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CANDIDATE INFORMATION KIT

Labourer / Relief Plant Operator

Job Reference: CSC024

Application Closing Date:

11.00pm, Wednesday 24 April 2024



Thank you for your interest in applying for the role of Labourer / Relief Plant Operator with Cook Shire Council.

Cook Shire Council is a progressive and forward thinking organisation with a rich blend of culture and community connections and collaboration. Our Council brings tremendous positive opportunities and provides for a bright, healthy and sustainable future for our Shire, its residents and communities.

We have compiled this Candidate Information Kit to provide an overview of Cook Shire Council and the advertised position, to assist you in preparing your application.

The kit contains the following information:

- Application Guide
- Position Details
- Information about Cook Shire

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HOW TO APPLY

Prepare a letter and up to date resume/curriculum vitae. Tell us why you would like to be considered for this role and send it to us!

Send your application:

In person: Administration building, 10 Furneaux Street, Cooktown Qld 4895

Email: work@cook.qld.gov.au

Online: www.cook.qld.gov.au/work

PRE EMPLOYMENT MEDICAL EXAMINATION

If you are successful, you will be required to undertake a pre-employment medical examination. Drug screening is part of the medical requirement. Positive result of any prohibited drugs may result in withdrawal of offer of employment.

SUMMARY & CONDITIONS OF EMPLOYMENT

Job reference		HRMCSC024
Position:		Labourer / Relief Plant Operator
Location:		Based at Depot – 31 Charlotte Street Cooktown
Tenure:		Full time 76 hours per fortnight 1 rostered day off per fortnight
Remuneration:		Queensland Local Government Industry (Stream B: Division 2, Section 5) Award – State 2017 – salary range \$62,847 - \$65,961 per annum
Leave Entitlements:		5 weeks annual leave 15 days personal leave
Superannuation:		Up to 12% Superannuation contributions

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POSITION DESCRIPTION

Position Title:	Labourer / Relief Plant Operator
Division:	Infrastructure
Location:	Council's Depot Office, 31 Charlotte Street Cooktown
Award/Classification:	Queensland Local Government Industry [Stream B] Award – State 2017

1 POSITION OBJECTIVES

- Perform labouring tasks associated with the maintenance and construction of road works and other civil infrastructure.
- As required, operation of medium plant and equipment such as Backhoe, Roller, Loader, Dozer, Grader to assist with the maintenance and construction of roads and structural works and other associated civil infrastructure.
- Compliance with all workplace health and safety obligations.

2 POSITION DUTIES AND RESPONSIBILITIES

Duties and responsibilities include but are not limited to:

Labouring tasks (Level 2):

- Undertake manual labouring tasks, providing high quality labouring services across the full spectrum of civil operations.
- Maintain a safe workplace and perform all tasks in compliance with relevant laws, regulations and guidelines and with regard to the safety of the public and other employees.
- Carry out all work assigned and as directed in a timely, efficient and effective manner.
- Responsible for the correct care, maintenance and operation of all tools, equipment and materials.
- Provide high quality, timely and efficient service to internal and external customers.
- Work in remote areas as required.
- Perform other duties as required, commensurate with classification level and as reasonably directed, including in areas other than Cooktown.

Plant operations (Level 5):

- Competent operation of medium mechanical plant and all associated equipment.
- Maintain a safe workplace and perform safe plant operations in compliance with relevant laws, regulations and guidelines and with regard to the safety of the public and other employees.
- Carry out all work assigned and as directed in a timely, efficient and effective manner.
- Perform daily and other routine servicing and safety maintenance checks, including recording of pre-start checks.
- Complete required paperwork in a prompt and detailed manner, including timesheets, gravel sheets, work request forms, private works records.
- Undertake numerical calculations associated with the duties involved in the role.
- Identify and report any faults immediately to supervisor.

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- Ensure that all assigned vehicles/plant items are properly maintained and kept in a clean and tidy condition.
- Ensure workplace health and safety obligations are met on work sites for which the incumbent is responsible.
- Work in remote areas as required.
- Perform other duties as required, commensurate with classification level and as reasonably directed, including in areas other than Cooktown.

3 POSITION REQUIREMENTS

3.1 Qualifications, Experience, Licences and Skills

Essential:

- Ability to work in a co-operative manner with others in a team environment.
- Ability to understand and act upon instructions and tasks.
- Current General Construction Safety “White Card”.
- Current Queensland Class “C” driver’s licence.
- Current Certificate of Competency to operate construction plant on work sites, such as Backhoe, Roller, Loader, Dozer, Grader.
- Proven knowledge and understanding of safe work practices and procedures.
- Physically capable of working in an environment where physical skills such as lifting, digging and shifting are required.
- Must be willing to travel in connection with the position, including camping away in remote areas when required.

Desirable:

- Previous experience in civil operations and maintenance.
- Current Queensland “MR” Driver’s Licence.
- Other tickets and qualifications relevant to the role will be highly regarded.

3.2 Workplace Standards

- Compliance with Council’s Code of Conduct, Corporate Policies and Procedures.
- Provision of quality customer service.
- To not disclose or use confidential information other than in appropriate situations with duly authorised persons.
- To be impartial in all Council activities undertaken in this role.
- To not engage in other employment or contact work that may result in a direct or indirect conflict of interest with Council.
- To promote and maintain a positive, professional image for Council activities.
- To adopt a pro-active approach to all duties and use initiative within the scope of responsibility.
- To contribute toward the efficient and effective operation of Council’s Infrastructure division and Council’s overall operations.

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3.3 Workplace Health and Safety

- Compliance with Council's Workplace Health and Safety Management System.
- Compliance with all documented Workplace Health and Safety Policies, Procedures, work and verbal instructions issued by Council and its officers.
- Follow procedures in the areas of hazard and risk management and injury prevention strategies.
- Maintain a safe and healthy work environment.
- Perform all work and associated functions in a safe manner.
- Correctly use and maintain all personal protective clothing and equipment supplied by Council.
- Identify hazards, conduct risk assessments and take corrective action to eliminate hazards where possible in the workplace, and/or report hazards and risks in accordance with WH&S procedure.
- Report and assist with the investigation of all incidents within the workplace, including minor injuries, near hit and property damage.
- Attend any tool box talks or specific training supplied by Cook Shire Council.
- Work in a manner that will not endanger themselves, other employees or the public.
- Being familiar with the location of first aid treatment areas, fire protection facilities and evacuation procedures.
- Report any concerns for WH&S to your supervisor.

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INFORMATION ABOUT COOK SHIRE

Cook Shire is the largest land area Shire in Queensland covering 106,000km² and encompassing some 80% of the Cape York Peninsula region of Far North Queensland. The Shire also shares boundaries with a number of Aboriginal Shire Councils as well as Mareeba, Douglas and Carpentaria Shires. Our population is around 5,000 shire-wide.

Our natural environments across the Shire are as diverse as they are spectacular, including rainforest, savannah country, agricultural and pastoral land, tropical islands and a number of towns. Cooktown is our largest town and is home to the Council administration office and works depot. Other townships and localities include Marton, Lakeland, Laura, Coen, Ayton, Rossville, Helenvale and Portland Roads.

Cook Shire is a developing local government area with a steady increase in population, particularly in Cooktown. The Endeavour Valley and Lakeland are the centres of horticulture whilst other areas support the cattle industry. Cooktown has a thriving recreational and commercial fishing industry, which includes live coral trout and crayfish, prawns and other fisheries.

One of Australia's most historically significant townships, Cooktown is the location where Captain James Cook spent almost seven weeks repairing his vessel, the HM Bark Endeavour. Some of the most extraordinary discoveries and interactions with local Aboriginal people occurred here in 1770.

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Weather

Cook Shire enjoys a mild tropical climate all year round with the annual wet season generally running from January to March. This is when the environment comes to life and a great time to get out and about. April to December brings a drier period with cooler weather and temperatures averaging around 27 degrees Celsius. In summer Cooktown is usually about 5 degrees cooler than Cairns.

Services

Supermarket	Bakery	Airport
Petrol stations	Speciality stores	Coffee shops and cafes
RSL and Bowling Clubs	Pubs and bottle-shops	Medical centre
Schools (public and private)	Restaurants	PCYC Events Centre
Pharmacy	Hospital	Newsagent
Public swimming pool	Visitor Information Centre	Golf Club

Getting here

FLY	45 minute flight to Cooktown from Cairns
DRIVE	3.5 hour drive on inland sealed road from Cairns (self-drive or bus)
CRUISE	Sail or cruise from Cairns via private vessel, cruise ship or tour boat

Cooktown is very accessible with many all-weather travel options. For details on companies who run regular services to Cooktown and other great travel information, take a look at our tourism website www.cooktownandcapeyork.com.

Arts and Culture

There is an extensive array of arts in Cooktown to feast your senses on including paintings, carvings, photography, crafts, music, public art and festivals. The Cooktown and Rossville markets showcase many talented local artists, multiple art galleries feature in the main street of Cooktown and one at the Visitor Information Centre at Nature's Powerhouse and annual festivals and events. There are always plenty of opportunities to enjoy the arts, music and dance, and local bands perform regularly at various venues around town.

With the range of Indigenous communities surrounding Cooktown there is no shortage of opportunities to discover one of the world's most ancient cultures. The local Bama people would be pleased to share stories about their culture and take you for a peek at some of the oldest and most significant rock art sites around the world. Tours operate from Wujal Wujal, Laura, Cooktown and Hope Vale and each offer an insight into the traditional Aboriginal way of life, bush tucker, customs, beliefs, and creation stories. There are also arts and cultural centres based in Wujal Wujal, Laura and Hopevale to give you a leisurely insight into the ancient cultures at your own pace.

Information

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For further information about our Council and Shire please visit Council's website www.cook.qld.gov.au.

Privacy

Cook Shire Council is committed to helping you protect your privacy. The information provided by you and information retrieved from databases held by Cook Shire and displayed to you online is intended for the sole use of the authenticated user for the purpose of enhancing customer interactions with Cook Shire Council.

By submitting your application to Council, you agree that we may use your personal information for the purpose of processing your application. If you are shortlisted for interview and we perform a reference check, third parties may be contacted to obtain more information about you.

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