

Join the team!

CANDIDATE INFORMATION KIT

PLUMBERS x2

BUILDINGS & FACILITIES | WATER & WASTEWATER

Job Reference: CSC036



Applications will remain open until both positions have been 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 a Plumber 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

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.

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HOW TO APPLY

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

It would be helpful for you to answer these questions in your application to us:

- ✓ Why does this particular role interest you?
- ✓ What previous experience do you have?
- ✓ What skills do you have that would make you a suitable candidate?
- ✓ Would you prefer to work in a particular area?
- ✓ Include two employment-related referees.

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, 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: CSC036	
Position:	Plumber x2
Location:	Based at Main Administration Office, 10 Furneaux Street, Cooktown and/or Depot Office, 31 Charlotte Street, Cooktown
Tenure:	Full time. 76 hours per fortnight.
Remuneration:	Queensland Local Government Industry (Stream B: Division 2, Section 1) Award – State 2017 – Level BT2 + OAP \$82,986 per annum + applicable allowances
Leave Entitlements:	5 weeks annual leave 15 days personal leave
Superannuation:	Up to 12% Superannuation contributions

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POSITION DESCRIPTION

Plumber – Buildings and Facilities

Organisational Business Services

1 POSITION OBJECTIVES

- Carry out a range of plumbing and drainage tasks within Cook Shire both routine and unscheduled.
- Carry out a range of tasks associated with the operation and maintenance of Cook Shire infrastructure.
- Carry out new Capital project work where required.

2 POSITION DUTIES AND RESPONSIBILITIES

Duties and responsibilities include performing a range of installation, construction and maintenance works associated with Council infrastructure, including but not limited to:

- Council owned/managed residential/commercial properties;
- Valves, pipe work and fittings, sewers, sewer overflows, etc;
- Water property services and sewer connection points;
- Pump stations and associated equipment;
- Roofing and similar duties;
- Confined space entry;

POSITION DESCRIPTION

Plumber – Water and Wastewater

Infrastructure Services

1 POSITION OBJECTIVES

- Carry out a range of plumbing and drainage tasks within Cook Shire both routine and unscheduled.
- Carry out a range of tasks associated with the operation and maintenance of Cook Shire Water and Wastewater Infrastructure.

2 POSITION DUTIES AND RESPONSIBILITIES

Perform a range of installation, construction and maintenance works associated with Council Water and Wastewater infrastructure, treatment facilities, sewerage collection and water distribution systems, including but not limited to:

- Valves, pipe work and fittings, sewers, sewer overflows, etc;
- Water property services and sewer connection points;
- Pump stations and associated equipment;
- Roofing and similar duties;
- Confined space entry. Complete installation and repair works to Council facilities, buildings and infrastructure to ensure they meet the relevant plumbing and drainage codes.

- Installation and repair works to Council facilities, buildings and infrastructure to ensure they meet the relevant plumbing and drainage codes.
 - Carry out tasks on water and sewer services to ensure continuous operation of water supplies and sewer services.
 - Assist with the planning and forecasting of major maintenance tasks.
 - Monitor the progress, quality and cost of various activities undertaken, within the area of responsibility.
 - Attend to enquiries, requests and complaints from the general public in relation to the area of responsibility.
 - Competent operation of associated machinery and equipment.
 - Carry out all work assigned in a timely, efficient and compliant manner.
 - Complete all required paperwork in a prompt and detailed manner.
 - High level of communication with Building and Facilities Support Officer ensuring customer request are frequently prioritised, updated and materials ordered
 - Mentor and supervise Council apprentice plumber where required
 - Identify and report any faults immediately to supervisor.
 - Ensure workplace health and safety obligations are met on work sites for which the incumbent is responsible.
 - Perform other duties as required, commensurate with classification level and as reasonably directed.
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 - Assist with the planning and forecasting of major maintenance tasks.
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 - Attend to enquiries and complaints from the general public in relation to the area of responsibility.
 - Competent operation of associated machinery and equipment.
 - Carry out all work assigned in a timely, efficient and effective manner to the levels and direction as appropriate.
 - Complete all/any required paperwork in a prompt and detailed manner eg. timesheets.
 - Enter all relevant data into Council's SwimLocal database in a prompt and detailed manner.
 - Ability to use Google Earth and Mapinfo for locating properties / property descriptions.
 - Identify and report any faults immediately to supervisor.
 - Ensure workplace health and safety obligations are met on work sites for which the incumbent is responsible.
 - The incumbent will be on the "on call" roster.
 - Other responsibilities and duties as delegated or directed within the scope of this role.

3 POSITION REQUIREMENTS

3.1 Qualifications, Experience, Skills and Knowledge

- Relevant qualifications and experience in plumbing and drainage works.
- A current Queensland Occupational Open Plumbers/Drainers Licence is required.
- Endorsements on licence would be advantageous.
- Sound computer literacy.
- Current Qld Class “C” Driver’s Licence.
- Current General Construction Safety “White” Card.
- Ability to work unsupervised.
- Sound knowledge of water and sewerage reticulation systems.
- Sound knowledge of workplace health and safety regulations.
- Sound knowledge of plumbing standards and legislation.
- Sound knowledge of maintenance plumbing and draining.

3.2 Interpersonal Skills

- Professional and efficient approach to internal and external customers.
- Sound verbal and written communication skills.
- Sound decision-making skills.
- Ability to use initiative to recommend alternative solutions and strategies.
- Ability to work in a co-operative manner with others in a team environment.

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- Ability to understand and action upon instructions and tasks.
- Ability to maintain a high level of customer service satisfaction and quality of service to internal and external customers.

3.3 Training

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

3.4 Workplace Standards

- Compliance with Council's Code of Conduct, Corporate Policies and Procedures.
- 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.
- 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.

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- Adopt a pro-active approach to all duties and use initiative within the scope of responsibility.

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- 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.

3.5 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

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- Identify hazards, conduct risk assessments and take corrective action to eliminate hazards where possible in the

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.

3.6 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 of Hep A and B and Tetanus.

4 ORGANISATIONAL AND REPORTING RELATIONSHIPS

- Reports to Council's Plumbing and Drainage Inspector.
- Liaises with all staff, external consultants, contractors and the general public.

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4 ORGANISATIONAL AND REPORTING RELATIONSHIPS

- Reports to Council's Team Leader, Reticulation, Water and Treatment.
- Liaises with all staff, external consultants, contractors and the general public.

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	4.5 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

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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