



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:-

Labourers Public and Natural Areas / Civil Assets

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 28 March 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
Human Resources
PO Box 723
Mossman QLD 4873**

recruitment@douglas.qld.gov.au



**WITH COMPLIMENTS
INFORMATION KIT**

Labourers Public and Natural Areas / Civil Assets

Closing Date: Friday 28 March 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>	Labourers – Public and Natural Areas / Civil Assets
<u>LOCATION:</u>	Mossman and Port Douglas Depots
<u>CLASSIFICATION:</u>	LGE Level 2
<u>SALARY:</u>	Salary \$61,890.02 pro-rata 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 28 March 2025

PLEASE SELECT WHICH POSITION YOU ARE APPLYING FOR

Labourer Construction Civil Assets	<input type="checkbox"/>
Labourer Public and Natural Areas	<input type="checkbox"/>

Mr <input type="checkbox"/>	Date: _____
Mrs <input type="checkbox"/>	Given Names: _____
Ms <input type="checkbox"/>	Family Name: _____
Miss <input type="checkbox"/>	Preferred Name: _____

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: _____

Current Employees must complete:	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:

POSITION DESCRIPTION

LABOURER CIVIL ASSETS

Position Title:	Labourer Construction Civil Assets
Department:	Infrastructure and Recovery
Unit:	Infrastructure
Team:	Civil Operations
Reports To:	Team Leader Construction 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:	September 2023
Date Reviewed:	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.



Honesty



Trust



Fairness



Teamwork

Position Objectives

The purpose and function of the position is to:

- To undertake a wide variety of construction activities ensuring maximum productivity effectively and efficiently with a high standard of workmanship and job safety as directed by the Ganger to be a good team player.
- To work in a safe and environmentally sensitive manner.
- Assist team in effective and efficient delivery of capital works projects.
- To work across all areas within Civil Works.

Organisational Relationships

Position Reports to:	Team Leader Construction Civil Assets
Position Supervises:	Nil
Internal Relationships:	The Labourer Construction Civil Assets works within the Infrastructure and Recovery Department and directly with the Civil Works unit.
External Relationships:	The Labourer Construction Civil Assets 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.
- Current Queensland Driver's Licence Class (C, MR).
- Forklift Licence or the ability to obtain.
- General Safety Induction (Construction Industry) – White Card.
- Proximity to Traffic Awareness Parts 1 and 2 or ability to obtain.
- Level 1 Certification in chainsaw operation or the ability to obtain.
- Knowledge and understanding of tablets and smart phones.

Knowledge, Skills & Expertise

- Demonstrated ability to undertake a wide variety of physically strenuous labouring activities.
- Demonstrated ability to perform a range of construction labouring tasks.
- Demonstrated ability to set up formwork and assist in laying of concrete drainage products.
- Demonstrated skills and experience in undertaking general bridge, road and drainage activities associated with construction.
- Experience/skills in working with timber bridges or timber construction.
- Demonstrated ability to work in a public environment.
- An understanding of and commitment to Workplace health and Safety, environmental responsibility, quality assurance, equal employment opportunities and open communications.

People Oriented Skills & Attributes

- Demonstrated ability to work in a small team and to be a good team player.
- Ability to adapt to change within teams and locations.

Desirable:

Qualifications

- Certificate III in Civil Construction.
- HR Truck Licence.

- Excavator, Skid Steer or Loader Licence.
- Roller Tickets.
- Level 2 Certification in chainsaw operation.
- Doggers Ticket or the ability to obtain.

Knowledge, Skills & Expertise

- Other skills/experience relevant to civil works construction.

Key Responsibilities & Duties





Duties and responsibilities include but are not limited to:

- Strive to achieve high productivity and quality on tasks worked on and ensure that the Ganger Construction - Civil Assets is fully informed of any anticipated deviation from productivity or quality.
- Communicate with members of the public and with staff from other Council sections and departments as required.
- Ensure construction tasks are carried out in an environmentally sensitive manner.
- Ensure all works are captured within the reflect data base.
- Drive work vehicles as required equal to licence class.
- Operate small plant and vehicles in an efficient, courteous and safe manner.
- Inform the Ganger Construction - Civil Assets on all noteworthy aspects of the above duties.
- Attend internal workshops, seminars and training as appropriate.
- Participation in the After-Hours Callout roster for maintenance operations as required.
- Other Duties as required.
- 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 Councils 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.

POSITION DESCRIPTION	
LABOURER PUBLIC AND NATURAL AREAS	
Position Title:	Labourer Public and Natural Areas
Department:	Infrastructure and Recovery
Unit:	Infrastructure
Team:	Public Spaces
Reports To:	Team Leader Public and Natural Areas
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.
Number of Direct Reports:	Nil
Pre-placement Medical:	Yes
National Police History Check:	Yes
Date Developed:	February 2014
Date Reviewed:	August 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.	
	Honesty
	Trust
	Fairness
	Teamwork

Position Objectives
<p>The purpose and function of the position is to:</p> <ul style="list-style-type: none"> To effectively and efficiently undertake a wide variety of landscape, horticultural and land management activities as directed by the relevant Ganger. To work in a safe and environmentally sensitive manner. To be a good team player.

Organisational Relationships

Position Reports to:	Team Leader Public and Natural Areas
Position Supervises:	Nil
Internal Relationships:	Labourer Public and Natural Areas works within the Infrastructure and Recovery Department and directly with the Public Spaces Team.
External Relationships:	The Labourer Public and Natural Areas 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.
- A current class LR Drivers Licence.
- Chainsaw level I or ability to obtain.
- General Safety Induction (Construction Industry) – White Card.
- Working in Proximity of Traffic Level 1 & 2.
- Hold a current Agricultural Chemical Distribution Control ticket or equivalent.

Knowledge, skills and expertise:

- Ability to participate in fire management activities.
- Demonstrated ability to undertake a wide variety of physically demanding labouring tasks in a range of climatic conditions and terrains.
- Experience in using small plant.
- Have an understanding and knowledge of Occupational Health and Safety relating to out-door work activities in parks, reserves and Council controlled areas.

People Oriented Skills & Attributes:

- Demonstrated ability to work well in a team environment or as an individual as required.
- Awareness of personal conduct in high profile and public areas.

Desirable:

Qualifications:

- Chainsaw level II.
- Certificate III Horticulture or Conservation and Land Management / equivalent relevant experience.

Knowledge, skills and expertise:

- Ability to identify native and declared plants species and manage and control same e.g. landscaping, forestry, environmental repair, park development, pest plant and animal control.

Key Responsibilities & Duties

Duties and responsibilities include but are not limited to:

- Perform a broad range of duties relating to landscape, horticultural and land management activities as directed.
- Perform various duties relating to the maintenance and development of areas under the control of Council including litter control and foreshore repair.
- Operate herbicide spray equipment in accordance with licence requirements.
- Assist volunteers and temporary staff in activities relating to land regeneration and land protection.
- Develop work methods to ensure quality requirements are achieved.
- Identify, record and monitor rehabilitation sites and inform the Ganger and/or Team Leader of any non-conformance issues.
- Communicate with staff from other Council sections and departments as required.
- Ensure tasks are carried out in a safe and environmentally sensitive manner, and in accordance with legislative requirements.
- Ensure all corporate information is captured within Council's business systems adhering to Recordkeeping policies and procedures.
- As required undertake cleaning of Council assets including public toilets, barbecues and playground equipment.
- Participate in a weekend work roster.
- Other duties as directed.

Performance Indicators

It is expected that the incumbent will:

- Commitment to a work environment based on Council's values and guiding principles.
- Provide support to Ganger and Team Leader in terms of the key duties that are required to be undertaken.
- Operate efficiently, effectively and ethically within the team environment.
- Positively contribute to overall team performance.
- Adhere and promote Council's policies, standard operating procedures and codes of conduct.