

What is a Traineeship?

Traineeships are an opportunity to get paid while you gain experience and a formal qualification held in high regard by employers.

Balonne Shire has received funding from the Queensland Government - "Skilling Queenslanders for Work – First Start Program" and is offering a traineeship in Civil Construction - Certificate II.

This position is for a fixed term of twelve months. Training is provided on the job and formal study is organised by a Registered Training Provider. Some study time will be available during working hours however, the successful applicant must be prepared to commit their own time to the completion of the course work. Qualifications gained are normally at certificate level two.

What do the trainees do?

Duties could be described as labouring works on road and street construction and maintenance projects throughout the Shire while under training through the traineeship. A copy of the position description for a Trainee – Civil Construction has been attached.

Who is eligible to apply?

As this traineeship is partly funded through a grant program there are conditions on who can be employed.

Factors such as the previous completion of a traineeship or prior study may preclude some individuals. Any offer of employment is conditional on confirmation that the applicant is eligible for a funded position.

Benefits and Conditions

Employment will be in accordance with the Local Government Industry (Stream B) Award State – 2017 and Balonne Shire Council Certified Agreement

- Prior to appointment, the chosen applicant will need to successfully complete a Pre-Employment Medical Examination and a Criminal History check.
- 9 day fortnight.
- 4 weeks (152 hours) Annual Leave with 17.5% loading per annum.
- 15 days Sick Leave per annum.
- Council offers employees the ability to salary sacrifice some expenses such as rent through a salary packaging arrangement.
- Weekend and after hours work may be required at times.
- Balonne Shire Council is an equal employment opportunity employer and offers a smoke free working environment.
- Superannuation – Guarantee Levy (11%) applicable on commencement of employment. Contributions at the rate of 6% (employee) & 13.5% (employer) are compulsory after 12 months employment. Personal contributions are able to be salary sacrificed
- Any other terms and conditions may be negotiated with the successful applicant

How to Apply

Council is seeking someone who is enthusiastic, courteous, punctual and has a high-quality work ethic. Your application should highlight any experience or other attributes which would make you more likely to excel in the position.

You need to apply in writing and your application should include the following:

- Completion of Traineeship Application Form
- Current resume (include date of birth, names and contact details of referees who can attest to your work performance or character)
- Copies of qualifications, certificates.

Applications must be submitted by close of business on **Sunday 12 May 2024** to one of the following:

Email: recruitment@balonne.qld.gov.au

(Job Ad Reference name only in subject line – 23-24-036)

Hand delivered: 110 Victoria Street, St George Qld

Post: Chief Executive Officer
Balonne Shire Council
PO Box 201, St George Qld 4487

You still have questions?

For further information telephone Debbie Green on (07) 4620 8888

We thank you for your interest in Balonne Shire Council

Position Description – Trainee – Civil Construction

POSITION DETAILS			
DEPARTMENT:	Infrastructure Services		
POSITION:	Trainee – Civil Construction		
REPORTS TO:	Construction Supervisor		
DIRECT REPORTS:	Nil		
PRINCIPAL LOCATION:	St George Depot, 191 Grey Street, St George		
POSITION PURPOSE:	The Trainee – Civil Construction is responsible for carrying out labouring works on road and street construction and maintenance projects throughout the Shire while undertaking training through the traineeship. Assignment to works crews is at the discretion of the respective Supervisor/Ganger, determined by operational requirements.		
POSITION REQUIREMENTS			
TYPE	ESSENTIAL		DESIRABLE
QUALIFICATIONS	<ol style="list-style-type: none"> 1. Desire to enrol in Certificate II in Civil Construction 2. Current learners drivers' licence or above is required 3. Ability to gain a White Card – Construction Industry 		
SKILLS	<ol style="list-style-type: none"> 4. Ability to interpret and apply policies and procedures 5. Demonstrated ability to work, meet demanding deadlines and deliver high quality outcomes 6. Demonstrated customer service and communication skills with an ability to liaise effectively with people in a culturally diverse environment 		
EXPERIENCE			
IMMUNISATION REQUIREMENTS			
The ticked boxes indicate the immunisations required for this role in accordance with the BAL-1044 Immunisation Procedure .			
<input type="checkbox"/> Influenza	<input checked="" type="checkbox"/> Hepatitis A	<input type="checkbox"/> Varicella (chickenpox)	<input type="checkbox"/> Pertussis (whooping cough)
<input type="checkbox"/> Tetanus	<input checked="" type="checkbox"/> Hepatitis B	<input type="checkbox"/> MMR	<input type="checkbox"/> Rabies
<input type="checkbox"/> Q Fever	<input type="checkbox"/> Other:		
POSITION KPI's			
Key performance indicators for the position are developed in consultation with the employee as part of their annual performance appraisal.			
AUTHORITY/DELEGATION			
Works independently under general guidance, guidelines and objectives provided by the Construction Supervisor. This position has delegated purchasing authority in accordance with Council's Delegation Register .			

Position Description – Trainee – Civil Construction

RESPONSIBILITIES

INHERENT RESPONSIBILITIES

- To work in a competent, professional, and ethical manner at all times, respecting clients and fellow workers.
- Work in a safe manner at all times and report any workplace risks.
- To comply with all Council policies, practices and procedures and fulfill Council reporting functions as required.
- Communicate all health and safety matters to supervisors where applicable.
- To be punctual and reliable
- To report problems or difficulties encountered
- Contribute to the Council with suggestions for improvement
- Monitor personal qualifications and licences to ensure currency
- All council employees are bound by the *Local Government Act 2009* to act with integrity, and in a way that shows a proper concern for the public interest. All employees are responsible for acting in accordance with the Balonne Shire Code of Conduct and relevant policies, procedures and protocols as may be applicable.
- Communicate reliably and regularly, especially when working alone.
- Be environmentally responsible by minimising wastage without compromising safety or effectiveness

KEY RESPONSIBILITIES

The key responsibilities may be modified from time to time to ensure the expected outcomes are coordinated with Council's operational and corporate plans. The key responsibilities include but are not limited to:

Traineeship Modules

- Successful completion of all modules within the Training Plan. Training is provided on the job and some study time will be available during work hours, however personal time must also be committed to ensure successful completion

General Labouring and Plant Operation

- Undertake labouring duties as required for general construction and maintenance projects including (but not limited to): road and street maintenance - bitumen patching, gravelling, sign replacement, guidepost replacement, culvert pipe clearing etc
 - street cleaning
 - waste collection
 - mowing and slashing, herbicide application
 - parks and gardens maintenance, herbicide and pesticide application
 - footpath construction and maintenance
 - kerb and channel construction and maintenance
- Work with herbicides and bituminous products
- Travel throughout the Shire and camp out on weeknights as required
- Perform other duties within your capabilities as directed

MANAGEMENT SYSTEMS RESPONSIBILITIES

Organisational Continuous Improvement & Quality Management

- Willingness and ability to adapt to challenge and opportunities, for example:
 - changing workforce capabilities through multiskilling, succession planning, knowledge management
 - changing technologies and operational procedures by expanding your knowledge of future trends and required competencies
- Willingness and ability to set the example and live by Council's values
- Willingness and ability to advocate a positive and constructive organisational culture
- Willingness to accept responsibility for your own actions and decisions, and to be held accountable for such
- Willingness and ability to integrate the competing demands of work, home, community and self
- Willingness to actively participate in all training provided
- Willingness to occasionally camp out in other towns as work dictates

Position Description – Trainee – Civil Construction

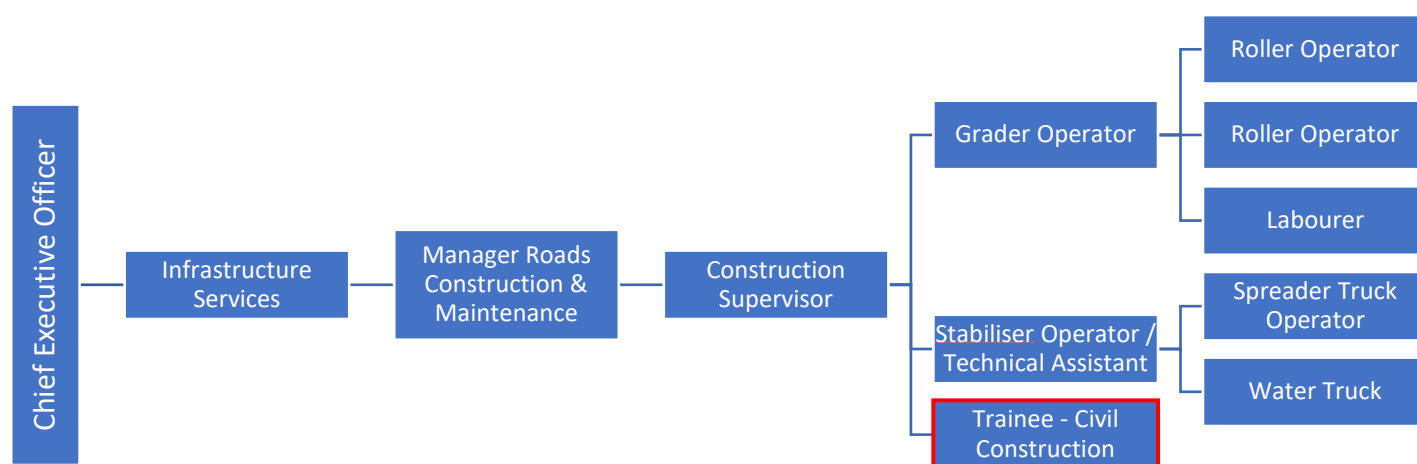
Work Health & Safety (WHS) and Risk Management

- Be responsible and accountable for adhering to the WHS Obligation & Responsibility Statements applicable to the position. A copy of the current Obligations and Responsibility Statement will be provided as part of induction. All safety documentation is available in Council's safety management system
 - Be responsible for applying WHS to daily tasks performed in the workplace including completion of risk assessments
 - Undertake a vaccination risk assessment and ensure required vaccinations are completed
 - Ensure compliance with COVID Safe Plans as applicable
 - Maintain knowledge of safe work procedures in relations to maintenance and construction work
 - Report all matters beyond your authority promptly
- Take all practical measures to ensure that your workplace is safe and without risk to health or property

ADMINISTRATION RESPONSIBILITIES

- Completion of time sheets daily
- Complete relevant documentation as required
- Report general road problems to the respective Supervisor/Ganger
- Undertake required training
- Ensure that Council Policies and manuals are fully understood and adhered to
- Keep the respective Supervisor/Ganger appropriately and adequately informed on the current state of activities relating to work projects and to highlight in advance any potential issues
- Maintain a personal time management system to ensure deadlines are met
- Assist with the continuing development of a cultural change and continuous improvement within the workforce to ensure departmental services are provided in a competitive, cost-effective manner

REFERENCES



Application for Employment Form Civil Construction Traineeship

This form **MUST** be completed when applying for a traineeship position.

PART 1 – VACANCY DETAILS				
Position Title:	Trainee - Civil Construction			
Job Ref. No:	2324-036	Closing Date:	14 April 2024	
PART 2 – APPLICANT DETAILS				
Surname			Given Names	
Address			Town	
State		Post Code:	Country	
Mobile		Home Phone:		
Work Phone		Email Address:		
DOB		<input type="checkbox"/> Male	<input type="checkbox"/> Female	
Citizenship				
PART 3 – ADVERTISING SOURCE				
How did you become aware of this vacancy?				
<input type="checkbox"/> Balonne Shire Council Website <input type="checkbox"/> Social Media <input type="checkbox"/> Employee referral <input type="checkbox"/> Other (please specify)				
PART 4 – EDUCATION HISTORY				
Please provide details of highest educational (secondary/tertiary) standard achieved:				
Place of Study:				
Course Name:				
Date Completed:				
Place of Study:				
Course Name:				
Date Completed:				
Please provide details of licenses, certificates or qualifications relevant to the position you are applying for:				
Certificate		Date completed		
Licence		Valid to		
Qualification/Ticket		Date completed		

PART 5 – EMPLOYMENT HISTORY

Please provide details of your employment history to date, starting with your most recent position:

Employer	Period Employed	Position held	Key duties performed

PART 6 – REFEREE DETAILS

Please provide the details of two work related referees below:

Name:		
Company:		
Contact details:		
Relationship to you:		

PART 7 – EQUAL EMPLOYMENT OPPORTUNITY SURVEY – This section only is Optional.

Council wishes to determine understand the diversity of people applying for positions. As such, you are invited to provide the following information. Information supplied will be treated anonymously and confidentially. This section will have no bearing on the selection outcome.

☐ Male ☐ Female Under 21 ☐ 21-25 ☐ 26-29 ☐ 30-39 ☐ 40-49 ☐ 50+ ☐

Are you of Aboriginal or Torres Strait Islander descent?

☐ Yes ☐ No

Are you of Australian South Sea Islander descent?

☐ Yes ☐ No

Are you a person from a Non-English speaking background?

☐ Yes ☐ No

Do you speak a language other than English? (if Yes, which language): _____

☐ Yes ☐ No

Do you wish to declare a disability? Details

☐ Yes ☐ No

PART 8 – APPLICANT DECLARATION

I certify that the information contained in this Application for Employment Form and any other written information submitted as part of my application is 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 Balonne Shire Council subsequently terminated.

I understand that I will be required to present original licences, tickets and qualifications upon, or prior to, commencement of employment with Balonne Shire Council.

I understand that I may be subject to undergoing a pre-employment medical examination, criminal history check and check on eligibility to obtain a Working with Children card (Blue Card) in order to obtain employment with Balonne Shire Council.

Applicant's Signature: _____ Date: _____

Traineeship Eligibility Questionnaire

Traineeship opportunities are made available by Council with the assistance of Government funding. Certain information (including date of birth) is required from applicants to confirm eligibility for participation.

Your Full Name: _____

Your Date of Birth (Required as above): _____

1. Do you hold any current qualifications – either Certificate, Diploma or University Degree Level:

☐ No ☐ Yes

If yes, please provide details of all qualifications currently held:

2. Do you identify with any of the following groups (any of these groups assist eligibility):

Aboriginal and Torres Strait Islander ☐ No ☐ Yes

Migrants and refugees from culturally and linguistically diverse backgrounds ☐ No ☐ Yes

If yes, please advise brief details of your ethnic/cultural background:

Person with a disability ☐ No ☐ Yes

If yes, please provide brief details of disability:

Displaced worker (that is, lost employment with another employer) ☐ No ☐ Yes

If yes, please provide brief details of previous employment:

Woman re-entering the workforce ☐ No ☐ Yes

If yes, please advise brief details surrounding your current situation

Veterans/ex-Australian Defence Force personnel ☐ No ☐ Yes

3. Are you currently on any government benefits? (e.g. Newstart/Disability) ☐ No ☐ Yes

If yes, please advise details of current benefit:

4. Are you currently registered with a job network provider? ☐ No ☐ Yes

If yes, which job network provider:
