



Employment Application Pack

Position Title:	Team Leader – Biloela Maintenance
Vacancy Reference Number:	VRN2627-012
Department:	Infrastructure Services
Location:	Biloela
Employment Status:	Full Time, Permanent
Remuneration:	\$74,937.71 Level 6 LGIA Stream B
Recruitment Commences:	11 August 2026
Recruitment Closes:	25 August 2026

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 not required – please 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 three 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 Admin Office, 62 Valentine Plains Road, Biloela

BANANA SHIRE COUNCIL APPLICATION FOR EMPLOYMENT

APPLICANT DETAILS							
POSITION APPLYING FOR: Team Leader – Biloela Maintenance					VRN26/27-012		
FAMILY NAME:					GIVEN NAME(S):		
TITLE: ☐ Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other _____							
MAILING ADDRESS:					MOBILE NO:		
					TELEPHONE 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 establishment where qualification attained: ☐ University ☐ TAFE ☐ Other Training Centre ☐ School							
Name of Establishment: _____ Country (If outside Australia): _____							

REASONABLE ADJUSTMENTS

Should you be shortlisted, are there any considerations that Council need to be aware of 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 Completed Service	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 medical practitioner if required by Council.
- 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

Please outline your licences, tickets and qualifications that relate to this position:

[illegible]

Please outline your experience performing labouring duties:

[illegible]

Please outline your experience working in a team environment under minimal supervision:

[illegible]

Please explain how you have participated in workplace training in the past:

[illegible]

Please outline the WH&S and Equal Employment Opportunity practices that you believe would be relevant to this position:

Team Leader – Biloela Maintenance

POSITION DESCRIPTION

POSITION DETAILS

Position Title:	Team Leader – Biloela Maintenance		
Classification:	Level 6	Position Status:	Full Time, Permanent
Employment Conditions:	Queensland local Government Industry Award (Stream B) – State 2017 Banana Shire Council Certified Agreement 2024		
Department:	Infrastructure Services	Location:	Biloela
Reports to:	Supervisor – Biloela Maintenance	Number of reports:	6
Position Number:	1323		

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.

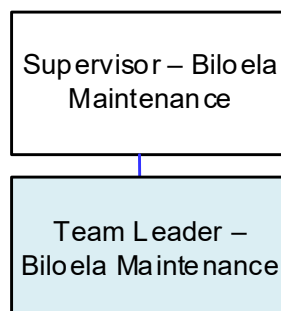
Our Values

- 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

Support the Maintenance Supervisor in the efficient and effective leadership of the team to deliver road and drainage construction and maintenance projects within Councils Works Program.

ORGANISATIONAL REPORTING ARRANGEMENTS



DUTIES AND RESPONSIBILITIES

- Coordinate and lead road maintenance crews to ensure works are completed safely, efficiently, and in accordance with approved work programs, budgets, specifications and Council standards
- Assist with the planning, scheduling and monitoring of road maintenance activities, including the allocation of employees, plant, equipment, materials and other resources to achieve operational objectives
- Undertake and oversee a broad range of road maintenance and construction activities, including pavement repairs, drainage maintenance, shoulder repairs, signage works and associated infrastructure maintenance
- Provide day-to-day leadership, technical guidance and on-the-job training to employees to ensure work is performed safely, effectively and to required quality standards
- Supervise work crews in the absence of the Supervisor and undertake delegated supervisory responsibilities as required, including work allocation, performance monitoring and reporting
- Implement approved works schedules and monitor progress against planned targets, identifying and reporting variations, risks and resource requirements to the Supervisor
- Monitor and maintain compliance with relevant legislation, Council policies, safe work procedures, environmental requirements and quality management systems
- Implement and monitor project quality assurance processes to ensure works are completed in accordance with technical specifications, quality standards and environmental obligations
- Undertake site inspections and assess worksite conditions to identify hazards, determine resource requirements and implement appropriate risk controls
- Coordinate and participate in traffic management activities, including the implementation and monitoring of approved Traffic Control Plans in accordance with relevant legislation and standards
- Operate and oversee the operation of plant, equipment and vehicles within authorised competencies, ensuring safe and efficient utilisation of Council assets
- Ensure routine inspections, servicing and maintenance of plant, equipment and tools are carried out and that defects are promptly reported and rectified
- Maintain accurate operational records including works documentation, plant records, maintenance reports, safety documentation, timesheets and other administrative requirements
- Liaise effectively with internal stakeholders, contractors, consultants, utility providers, government agencies, landholders and members of the public regarding work activities and service delivery requirements
- Respond to customer enquiries and operational issues in a professional manner and assist in resolving matters within delegated authority
- Promote a positive image of Council through effective leadership, professional conduct and the delivery of high-quality services to the community
- Contribute to the continuous improvement of work practices, safety systems, productivity and service delivery outcomes through the identification and implementation of operational improvements
- Lead toolbox meetings, safety inspections, risk assessments and workplace consultation processes, fostering a positive safety culture within the work team
- Assist with the development and mentoring of employees by identifying training needs and supporting skills development initiatives
- 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

- Queensland 'C' class manual driver's licence
- QLD General Safety Induction – White or Blue Card.

Desirable

- Queensland 'HR' class manual driver's licence
- Certificate IV in Civil Construction Supervision
- Implement Traffic Management Plans (ITMP) Competency
- Traffic Controller Competency
- Other relevant plant operator tickets.

ABILITIES, SKILLS AND KNOWLEDGE REQUIRED

Compulsory

- Demonstrated leadership capability including the ability to deliver projects, mentor staff and drive change
- Ability to exercise initiative and to lead and motivate a team to maximise performance
- Sound level of oral and written communication skills
- Sound understanding of and commitment to EEO and WHS principles and practices.

Desirable

- Demonstrated experience in civil infrastructure maintenance projects including the ability to operate and maintain relevant plant and equipment
- Demonstrated experience in road and town maintenance techniques
- Demonstrated effective operation of road making plant within a construction and maintenance infrastructure environment
- Ability to provide basic repair and daily maintenance for road plant.

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 minimum of a 'C' class driver's licence and that the loss of licence may jeopardise employment with Council
- The employee agrees to be available to travel within and outside of Shire boundaries for work and training purposes and may be required to work away from home for unspecified periods of time
- The employee agrees to be available for work on weekends and public holidays as required
- The employee acknowledges this role is physically demanding and requires an adequate level of fitness to be held and maintained in order to successfully undertake manual labouring tasks.

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: