

# DOUGLAS

# SHIRE COUNCIL

## POSITION VACANT

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.

Applications are hereby invited for the following position:-

### **Apprentice Mechanic** (Four-Year Fixed Term)

**DEPARTMENT: Infrastructure**

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

**APPLICATIONS CLOSE: FRIDAY 31 MARCH 2023**

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

#### **CHECKLIST**

- Cover Sheet**
- Covering Letter detailing:**
  - ☞ What would this traineeship mean to you and what skills do you hold that will help you be successful in this position?*
  - ☞ What do you think it means to work as a team?*
  - ☞ Detail your experience with a range of technology and computer-based programs including Microsoft Office suite, tablets and smart phones*
  - ☞ Why would you like to work at Douglas Shire Council?*
- Copy of current resume, qualifications and licences (relevant to the position)**

# DOUGLAS SHIRE COUNCIL

Applications should be addressed to:

**Douglas Shire Council  
Human Resources  
PO Box 723  
Mossman QLD 4873**

**humanresources@douglas.qld.gov.au**



**WITH COMPLIMENTS**

**INFORMATION KIT**

**Apprentice Mechanic  
(Four-Year Fixed Term)**

**Closing Date: Friday 31 March 2023**

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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 may 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>	Apprentice Mechanic
<b><u>LOCATION:</u></b>	Mossman Depot
<b><u>ASSESSMENT:</u></b>	Applicants that are interviewed will undertake a language, literacy and numeracy activity.
<b><u>POSITION STATUS:</u></b>	Apprentice Position (Maximum Term up to 4 Years) Council is not obliged to offer a permanent appointment at the conclusion of the term of the apprenticeship.
<b><u>AWARD:</u></b>	Queensland Local Government Industry (Stream C) Award – State 2017 Order Apprentices and Trainees' Wages and Conditions - 2003
<b><u>CLASSIFICATION:</u></b>	Apprentice Position (Maximum Term up to 4 Years)
<b><u>SALARY RANGE:</u></b>	<b>Under 21 upon commencement</b> \$24,181.31 - \$60,367.48 plus applicable allowance <b>Over 21 upon commencement.</b> \$45,289.91 - \$60,367.48 plus applicable allowance
<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>	Contributions to Superannuation through membership of the Local Government Scheme or a complying fund is available on appointment at the appointee's election, or compulsory on completion of twelve (12) months service. Contributions - employee 6% of salary, employer 12% of employee's salary.  Employer contributions – 10.5% of employee's salary if you choose not to contribute within the first twelve (12) months of employment. A medical examination may be required.
<b><u>APPLICATIONS:</u></b>	Applications can be submitted by:  Addressed to: <b>Private and Confidential</b> Douglas Shire Council Human Resources PO Box 723 MOSSMAN QLD 4873  or  <a href="mailto:humanresources@douglas.qld.gov.au">humanresources@douglas.qld.gov.au</a>
<b><u>CLOSING DATE:</u></b>	<b>Friday 31 March 2023</b>

**Position Applied for:**

**Apprentice Mechanic**

Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/>	Date: _____ Given Names: _____ Family Name: _____ Preferred Name: _____
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Postal Address: _____ _____ _____ Home Address: _____ _____ _____	Telephone Numbers: Home: _____ Work: _____ Mobile: _____ Preferred Contact Number: _____ _____ Email: _____
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Have you previously worked for Douglas Shire Council?	<input type="checkbox"/> No <input type="checkbox"/> Yes	Dates: _____
Are you a current employee of Douglas Shire Council?	<input type="checkbox"/> No <input type="checkbox"/> Yes	Dates: _____

<i>Current Employees must complete:</i>	Employee No: _____	Classification Level: _____
Position Title: _____		
Department: _____	Supervisor: _____	
Are you currently being represented by an external recruitment agency?	<input type="checkbox"/> No <input type="checkbox"/> 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: .....

<b><u>POSITION:</u></b>	Apprentice Mechanic
<b><u>DEPARTMENT:</u></b>	Infrastructure
<b><u>UNIT:</u></b>	Depot Workshop
<b><u>ORGANISATIONAL RELATIONSHIP:</u></b>	Reports to Fleet Officer/Senior Mechanic
<b><u>AWARD CLASSIFICATION:</u></b>	Engineering Tradesperson (Mechanical) – C10: Apprentice
<b><u>CONDITIONS OF EMPLOYMENT:</u></b>	<p>Queensland Local Government Industry (Stream C) Award – State 2017 Order Apprentices and Trainees' Wages and Conditions - 2003</p> <p>Commitment to Council's policies, procedures, Certified Agreement and other legislative requirements in relation to Best Practice, Equal Employment Opportunities (EEO), Anti-Discrimination and Council's Code of Conduct.</p>
<b><u>HOURS OF DUTY:</u></b>	Nominal 76 hours per fortnight, nine (9) day fortnight as per Agreement.
<b><u>DELEGATIONS:</u></b>	Delegations as per the Delegations Register.
<b><u>WORKPLACE HEALTH &amp; SAFETY RESPONSIBILITIES:</u></b>	The employee shall comply, so far as is practicable, with the Work Health and Safety Act, Regulations, Codes of Practice and Council's Workplace Health and Safety Management System, Safe Work Method Statements, Policies and Procedures and shall comply with instructions given by his or her Manager and / or Supervisor in respect of the Health and Safety of themselves and the Health and Safety of other persons.
<b><u>PRIMARY OBJECTIVES OF THE POSITION:</u></b>	<p>Under the direction of the Workshop Fleet Officer/Senior Mechanic, this position is responsible for assisting qualified trade staff in the servicing, maintenance and repair of heavy earthmoving equipment, light vehicles, small motor plant and any other asset owned and operated by Council, while completing the requirements for a Certificate III in Engineering (Mechanical Trade) over a 4-year period.</p>
<b><u>PRIMARY OBJECTIVES OF THE POSITION:</u></b>	<ul style="list-style-type: none"><li>• Assist in the repair, service and maintenance of Council's vehicle fleet, plant and mobile equipment.</li><li>• To complete Certificate III in Engineering – Fixed and Mobile Plant Mechanic.</li></ul>
<b><u>KEY DUTIES AND RESPONSIBILITIES:</u></b>	<p>Duties and responsibilities include but are not limited to:</p> <ul style="list-style-type: none"><li>• Assist with programmed maintenance of Council heavy machinery and plant, vehicles and small plant to ensure assets are maintained at a level that will maximise operational efficiency in the workplace.</li><li>• Under the direction of qualified trade staff, undertake repairs to trucks and earthmoving plant, including diagnosis and fault finding as well as reporting of mechanical conditions to the Workshop Fleet Officer/Senior Mechanic.</li><li>• Under the direction of qualified trade staff, undertake minor (non-structural) fabrication and repair work with</li></ul>

the use of both electric and gas-powered welding units.

- Assist with the repair and maintenance of any Council owned assets.
- Undertake work anywhere within the Douglas Shire boundaries, including participation in callouts and field services.
- Other reasonable duties as directed from time to time including housekeeping duties.
- Work in accordance with Councils Policies and Procedures.
- Ensure all corporate information is captured within Council's business systems adhering to Recordkeeping policies and procedures.

**SELECTION CRITERIA:****Essential:****Qualifications & Experience**

- Secondary education to at least Grade 10.
- A current C class Drivers Licence when age eligible.
- General Safety Induction (Construction Industry) – White Card or the ability to obtain one.

**Knowledge, Skills & Expertise**

- Customer service focus and awareness.
- Sound numeracy and literacy skills.
- Effective written and verbal communication skills.
- Ability to contribute and work within a team environment.
- Sound knowledge of mechanical type duties.
- Knowledge and practical experience in the use of electric/air operated power tools.
- Basic knowledge of computer software programs.
- Display a strong work ethic and positive attitude to work.

**People Oriented Skills & Attributes**

- Ability to work as a member of a team.
  - Demonstrated communication and interpersonal skills.
- It is expected the incumbent will:

**PERFORMANCE INDICATORS:**

- Successfully complete the Certificate III in Engineering and other training related to apprenticeship.
- Provision of assistance in the maintenance of fleet assets in the timely repair of vehicle and plant ensuring a high quality and standard of work is carried out.
- Ensure data recorded and timely input into the Workshop's maintenance systems.

- Ensure Workplace Health and Safety and Environmental standards are observed and met.
- Ensure daily recording and keeping of work data and details.
- Provide a high standard of communication with internal and external clients.