



# Employment Application Pack

Position Title:	Principal Water Services Engineer
Vacancy Reference Number:	VRN25/26-047
Department:	Council Services
Location:	Biloela
Employment Status:	Full Time, Permanent
Remuneration:	\$120,539.83 - \$134,4265.61 Level 8 LGIA Stream A
Recruitment Commences:	30 October 2025
Recruitment Closes:	Open Advertisement

## 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](mailto:enquiries@banana.qld.gov.au)

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

# BANANA SHIRE COUNCIL APPLICATION FOR EMPLOYMENT

<b>APPLICANT DETAILS</b>							
POSITION APPLYING FOR: Principal Water Services Engineer					VRN 25/26-047		
FAMILY NAME:					GIVEN NAME(S):		
TITLE: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other _____							
MAILING ADDRESS:					MOBILE NO:		
POSTCODE:					TELEPHONE NO:		
EMAIL ADDRESS:							
<b>IN ORDER FOR BANANA SHIRE COUNCIL TO MONITOR ITS ADVERTISING, COULD YOU PLEASE INDICATE WHERE YOU SAW THIS POSITION ADVERTISED?</b>							
<input type="checkbox"/> Facebook		<input type="checkbox"/> SEEK		<input type="checkbox"/> LinkedIn			
<input type="checkbox"/> Newspapers _____		<input type="checkbox"/> Posters/Mail outs		<input type="checkbox"/> The Australian Local Government Job Directory			
<input type="checkbox"/> Banana Shire Council Website		<input type="checkbox"/> On-line (Please specify website) _____					
<b>ELIGIBILITY TO WORK IN AUSTRALIA</b> (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 <input type="checkbox"/> No <input type="checkbox"/>							
If no, do you have a working visa? (Please specify type). Yes <input type="checkbox"/> No <input type="checkbox"/>							
<b>LICENCES</b> (Originals must be presented upon, or prior to, commencement of employment as requested by Council)							
Class of Licence:	<input type="checkbox"/> Car (C)	<input type="checkbox"/> LR	<input type="checkbox"/> MR	<input type="checkbox"/> HR	<input type="checkbox"/> HC	<input type="checkbox"/> MC	<input type="checkbox"/> RE/R
	<input type="checkbox"/> Open	<input type="checkbox"/> Provisional	<input type="checkbox"/> Learners				
Licence issued in	<input type="checkbox"/> Queensland	<input type="checkbox"/> Another State/Territory		<input type="checkbox"/> Another Nation			
<b>PLANT OPERATOR TICKETS</b> (Originals must be presented upon, or prior to, commencement of employment as requested by Council)							
Please list the <b>current</b> Plant Operator Tickets you possess ( <b>Please provide details on a separate sheet if necessary</b> ):							
<b>BLUE CARD</b> (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? <input type="checkbox"/> Yes <input type="checkbox"/> No							
<b>WHITE CARD</b> (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)? <input type="checkbox"/> Yes <input type="checkbox"/> No							
<b>QUALIFICATIONS</b> (Please provide details on separate sheet if more than one qualification is held)							
Level of Qualification: <input type="checkbox"/> Masters <input type="checkbox"/> Post Graduate <input type="checkbox"/> Degree <input type="checkbox"/> Diploma <input type="checkbox"/> Certificate/Trade <input type="checkbox"/> School							
Course Name:					Year qualification obtained:		
Educational institution where qualification attained: <input type="checkbox"/> University <input type="checkbox"/> TAFE <input type="checkbox"/> Other Training Centre <input type="checkbox"/> 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.*

# Principal Water Services Engineer POSITION DESCRIPTION

## POSITION DETAILS

Position Title:	Principal Water Services Engineer		
Classification:	Level 8	Position Status:	Permanent Full Time
Employment Conditions:	Queensland Local Government Industry Award (Stream A) – State 2017 Banana Shire Council Certified Agreement 2024		
Department:	Council Services	Location:	Biloela
Reports to:	Manager Water Services	Number of reports:	1

## 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.

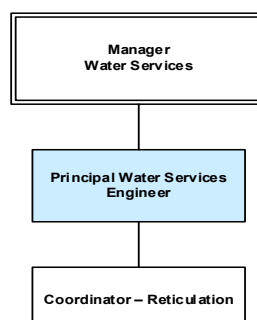
### Our Values

- 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

Provide senior technical leadership in water and sewerage engineering to ensure safe, compliant, and cost-effective service delivery aligned with Council’s strategic objectives.

