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CANDIDATE INFORMATION KIT

ELECTRICIAN **BUILDINGS AND FACILITIES TEAM**

Job Reference: CSC29



Applications will remain open until the position is filled



*A career with Council can offer you the
work/life balance you've been looking for!*

Thank you for your interest in applying for the Electrician role 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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APPLICATION GUIDE

The information contained in this guide is designed to assist you in preparing an application for this vacant position within Cook Shire Council.

Your application determines whether you will be shortlisted for an interview. It is your opportunity to show the selection panel that you have the knowledge, skills, experience and ability to do the job.

HOW TO APPLY

Before you apply, please read the position description contained within this guide carefully to assess your eligibility and suitability for the position. You may be required to answer some questions that relate to the selection criteria. You will also be asked to provide your current resume, including two recent employment related referees.

Online, in person or via mail

For this particular role, Council will accept applications submitted in writing via the following options:

Online: www.cook.qld.gov.au/work
In person: Administration building, 10 Furneaux Street, Cooktown Qld 4895
Mail: Attention: Human Resources, PO Box 3, Cooktown, Qld, 4895
Email: work@cook.qld.gov.au

Ensure you allow enough time to complete and submit your application by the due date.

Cover letter

Your cover letter should be a brief introduction about yourself outlining what qualities would make you desirable for the role.

Your resume

A resume is a brief written account of personal, educational and professional qualifications and experience. A good resume is easy to read with recent, relevant and most notable details.

Any qualifications, licenses, tickets or certificates relevant or required as part of your application should be included as clear photocopies (do not submit originals).

As part of your resume, you should provide the name and contact details of two (2) work related referees. Preferably these referees will be your current or most recent supervisor or manager. Ensure the people you choose are agreeable to being your referee and to have their contact details in your resume.

SHORTLISTING & INTERVIEWS

Based the selection panel's assessment of the written applications received, the panel will create a shortlist of applicants who will be asked to attend an interview.

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If you are chosen for interview, you will be given adequate notice and afforded the same opportunities as all other interviewees. The selection panel will ask you questions related to the selection criteria to decide which candidate best meets the requirements for the position.

After all interviews have been conducted, the selection panel will make a decision based on information from written applications, interviews, referee reports and any other methods of assessment used. If no applicant meets the selection criteria to the required standard, the panel will recommend to the Chief Executive Officer that the position be re-advertised.

PRE EMPLOYMENT MEDICAL EXAMINATION

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

SUMMARY & CONDITIONS OF EMPLOYMENT

Job reference	CSC29
Position:	Electrician – Buildings and Facilities
Location:	Based at Main Administration Office, 10 Furneaux Street, Cooktown
Tenure:	Full time. 76 hours per fortnight. 9 day fortnight (every 2 nd Friday off).
Remuneration:	Queensland Local Government Industry (Stream C: Division 2, Section 2) Award – State 2017 – Level C5 \$89,841pa + applicable allowances
Leave Entitlements:	5 weeks annual leave 15 days personal leave
Superannuation:	Up to 12% Superannuation contributions

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POSITION DESCRIPTION

Position Title	Electrician
Division	Organisational Business Services
Location	Cooktown and surrounds
Award/Classification	Queensland Local Government Industry (Stream C: Division 2, Section 2) Award – State 2017 – Level C5

POSITION OBJECTIVES

The Electrician is responsible for:

- Providing electrical trade skills and competencies associated with commercial and residential construction and maintenance activities, along with inspection of all Council owned assets as and when required.
- Ensuring the continuous operation of all of Council's electrical devices, water and sewerage treatment plants and buildings.
- Performing general maintenance and tasks unrelated to the Electrical trade or qualification, yet aligned with the employee's capabilities, as needed and as requested.
- Complying with workplace health and safety obligations.

POSITION DUTIES AND RESPONSIBILITIES

Duties and responsibilities include but are not limited to:

- Undertake commercial and residential electrical activities along with maintenance and inspection of all Council buildings and facilities within budget requirements.
- Inspect electrical systems, equipment and components to identify hazards, defects and the need for adjustment or repair, and to ensure compliance with codes.
- Carry out electrical bench work.
- Test and tag applicable leads and appliances at the prescribed interval and maintain register.
- Solve technical problems by reference to procedures, documented methods and standards.
- Assist with prioritising and managing maintenance requests and complaints using Council's customer request system.
- Maintain strong communication with all stakeholders.
- Maintain current Electrician's license to meet governmental regulations.
- Plan layout and installation of electrical wiring, equipment and fixtures, based on job specifications and local codes.
- Assist with the management of projects.
- Assist with the procurement of materials.
- Ensuring the availability and serviceability of appropriate tools and equipment to complete works.
- Disconnect and reconnect circuits, other components and equipment.
- Operate items of plant and equipment in a safe manner.
- Provide accurate and timely advice concerning works regarding completed and current works.
- Provide feedback to your supervisor as required.
- Perform other duties as required, commensurate with classification level and as reasonably directed.

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POSITION REQUIREMENTS

Qualifications, Experience, Skills, Licences and Knowledge

- Qualification in a recognised electrical trade.
- Extensive experience in the installation, inspection and maintenance of complex electrical control and instrumentation circuitry to industry standards.
- Use of electrical/electronic test equipment (e.g. multimeters, meters, recorders, calibrators).
- Fault finding, resultant maintenance and carrying out plant investigations.
- Fault finding of programmable logic controllers (PLC's).
- Understanding and the implementation of plant maintenance practices and principles.
- Programming of Programmable Logic Controllers (PLC's) to a basic level of writing code (ladder logic) and reading of code.
- Alterations and additions to SCADA systems to a basic level.
- Demonstrated ability to work with contractors.
- Demonstrated ability to read plans and commercial and residential construction specifications.
- Demonstrated ability to understand directions and to communicate effectively with the Supervisor, other team members and customers.
- Demonstrated ability to complete daily works records and timesheets neatly and correctly.
- Demonstrated strong work ethic and proven attendance record.
- Demonstrated knowledge of asset management and maintenance systems.
- Demonstrated knowledge of electrical application for high and low voltage electric system.
- Demonstrated competence in the use of computers.
- Demonstrated knowledge of AS3000 and other applicable standards.
- Willingness to learn new systems and skills in relation to the position.

Interpersonal Skills

- Developed verbal and written communication skills with a high level of attention to detail and accuracy.
- Ability to maintain a high level of customer service satisfaction and quality of service to internal and external customers.
- Ability to work both independently with minimal supervision and within a team.
- Demonstrates initiative and a proactive and self-motivated approach.

Training

- Training will be provided as required.
- The incumbent may be required as part of this position to attend professional development opportunities.

Workplace Standards

- Compliance with Council's Code of Conduct, Corporate Policies and Procedures.
- Compliance with *Electrical Safety Regulations 2013* (Qld).
- Compliance with *Electrical Safety Act 2002* (Qld).
- Provision of high level of customer service satisfaction and quality of service to internal and external customers.
- Commitment to Equal Employment Opportunity, Diversity and Merit principles.

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- Not disclose or use confidential information other than in appropriate situations with duly authorised persons.
- Be impartial in all Council activities undertaken in this role.
- Not engage in other employment or contact work that may result in a direct or indirect conflict of interest with Council.
- Promote and maintain a positive, professional image for Council activities.
- Adopt a pro-active approach to all duties and use initiative within the scope of responsibility.
- Conduct all business transactions in an ethical, friendly, efficient and professional manner.
- Contribute toward the efficient and effective operation of Council's Organisational Business Services division and Council's overall operations.

Workplace Health and Safety

- Compliance with Council's Workplace Health and Safety Management System and *Work Health and Safety Act 2011* (Qld).
- 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 duties in a safe manner, respecting all workplace health and safety laws and policies.
- Use manual handling aids provided by Council to minimise hazardous manual task risks.
- Carry out hazardous manual tasks in accordance with any information, instruction and training provided.
- Ensure correct use and maintenance of 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.

Infection Control and Immunisation Requirements

This position has been identified as potentially being at risk of exposure to vaccine preventable disease(s). The position requires incumbent to undergo mandatory immunisation or provide medical documentary evidence of suitable immunisation for the conditions Hepatitis A and B and Tetanus.

ORGANISATIONAL AND REPORTING RELATIONSHIPS

- Reports to Council's Lead Electrician.
- Liaises with Council officers, consultants, contractors, government agencies and the general public.

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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.

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

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Getting here

FLY	45 minute flight to Cooktown from Cairns
DRIVE	4 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

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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