



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 positions:-

Labourer Civil Works

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 27 June 2025

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



**WITH COMPLIMENTS
INFORMATION KIT**

Labourer Civil Works

Closing Date: Friday 27 June 2025

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

<u>POSITIONS:</u>	Labourer Civil Works
<u>LOCATION:</u>	Mossman Depot
<u>CLASSIFICATION:</u>	LGE Level 2
<u>SALARY:</u>	Salary \$61,890.02 per annum.
<u>HOURS OF DUTY:</u>	Nominal 76 hours per fortnight, nine (9) day fortnight as per agreement.
<u>AWARD:</u>	Queensland Local Government Industry (Stream B) Award – State 2017.
<u>LEAVE:</u>	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.
<u>SUPERANNUATION:</u>	Employer superannuation contributions will be made at the rate of up to 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.
<u>APPLICATIONS:</u>	<p>Applications can be submitted by:</p> <p>Addressed to: Private and Confidential Douglas Shire Council People and Culture PO Box 723 MOSSMAN QLD 4873</p> <p>or</p> <p>recruitment@douglas.qld.gov.au</p>
<u>CLOSING DATE:</u>	Friday 27 June 2025

Position Applied for: Labourer Civil Works

Position Number: 365

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

Position Title:	Labourer Civil Works
Department:	Infrastructure and Recovery
Unit:	Maintenance and Operations
Team:	Civil Assets
Reports To:	Team Leader Maintenance Civil Assets
Award Classification:	LGE 2 Queensland Local Government Industry Award (Stream B) - State 2017 and applicable Division(s)
Hours:	Nominal 76 hours per fortnight, nine (9) day fortnight as per agreement.
Pre-placement Medical:	Yes
National Police History Check:	Yes
Date Developed:	July 2018
Date Reviewed:	May 2025

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:

- Effectively and efficiently undertake a wide variety of maintenance and civil works activities as directed by the Ganger.
- Work in a safe and environmentally sensitive manner.
- Be a good team player.
- Work across all areas within civil works.

Organisational Relationships

Position Reports to:	Team Leader Maintenance Civil Assets
Position Supervises:	Nil
Internal Relationships:	The Labourer Civil Works works within the Infrastructure and Recovery Department and directly with the Civil Works team.
External Relationships:	The Labourer Civil Works works with external contractors, external labour hire and the public in general.

Qualifications and Experience

Essential:

Qualifications

- Secondary education to Year 10 with good writing and communication skills and an understanding of basic mathematics.
- Certificate III in Civil Construction or trade equivalent.
- Current Queensland Driver's Licence Class (C, LR).
- General Safety Induction (Construction Industry) – White Card.
- Level 1 Certification in Chainsaw Operation or ability to obtain.
- Proximity to Traffic Awareness Parts 1 and 2 or ability to obtain.

Knowledge, Skills & Expertise

- Demonstrated ability to undertake a wide variety of physically strenuous labouring activities.
- Previous experience in undertaking road maintenance (or similar activity) and associated civil works activities.
- Demonstrated skills and experience in working with asphalt and bitumen.
- Demonstrated ability to work in a public environment.
- Demonstrated knowledge and understanding of Workplace Health and Safety and Environmental Issues relevant to road maintenance /construction activities.

People Oriented Skills & Attributes

- Demonstrated ability to work in a small team and to be a good team player.

Desirable:

Qualifications

- MR, HR Truck licence.
- Forklift licence or the ability to obtain Level 2 Certification Chainsaw Operation.
- Plant licences relevant to Civil Maintenance.

Knowledge, Skills & Expertise

- Previous experience in road maintenance.
- Previous experience in civil works maintenance and construction.
- Previous exposure to traffic management.

Key Responsibilities & Duties

Duties and responsibilities include but are not limited to:

- Perform requested tasks efficiently and effectively.
- Ensure that the Ganger is fully informed of any anticipated deviations from productivity or quality.
- Communicate with members of the public and with staff from other Council sections and departments as required.
- Ensure road maintenance and civil works tasks are carried out in a safe and environmentally sensitive manner.
- Drive work vehicles as required.
- Ensure all works are captured within the reflect data base.
- Operate small plant and vehicles in an efficient, courteous and safe manner.
- Attend internal workshops, seminars and training as appropriate.
- 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 show:

- A positive attitude to attendance.
- A high standard of completed work.
- Compliance with Council's policies and directions.
- A high level of customer service.
- Positive contribution to overall team performance.
- Evidence of contributions to a safe and healthy work environment.