



Employment Application Pack

Position Title:	Team Leader – Workshop
Vacancy Reference Number:	VRN24/25-093
Department:	Corporate and Community Services
Location:	Biloela
Employment Status:	Full Time, Permanent
Remuneration:	QLGI-C C07 \$76,407.44 negotiable depending on skills and experience
Recruitment Commences:	15 April 2025
Recruitment Closes:	Open

TO APPLY

Submit the following documentation via email or in person:

- Application for Employment
- Cover Letter
- Resume
- Copies of any relevant Qualification/Tickets/Licences **are** required to be submitted (please also include details in the application form)

Your cover letter should outline qualifications, education and licences as well as abilities, skills and knowledge found on page two of the position description. Ensure you provide relevant examples where you have demonstrated your ability to perform the duties and responsibilities required in the position description.

Email: enquiries@banana.qld.gov.au

In person: Banana Shire Council Administration Office, 62 Valentine Plains Road, Biloela

BANANA SHIRE COUNCIL APPLICATION FOR EMPLOYMENT

APPLICANT DETAILS							
POSITION APPLYING FOR: Team Leader – Workshop					VRN24/25-093		
FAMILY NAME:					GIVEN NAME(S):		
TITLE: ☐ Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other _____							
MAILING ADDRESS:					MOBILE NO:		
POSTCODE:					TELEPHONE NO:		
EMAIL ADDRESS:							
IN ORDER FOR BANANA SHIRE COUNCIL TO MONITOR ITS ADVERTISING, COULD YOU PLEASE INDICATE WHERE YOU SAW THIS POSITION ADVERTISED?							
☐ Facebook		☐ SEEK		☐ LinkedIn			
☐ Newspapers _____		☐ Posters/Mail outs		☐ The Australian Local Government Job Directory			
☐ Banana Shire Council Website		☐ On-line (Please specify website) _____					
ELIGIBILITY TO WORK IN AUSTRALIA (Originals must be presented upon, or prior to, commencement of employment as requested by Council)							
Are you an Australian/New Zealand citizen or Permanent Resident? Yes ☐ No ☐							
If no, do you have a working visa? (Please specify type). Yes ☐ No ☐							
LICENCES (Originals must be presented upon, or prior to, commencement of employment as requested by Council)							
Class of Licence:	☐ Car (C)	☐ LR	☐ MR	☐ HR	☐ HC	☐ MC	☐ RE/R
☐ Open		☐ Provisional		☐ Learners			
Licence issued in	☐ Queensland		☐ Another State/Territory		☐ Another Nation		
PLANT OPERATOR TICKETS (Originals must be presented upon, or prior to, commencement of employment as requested by Council)							
Please list the current Plant Operator Tickets you possess (Please provide details on a separate sheet if necessary):							
BLUE CARD (Originals must be presented upon, or prior to, commencement of employment as requested by Council)							
Do you possess a Blue Card issued by the Commissioner for Children and Young People and Child Guardian? ☐ Yes ☐ No							
WHITE CARD (Originals must be presented upon, or prior to, commencement of employment as requested by Council)							
Do you possess a White Card (QLD General Safety Induction [Construction Industry] Certification)? ☐ Yes ☐ No							
QUALIFICATIONS (Please provide details on separate sheet if more than one qualification is held)							
Level of Qualification: ☐ Masters ☐ Post Graduate ☐ Degree ☐ Diploma ☐ Certificate/Trade ☐ School							
Course Name:					Year qualification obtained:		
Educational institution where qualification attained: ☐ University ☐ TAFE ☐ Other Training Centre ☐ School							
Name of institution: _____ Country (If outside Australia): _____							

REASONABLE ADJUSTMENTS

Should you be shortlisted, are there any considerations that Council needs to be aware of in order to make reasonable adjustments?
Yes ☐ No ☐

If yes, please state details:

WORK RELATED REFEREES

Name: _____ Mobile phone No: _____

Organisation: _____ Business phone No: _____

Name: _____ Mobile phone No: _____

Organisation: _____ Business phone No: _____

EMPLOYMENT HISTORY (Mandatory)

Employer	Length of service	Year service completed	Summary of duties	Business phone no.

I hereby grant Banana Shire Council Human Resource Business Partner permission to contact the payroll department of the above-mentioned Employer to confirm the following:

1. Length of Service
2. Position Title held at time of resignation

PERMISSION/DECLARATIONS

- To avoid any potential conflict of interest in appointing an independent interview panel, please advise if you have an association with or connection to current members of staff. Note: this information is confidential and will only be used to select an independent interview panel.

☐ Yes ☐ No

If yes, please indicate persons you have an association with: _____

- I certify that all answers and statements on this application form and any attachments thereto 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 Council subsequently terminated.
- I agree to complete the health declaration form and agree to a medical examination with Council's nominated medical practitioner if required.
- I authorise Council to conduct police search checks for any offences that may be recorded against me. I understand that an adverse result may affect my employment or potential employment opportunities with Banana Shire Council.
- I authorise Council to contact my listed referees and the employer's payroll department for employment purposes only.

Name: _____ Signature: _____ Date: _____

PRIVACY COLLECTION NOTICE:

The personal information gathered by Banana Shire Council on this form is for recruiting purposes only and will not be used for any other purpose or given to any other party unless you have consented, or Council is required or authorised by law to do so.

Thank you for applying for this position. Council welcomes copies of supporting documentation and your resume, however original documents and presentation folders will not be returned.