## ORGANISATIONAL REPORTING ARRANGEMENTS





# Principal Water Services Engineer

## POSITION DESCRIPTION

### DUTIES AND RESPONSIBILITIES

- Provide expert engineering instruction for the operation, planning, design, construction and maintenance of Council's water supply and sewerage reticulation networks.
- Develop and maintain network planning reports and hydraulic models, delivering technical outputs to support water and sewerage infrastructure planning.
- Act as first point of escalation for technical enquiries/complaints, and operational incidents regarding reticulation network matters.
- Develop and implement programs for infiltration reduction, leak investigation, asset verification, condition assessment and collection of as-built and asset data.
- Review and provide timely advice on development applications, and technical submissions; provide advice, recommendations and conditioned approvals.
- Contribute to the development and review of policies, protocols and procedures.
- Lead and mentor the Reticulation Team, working collaboratively with the Coordinator Reticulation and Water Services staff to ensure strategic alignment and effective delivery of operational priorities, including providing support during peak workload periods.
- Foster a strong working relationship with Council's Procurement section to align procurement and tender activities.
- Manage project and contract administration for works related to network operations, including preparing specifications, reviewing contractor submissions, overseeing contract works and administering contracts.
- Monitor operational and capital expenditure, provide input to budget development and support cost-effective delivery within budgetary constraints.
- Ensure all activities comply with Council's Drinking Water Quality Management Plan, relevant legislation, standards, guidelines and community expectations.
- Apply civil and hydraulic engineering principles to network design, operation and troubleshooting.
- 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 by the position e.g. timesheets
- Assist senior staff to continuously improve work processes and develop new practices as required
- 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

- Tertiary qualifications in civil or water engineering.
- Demonstrated technical knowledge and proficiency in matters relating to local government Water Supply and Wastewater systems along with knowledge of appropriate guidelines and legislation
- Current class 'C' manual drivers' licence
- Construction White Card

### ABILITIES, SKILLS AND KNOWLEDGE REQUIRED

#### Compulsory

- Demonstrated knowledge of water and sewerage design, operations, contract management, procurement and budget monitoring.
- Strong technical writing, analytical and hydraulic network modelling skills, attention to detail and ability to produce necessary engineering calculations and reports.
- Flexible, able to prioritise competing demands, work under pressure and provide clear technical guidance to operational staff.
- Demonstrated experience in the use and application of computer software packages (MS Office, MS Project, GeoSCADA/ClearSCADA, network modelling software, asset management software)

# Principal Water Services Engineer POSITION DESCRIPTION

- Leadership and mentoring skills, with the skills to facilitate the transfer of information and technical knowledge.
- Highly developed customer service, oral and written communication, and interpersonal skills
- Demonstrated understanding of and commitment to EEO and WHS principles and practices.

## Desirable

- Significant post graduate experience in a similar role
- Local government experience
- Advanced leadership and motivation skills

## 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
- Environment and Sustainability policy and procedure
- Human rights 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 'C' manual drivers licence and that the loss of licence may jeopardise employment with Council
- The employee acknowledges that this role has been identified as working in an 'at risk work location' and/or is an 'at risk worker' and subsequently agrees to be protected by the relevant immunisations in accordance with Council's Staff Immunisation Program and will participate in required health monitoring in accordance with the guidelines set out by council and relevant legislation and industry standards.

## 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: