



LATROBE AND KENTISH COUNCILS

INFORMATION PACKAGE FOR APPLICANTS

Position: Civil Construction & Maintenance Officer

Employment Status: Full-Time

Department: Operations

Applications Close: Monday, 16th March, 2020

Contents

General Application Information	3
Position Description	5
Employment Information.....	8
Information about the Latrobe Municipality	10
Information about Latrobe Council	10
Information about the Kentish Municipality	11
Information about Kentish Council.....	11
Organisational Overview	12
Information about Resource Sharing.....	13

Attachment

Application for Employment Form

General Application Information

Thank you for your interest in the advertised Civil Construction and Maintenance Officer with the Latrobe and Kentish Councils.

Application Format

All applications must consist of the following four documents:

1. Application Form
2. Cover Letter – 1 Page Limit
3. Resume including up to 3 referees – 4 Page Limit
4. Response to 'Selection Criteria' outlined in the position description – 5 Page Limit.

Applications will not be considered if Selection Criteria are not addressed.

Lodgement

Applications should be marked 'Private and Confidential' and can be submitted either by

Email (*preferred method*):

Cymone.deSchipper@kentish.tas.gov.au

or

Mail:

The General Manager
Latrobe Council
PO Box 63
LATROBE TAS 7307

Closing Date for Applications: **Monday 16th March 2020 at 4.00pm**

Process

Applicants will be notified in writing (email where possible) of the receipt of their application.

Post shortlisting applicants will be advised if they are required for interview. Up to two interviews may be required.

Upon an applicant accepting the role, unsuccessful applicants will be notified in writing (email where possible).

Pre-Employment Checks

All positions will require pre-employment checks of prospective employees because of the nature of duties and responsibilities attached to the positions.

These checks **may** include a conviction check and/or identity check, and **will** include a reference check and medical check including a drug screen. Applicants who do not agree to these checks should indicate this in their application cover letter.

Selection on the Basis of Merit

Latrobe and Kentish Councils are equal opportunity employers. All applications will be assessed against the same criteria. Selection will be based on highest merit for the position, past experience and ability to perform the advertised position.

Further Information

Questions should be directed to Cymone de Schipper or Aleasha Goss on 03 6491 0200, or via email cymone.deschipper@kentish.tas.gov.au or aleasha.goss@kentish.tas.gov.au

For further information on either Council, please refer to the websites at www.latrobe.tas.gov.au or www.kentish.tas.gov.au

Position Advert

Kentish and Latrobe Councils are seeking an enthusiastic person to join the Operations Department in the role of Civil Construction & Maintenance Officer.

In this full-time role, you will work to deliver high quality operational services including roads, footpaths and storm water construction and maintenance activities. Duties will incorporate labouring tasks, plant operating and truck driving as part of a multi-disciplined team.

The successful applicant will have extensive experience as a plant operator. The applicant will have experience, or a desired interest, in operating Graders for road base preparation and final trimming. This position will initially provide a supporting role to Council's existing Senior Grader Operator.

Applications:

All applications must be in the prescribed format, address the selection criteria, and close on Monday, 16 March, 2020 at 4pm.



Kentish and Latrobe Councils



POSITION DESCRIPTION

Position Title	Officer – Civil Construction & Maintenance
Department	Operations
Reports to	Team Leader – Civil Construction & Maintenance
Work location	Kentish and Latrobe Council areas
Status	Permanent Full-time & Permanent Part-time
Classification	Level 4 to 6 Level dependent on individual's level of experience in comparing against Classification descriptors in the Enterprise Agreement.
Date	April 2018 This position is a shared position between Kentish and Latrobe Councils. Whilst the incumbent's primary employer is Kentish Council, the position requires provision of services to both Councils as required.

PRIMARY OBJECTIVE

Civil Construction and Maintenance

- Provide a high standard of maintenance and construction services to Council's roads, footpaths, stormwater, by delivering quality, cost-effective work outcomes either individually or as part of a team.

KEY FUNCTIONS

1. Maintain and/or construct Council roads according to work plans.
2. Operate tools/plant/equipment in safe manner.
3. Provide information to support planning, reporting and continuous improvement.

ACCOUNTABILITIES

Output

- Undertake maintenance and/or construction activities in Civil Construction & Maintenance as per Team Leader and Leading Hand request as informed by departmental planning.
- Accurately complete and lodge recording forms as required, including safety forms, timesheets and work request forms.
- Ensure that technical work is completed in accordance with relevant standards and best practice.
- Participate in an after-hours roster.

Planning and Reporting

- Raise challenges promptly in achieving the work plan.
- Communicate ideas and input to continually improve achievement of work plans.
- Respond promptly to changes in priority.

Project Management

- Participate as a member of projects.

Continuous Improvement

- Contribute to continual improvement of systems, processes and outputs.
- Seek to grow and develop skills and experience in Road Construction & Maintenance and other work areas to assist overall service provision across Council.

Other

- Ensure all work practices are carried out in a safe manner and in accordance with Council work health and safety policy and procedure.

ORGANISATIONAL RELATIONSHIPS

REPORTS TO: Team Leader – Civil Construction & Maintenance

DIRECT REPORTS: Nil

INTERNAL LIAISONS: Engineering Services Department
Risk Management/WHS Officer

EXTERNAL LIAISONS: Ratepayers and the general public
Contractors and other service providers

The incumbent is expected to develop constructive professional relationships with colleagues and other Council staff, and in particular:

- Project/Contract managers to enable high-quality, timely projects within budget;
- Leading Hand, Officer and other Trades to achieve departmental objectives and to build shared knowledge and skills; and
- Customer services staff as and when required to achieve organisational objectives.

JUDGEMENT

Problems will be encountered whilst undertaking works at this level and will require the Officer to use initiative in problem solving technical issues. Issues with respect of job scope, timing and resources are to be raised with the Leading Hand and/or Team Leader – for the area of appointment.

SELECTION CRITERIA

- MR Truck Licence.
- Experience in operating the following plant:
 - Flocon
 - Grader
 - Tractor/backhoe
 - Backhoe Loader
 - Excavator
- A current First Aid Certificate Level 1.
- A current WhiteCard.
- Experience in delivering outcomes in accordance with plans and reporting issues early for

resolution.

- Evidence of a willingness to change, suggest improvements and a commitment to self-improvement.
- Operational knowledge of the work health and safety legislation and regulations and practical application of it in an operational environment.
- Ability to use basic word processing, internet and other electric communication means.
- A current C class drivers license and a commitment to maintain this.

Employment Information

SALARY

This position is classified in the Outdoor Stream, and carries a salary band of \$50,990 – \$63,550. The salary paid will be within the level range according to the incumbent's skills, qualifications and experience.

AWARD

Local Government Industry Award 2010

ENTERPRISE AGREEMENT

Latrobe Council Enterprise Agreement 2015

LEAVE ENTITLEMENTS

Annual leave

Four weeks annual leave based on ordinary hours of work.

Annual leave loading

Annual leave loading of 17.5% calculated on the employee's minimum weekly rate of pay in addition to payment for annual leave provided.

Long Service Leave

90 days after 10 years continuous service based on ordinary hours of work.

Personal leave

Pro-rata of 10 days each year based on ordinary hours of work. Personal leave may be used when the employee is;

- Absent due to personal illness or injury; or
- Required to provide care to a member of the employee's immediate family or household who is ill or injured and requires such care.

ROSTERED DAYS OFF

Council staff operate on a 9 day fortnight system whereby an extra 60 minutes are worked each day and accumulated to enable the employee to take one day 'off' per fortnight.

SUPERANNUATION

Employer superannuation contributions of 9.5% of the employee's ordinary time earnings (as per the Australian Tax Office definition).

Employer contributions may be directed to any complying superannuation fund of the employee's choice. If no choice is made by the employee the Council will direct the employer contributions to TasPlan Superannuation as the default fund for Council employees.

Employees may make voluntary personal superannuation contributions to their chosen fund, either by salary sacrifice out of pre-tax income, or out of post-tax income.

TRAINING AND DEVELOPMENT

Latrobe and Kentish Councils provide opportunity for employees to develop through the provision of training through in-house and external training courses or through study assistance for employees undertaking relevant qualifications. Access to training is determined by consultation between the employee's manager and the employee.

MEDICAL ASSESSMENT

Comprehensive pre-employment medical examinations are an integral step in the recruitment and selection process.

PROBATION PERIOD

The appointment to this position is subject to a probationary period of 6 months.

Information about the Latrobe Municipality

The Latrobe Municipality is located in the north-west of Tasmania and shares a municipal boundary with Kentish Council, Devonport City Council, West Tamar Council and Meander Valley Council. The Municipality covers a total area of 600 square kilometres including the townships of Latrobe, Port Sorell, Shearwater, Hawley, Wesley Vale, Sassafras, Moriarty and Tarleton.

The Municipality is one of the fastest growing residential areas in Tasmania, has an estimated population of 11,729 and of the 29 local government areas, Latrobe is one of ten projected to show the strongest growth over the next ten years.

There are six primary schools and two high schools in the Municipality and the Mersey Community Hospital is situated in Latrobe.

Information about Latrobe Council

The Latrobe Municipality comprises over 6,395 properties and the Council has an estimated income of \$17.1m. Council's 2019/20 Annual Plan and Budget and the Council's Strategic Plan are available from Council's website www.latrobe.tas.gov.au

Council employs around 47 FTE positions in managing and delivering a wide range of services including urban stormwater drainage, roads, recreation and park facilities, waste management, building and environmental services, community development and economic development. Major facilities owned by Council include Port Sorell Community Centre and Camp Banksia, Australian Axemans Hall of Fame, Latrobe Recreation precinct comprising sports ovals, sports stadium, gymnasium and swimming pool and skate park.

Information about the Kentish Municipality

The Kentish Municipality is located in the north-west of Tasmania, slightly inland from the coast. Kentish covers a total area of 1,187 square kilometres and has a population of approximately 6,481.

The landscape ranges from lush rural farmland to spectacular mountain scenery. One of Tasmania's key visitor attractions, Cradle Mountain, is located in the municipal area, as is the world standard Lake Barrington Rowing Course. Mount Roland watches over the town of Sheffield (population 1,538) which has developed as the "Town of Murals". The other major towns are Railton the "Town of Topiary" (population 1,231) which has a cement manufacturing industry and Wilmot "Valley of Views" (population 395). There are a number of outlying areas throughout the municipality with evocative names like Paradise, The Nook, Nowhere Else & Promised Land that are also visitor attractions.

Sheffield is the major commercial, retail and administrative centre for the Municipality. Local industries include agriculture, tourism and manufacturing.

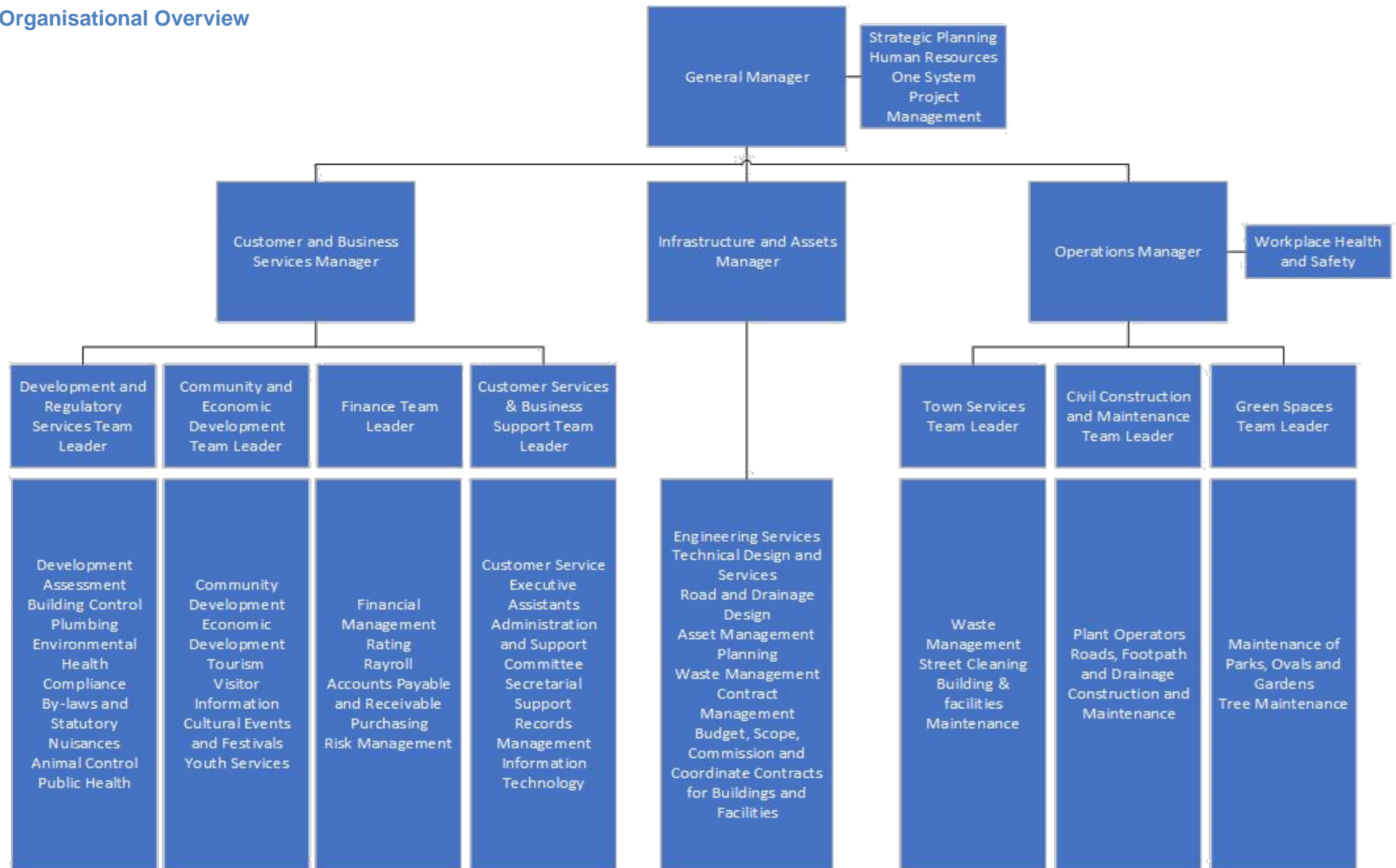
Information about Kentish Council

The Kentish Council's purpose is to serve the people of the Kentish municipality. It is Council's responsibility to undertake and be accountable for the planning, direction and management of resources to meet the present and future needs of the community.

The Kentish Municipality comprises over 3,678 rateable properties and the Council has an estimated income of \$10.9M. Council's 2019/20 Annual Plan and Budget and the 2014 – 2024 Strategic Plan are available from Council's website www.kentish.tas.gov.au

Council employs around 30 FTE positions in managing and delivering a wide range of services including urban stormwater drainage, roads, recreation and park facilities, waste management, building and environmental services, community development and economic development. Facilities owned by Council include a Medical and Health Centre, local halls and sports grounds and parks.

Organisational Overview



Information about Resource Sharing

Kentish and Latrobe Councils value collaboration and partnerships both within and outside their municipalities. As part of their business models, the councils have entered into a resource-sharing arrangement.

A resource-sharing business model allows both councils to deliver services and outcomes for their respective communities in a cost efficient and effective manner. Partnerships of this nature enable the communities to gain benefits that may have been otherwise unattainable.

The resource-sharing arrangement is governed by a Memorandum of Understanding which articulates all the terms and conditions for the parties to abide by. The arrangement has been and will continue to be managed on the basis of value to each Council.

Since the inception of the resource-sharing arrangements in 2010, the number of resources shared has steadily grown. The resources shared have typically been those which require more substantial investment, ranging from senior management roles, specialist roles or in securing plant, equipment and systems. Other opportunities for a mutual gain from a shared commitment, input and output have also been realised.

Kentish and Latrobe Councils are also seeking opportunities to develop partnerships with other Councils to build further on the benefits of this business model, provided all parties involved with Council receive value and gain as a result.

Both Councils have recently commenced an Embedding Shared Resources Program. The Program will;

- establish common policies, systems and ways of working between the two Councils
- Identify economies and efficiencies through cash savings and service uplift
- Ensure the workforces of both Councils meet the current and future needs of their communities in terms of numbers, skills and attributes
- Mitigate the risks of critical services required of the Council in the two communities being unable to be delivered
- Develop common, simplified ways of working.



KENTISH AND LATROBE COUNCILS



APPLICATION FOR EMPLOYMENT

Please print

Title Given Name/s

Surname

Unit/Street No Street

Suburb State Postcode

Postal Address (if different from street address)

Suburb State Postcode

Phone H B M

Email address

Are you legally entitled to work in Australia? (Please ✓ box)

- ☐ Yes, I am an Australian/New Zealand citizen or permanent resident.
☐ Yes, I hold a valid work visa.

Are you applying for an advertised vacancy?

☐ **Yes**

Please state the title of the position:

☐ **No**

Please state the type of work sought:

Your application will be considered for the position and held for a maximum of two years.

Your application will be held on reserve file for six months.

Declaration

I confirm that all answers and statements on this application form and any attachments provided (including resume) are true and complete to the best of my knowledge. I understand that should I provide untruthful or misleading information, this application may be rejected or my employment with Kentish Council may subsequently be terminated.

Signature

Date / /

Thank you for applying for employment with the Kentish and Latrobe Councils.