_\_\_This section is Optional: Do you identify with any of the following groups? *(Please tick)*☐ Aboriginal / Torres Strait Islander☐ Disability☐ English as Second Language**Applicant Consent Details (Please Tick):**☐ I consent to my application being considered for other similar positions within Council over the next 6 months and I consent to my application and personal information being forwarded to the relevant Council Officer for consideration.**NB. By ticking this box it does not automatically mean that your application will be considered for all positions at Council. A separate application must be submitted for each vacancy.**

Applicants Signature: \_\_\_\_\_

### POSITION DESCRIPTION

|                                       |                                                                                                           |
|---------------------------------------|-----------------------------------------------------------------------------------------------------------|
| <b>Position Title:</b>                | Labourer Water Reticulation<br>(Maximum Term 12 Months)                                                   |
| <b>Position Number:</b>               | 314                                                                                                       |
| <b>Department:</b>                    | Infrastructure and Recovery                                                                               |
| <b>Unit:</b>                          | Water and Wastewater                                                                                      |
| <b>Team:</b>                          | Water Reticulation                                                                                        |
| <b>Reports To:</b>                    | Ganger Water Reticulation                                                                                 |
| <b>Award Classification:</b>          | LGE 2<br>Queensland Local Government Industry Award (Stream B) -<br>State 2017 and applicable Division(s) |
| <b>Hours:</b>                         | Nominal 76 hours per fortnight, nine (9) day fortnight as<br>per agreement.                               |
| <b>Pre-placement Medical:</b>         | Yes                                                                                                       |
| <b>National Police History Check:</b> | Yes                                                                                                       |
| <b>Date Developed:</b>                | March 2014                                                                                                |
| <b>Date Reviewed:</b>                 | October 2024                                                                                              |

### Douglas Values

Champion behaviour which exhibits the following values which underpin our efforts to build a culture based on positive relationships with colleagues and the community.

|                          |           |
|--------------------------|-----------|
| Adapt                    | Integrity |
| Respect                  | Teamwork  |
| Community Care & Support |           |

### Position Objectives

The purpose and function of the position is to:

- Operate as directed by supervisory staff in maintaining all aspects of the water reticulation system and property service.
- Ensure that customer complaints regarding the operations of water reticulation systems are actioned in accordance with the service standards set by Douglas Water.

| Organisational Relationships   |                                                                                                                                        |
|--------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| <b>Position Reports to:</b>    | Ganger Water Reticulation                                                                                                              |
| <b>Position Supervises:</b>    | Nil                                                                                                                                    |
| <b>Internal Relationships:</b> | The Labourer Water Reticulation works within the Infrastructure and Recovery Department and directly with the Water Reticulation Team. |
| <b>External Relationships:</b> | The Labourer Water Reticulation works with external contractors, external labour hire and the public in general.                       |

| Qualifications and Experience                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Essential:</b></p> <p><u>Qualifications</u></p> <ul style="list-style-type: none"> <li>• Secondary education to Year 10.</li> <li>• A current “C” class drivers’ licence and/or ability to acquire LR (Light rigid).</li> <li>• General Construction Industry Card (QLD White Card).</li> <li>• The successful applicant will be willing to undertake training organised by Council: Certificate III in Water Industry Operations (Network).</li> </ul> <p><u>Knowledge, Skills &amp; Expertise</u></p> <ul style="list-style-type: none"> <li>• Physical wellbeing to receive training and accreditation for entry into confined spaces.</li> <li>• Previous experience in water systems maintenance and construction works.</li> <li>• Demonstrated ability to work in a public environment.</li> <li>• Good written and communication skills and an understanding of basic mathematics.</li> </ul> <p><u>People Oriented Skills &amp; Attributes</u></p> <ul style="list-style-type: none"> <li>• Demonstrated ability to work in a small team and to be a good team player.</li> </ul> <p><b>Desirable:</b></p> <p><u>Knowledge, Skills &amp; Expertise</u></p> <ul style="list-style-type: none"> <li>• Previous experience in water operations.</li> <li>• Practical experience in domestic or commercial plumbing and drainage.</li> </ul> |
| Key Responsibilities & Duties                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <p>Duties and responsibilities include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Repair water reticulation mains in accordance with customer service standards.</li> <li>• Repair property connections in accordance with customer service standards.</li> <li>• Install water main extensions and property connections as required.</li> <li>• Cleaning / painting and maintenance of hydrants and service valves.</li> <li>• Provide main and service locations to other Council sections as well as external agencies as required and directed by Douglas Water Management.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

- Ensure compliance with confined space entry conditions in accordance with Workplace Health and Safety requirements.
- Assist trade personnel (as required) with planned or reactive maintenance to water assets.
- Participate (as required) as a member of a construction gang on watermain installations and alterations.
- Drive work vehicles as required to and from job sites.
- Attend internal workshops, seminars and training as appropriate.
- Participate in the After-Hours Callout roster for Water Operations.
- Other duties as directed.
- Provide excellent customer service and to actively work to solve customer problems.
- Ensure all corporate information is captured within Council's business systems adhering to Recordkeeping policies and procedures.

### Performance Indicators

It is expected the incumbent will provide:

- Quality of work and level of task achievement.
- The level of liaison and commitment to team building with other Water and Wastewater personnel.
- The degree of application and results gained in maintaining asset serviceability and reducing customer complaints.
- The overall commitment to goals set by Water and Wastewater.