Team Leader - Workshop

POSITION DESCRIPTION

POSITION DETAILS

Position Title:	Team Leader – Workshop		
Classification:	Level C07 + OAW	Position Status:	Permanent, Full Time
Employment Conditions:	Queensland Local Government Industry (Stream C) Award – State 2017 Banana Shire Council Certified Agreement 2024 – Certified Agreement		
Department:	Corporate and Community Services	Location:	Biloela Workshop
Reports to:	Principal Fleet and Workshop Advisor	Number of reports:	8

ABOUT COUNCIL

Our Vision

“Shire of Opportunity”

To improve the quality of life for our communities through the delivery of efficient, effective and sustainable services and facilities.

Our Mission

Our Council is committed to promoting and striving for continuous improvement in all that we do, for the benefit and growth of the whole of our Shire.

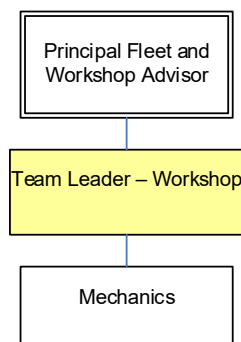
Our Values

- Advocacy for our people
- Effective and responsive leadership
- Integrity and mutual respect
- Honesty, equity and consistency in all aspects of Council's operations
- Quality of service to our citizens
- Work constructively together, in the spirit of teamwork
- Sustainable growth and development

GENERAL POSITION INFORMATION

To provide leadership and supervise the work of mechanical staff at Banana Shire Council.

ORGANISATIONAL REPORTING ARRANGEMENTS



DUTIES AND RESPONSIBILITIES

- Ensure the timely and effective completion of general maintenance and repairs on plant and equipment in Council's Workshop's and in the field in accordance with manufacturer's specifications and Council's preventative maintenance program
- Undertake general welding fabrication
- Diagnose and repair mechanical problems
- Supervision of mechanics, apprentices and work experience staff
- Maintain the service readiness of Council's field service units and contribute to the safe operations of the workshop
- Provide a high level of technical advice and leadership to workshop employees of Council
- Ensure all work practices are conducted in a safe manner in line with relevant legislative and Council requirements
- Contribute to the successful delivery of workshop projects, taking responsibility as directed
- Respond to enquiries from internal and external customers promptly and professionally
- Contribute to the continuous improvement of Workshop practices, policies and corporate goals
- Participate in stocktakes and maintenance of tooling and lubrication dispensing products
- Contribute to the promotion of the image of the Council and the maximisation of good public relations
- Liaise with clients, other Council staff, the public, consultants, utility and government authorities in the performance of duties including providing and obtaining information
- Undertake routine administrative tasks as required (maintenance history for plant and equipment is recorded accurately, relevant records and reports are delivered to management, timesheets)
- Assist other Council staff to continuously improve work processes and develop new practices, methods and efficiencies to minimize service delivery disruptions during repairs
- Participate in training, exercises and response to disaster management and recovery as required
- Undertake other relevant duties as directed, consistent with skills, competence and training

QUALIFICATIONS, EDUCATION AND LICENCE REQUIREMENTS

Compulsory

- Heavy Vehicle/Mechanic Fitter Qualification
- Demonstrated experience in high-quality maintenance, diagnosis and repair of plant and fleet vehicles relevant to heavy earth moving and fixed plant, heavy trucks, light vehicles and associated equipment
- 10+ years post-qualification experience
- Ability to support, coach, lead staff
- Demonstrated ability to improve process and performance of the staff
- Construction Induction White Card
- HR or HC Driver's License

Desirable

- Other trade qualifications and certifications (e.g. Certificate III in Automotive Electrical Technology, Certificate III in Engineering - Fabrication)
- Air Conditioning Ticket
- High Risk Forklift Licence

ABILITIES, SKILLS AND KNOWLEDGE REQUIRED

Compulsory

- Demonstrated experience in leading small teams and managing performance
- Demonstrated experience maintaining medium and heavy plant
- Demonstrated welding and fabrication experience
- High level knowledge of hydraulic systems
- Auto electrical diagnosis and repair experience
- High level knowledge of diesel fuel systems
- Ability to solve complex problems and troubleshoot issues
- Excellent customer service skills together with demonstrated ability to display initiative and work effectively in a team environment under minimal supervision
- Sound level of oral and written communication skills
- Demonstrated knowledge of and commitment to EEO and WHS principles, practices and legislation

CORPORATE OBLIGATIONS

The Employee agrees to comply with the following:

- Workplace Health and Safety policies and procedures
- Customer service standards
- Council's Code of Conduct
- Council's Environment and Sustainability policy and procedure
- Anti-discrimination legislation, actively promoting its principles in all activities
- Human Resources policies and procedures
- Financial Management policies and procedures
- Records Management policies and procedures
- Disaster Management policies and procedures

SPECIFIC CONDITIONS/REQUIREMENTS

- The employee acknowledges that this role requires them to hold and maintain a class 'HR' driver's licence and that the loss of licence may jeopardise employment with Council

ACKNOWLEDGEMENT

This position description outlines the responsibility level of the role and the general nature of work to be performed in this role. Your Supervisor will facilitate training and provide guidance on the specific requirements of the role. By signing this document you understand this and commit to the corporate obligations and specific conditions/requirements of the role as listed above and understand that failure to comply may jeopardise your employment with Council.

Name:

Signature:

Date: