

Application Package for the position of

APPRENTICE MECHANIC

(BASED AT ESK WORKSHOP)

Operations Department

with



Somerset
REGIONAL COUNCIL

This apprenticeship with Team Somerset offers the opportunity to undertake a nationally recognised qualification while learning on job.

The Apprentice will provide assistant in the service and repair of Council plant and vehicle fleet while completing a Certificate III in Heavy Vehicle Mechanical Technology.

To make application, please submit a completed Application Cover Form, Selection Criteria and a copy of your most recent resume.

Should you require any further information or clarification regarding the position or the recruitment and selection process, please contact our Human Resources section on (07) 5424 4000.

Applications close at 5pm Thursday 14 November 2024



INFORMATION SHEET - APPRENTICE MECHANIC

(CERTIFICATE III IN HEAVY VEHICLE MECHANICAL TECHNOLOGY)

The Position:

The successful applicant will undertake the completion of an apprentice training program leading to a Certificate III in Heavy Vehicle Mechanical Technology. The training program will be undertaken over a four (4) year period. The Apprentice will provide assistance to the Workshop Supervisor and/or Mechanics in the service and repair of Council's plant and vehicle fleet and undertake routine activities which require the practical application of basic skills and knowledge commensurate with training.

The successful applicant will:

- Possess sound literacy and numeracy skills.
- Show initiative, enthusiasm and be a self-starter.
- Have developed communication skills and the desire to provide quality work.
- Have personal characteristics of diligence, integrity and the ability to work as part of a team.
- Have the ability to quickly acquire knowledge of general work area procedures and practices.
- **NOT** have commenced a traineeship/apprenticeship and/or completed a qualification at or above the level of the traineeship/apprenticeship.

Salary and Conditions:

- Employment conditions and wages are in accordance with: Queensland Local Government Industry (Stream C) Award – State 2017; QIRC - Order of Apprentices and Trainees Wages and Conditions – 2003; and Somerset Regional Council Field Staff Certified Agreement – 2023.
- Wage is calculated as a % of Classification Level C10 - dependent upon successful candidate's age.
- The successful applicant will undertake from commencement through to completion a Certificate III in Heavy Commercial Vehicle Mechanical Technology with a Registered Training Organisation. Training will be provided by a registered training organisation in accordance with the applicable training plan.
- The apprenticeship employment arrangement is for a determined period of approximately four (4) years.
- The successful applicant to be **based at the Esk Workshop**.
- All apprentices are placed on a probationary period of three (3) months upon commencement. Performance will be reviewed during this period.

Training

Training is funded by the Queensland Government through its First Start program under the *Skilling Queenslanders for Work* initiative.

Applications:

Applications are to be forwarded to Somerset Regional Council, PO Box 117, Esk Qld 4312 **by 5pm Thursday 14 November 2024**.

To apply, please submit your completed Application Cover Form and Selection Criteria, together with your most recent Resume.

For further information please contact the Human Resources section of Somerset Regional Council on 07 5424 4000 or by email to jobs@somerset.qld.gov.au

**SOMERSET REGIONAL COUNCIL IS A COMMITTED EQUAL OPPORTUNITY EMPLOYER.
SELECTION WILL BE ON THE BASIS OF MERIT.**

Position Description

Title:	Apprentice Mechanic
Reports to:	Workshop Supervisor
Award:	Queensland Local Government Industry (Stream C) Award – State 2017 (as amended or replaced)
Agreement:	Somerset Regional Council Field Staff Certified Agreement - 2023 (as amended or replaced)
Classification:	% QLGA Classification Level C10 – Apprentice Year 1 to 4

Position Objective:

The Apprentice will assist in the provision of assistance to the Workshop Supervisor and/or Mechanics in the service and repair of Council's plant and vehicle fleet as well as undertake routine activities which require the practical application of basic skills and knowledge commensurate with training. The Apprentice will complete an apprentice training program leading to a qualification of Certificate III in Heavy Commercial Vehicle Mechanical Technology.

Position Requirements:

Experience/Qualifications

- Completion of Year 10 – mandatory.
- Queensland Certificate of Education – desirable.
- An interest in or school / hobby experience with mechanics.
- Eligibility for enrolment and satisfactory progress in an approved Certificate III course of study to obtain trade qualifications.
- Current Queensland Drivers Licence – manual Class “C” (desirable).
- General Safety Induction (Construction Industry) White Card or willingness and ability to undertake same.
- Working in Proximity to Traffic competency or willingness and ability to undertake same.

Knowledge

- Developing knowledge of Council's engineering and work functions and practices.
- Basic knowledge and understanding of general mechanical equipment and procedures or ability to acquire.
- Basic knowledge of general work area.
- Sound knowledge of Work Health and Safety as relating to the position.

Skills

- Sound keyboard skills.
- Sound literacy and numeracy skills.
- Ability to interpret directions and complete daily works records in a neat and correct manner.
- Willingness to undertake other duties as required.
- Good interpersonal and communication skills with ability and willingness to communicate in a positive manner with all staff and the general public.
- Ability to work cooperatively in a team environment.
- Provision of client assistance as required.

Additional Requirements

- Eligibility to meet Skilling Queenslanders for Work – First Start Program funding requirements.
- Ability to maintain a high level of professional confidentiality and discretion when working with private and/or sensitive information within the workplace and community.
- Ability to travel to nominated registered training organisation for off-the-job training is essential.
- Level of fitness to be able to undertake a broad range of physical tasks.
- Current Queensland Drivers Licence – “C” class preferred.



- The incumbent:
 - will be requested to provide a National Police Certificate with the outcome to be acceptable to the Chief Executive Officer;
 - will be requested to complete a pre-employment functional and medical assessment with the outcome to be acceptable to the Chief Executive Officer;
 - must maintain a high standard of personal appearance and dress appropriate for the position.

Please note: Start and finish times for this position may vary from time to time in accordance with Council's Certified Agreement.

Key Responsibilities:

The key responsibilities may be modified from time to time to ensure that outcomes are coordinated within Council's Operational and Corporate Plans. Without limiting the above, the key responsibilities of the position holder shall include:

- Undertake tasks as allocated to the position by Supervisors.
- Assist with the routine operations of the workshop.
- Assist with the maintenance, service and repairs of Council fleet.
- Assist with the recording of maintenance records.
- Assist with undertaking various other duties and activities as required.
- Allocated tasks shall be completed consistently and within agreed time frames.
- Complete to a satisfactory level an approved Certificate III study course as part of apprenticeship.
- Attend Block Release Training at approved Training Provider as required.
- Perform any other duties that are reasonably within the competency, skills and training of incumbent as may be directed from time to time by Workshop Supervisor to ensure the overall efficiency of the workshop.
- Other duties as delegated by the Workshop Supervisor which will assist the Operations Department or the organisation as a whole in reaching the Council's objectives as detailed in the Corporate and Operational Plans.

Organisational Responsibilities:

- Represent the Council to the public and members of other organisations in a positive manner.
- Maintain confidentiality of Council information obtained during the course of employment.
- Responsible for compliance with Council's Information Management Policy, to make and electronically record full and accurate records of all relevant business activities within Council's electronic records management system.
- Security of Council information viewed or accessed during the performance of your duties is contained in the provisions of the Employee Code of Conduct. Subsequently, as a Council employee, you are required to ensure the security and appropriate intended use of Council information at all times.
- Support Somerset Regional Council's Customer Service Policy and Protocol and will comply with the provisions and principles contained in the policy and the commitment to customer service.
- Comply with any reasonable instructions provided by Somerset Regional Council to ensure work is conducted in accordance with the requirements of the Work Health and Safety Act, Regulations, Codes of Practice and Council's Safety Management System.
- Take reasonable care of your own health and safety.
- Take reasonable care that your acts or omissions do not adversely affect the health and safety of others.
- Consult within your work team during any risk assessment of tasks and ensure that any identified control measures are understood, in place and adhered to.
- Eliminate or report hazardous conditions and work practices that come to one's attention, and report promptly any incident that involves work-related injury or illness, a near miss or damage to property or the environment.
- In addition to the key duties and responsibilities, the incumbent is responsible and accountable for adhering to Council's Employee Code of Conduct, all Council policies and supporting Council's overall Corporate Plan and objectives.



Performance / Skill Standards:

Accountability

Accountable to the Workshop Supervisor.

Performance Standards

- Tasks allocated to the position shall be performed to agreed standards and in accordance with established procedural guidelines. Performance indicators shall be those as agreed with the Workshop Supervisor recognising those standards as outlined in Council's Corporate Plan and supporting Operational Plan.
- Work shall be performed in accordance with accepted industry standards, quality assurance standards and in compliance with Work Health and Safety Act and other legislative requirements or standards, which may be appropriate and including Council policies, procedures and local laws.
- Allocated tasks shall be completed consistently within agreed time frames.
- Active participation in planning and recommending possible ways in which allocated tasks can be carried out more effectively and efficiently.
- Demonstration of a spirit of co-operation towards other employees and the achievement of Council's aims and objectives.



ABOUT SOMERSET

Our Values



Our Vision

The Somerset region, with its unique identity and proud heritage, is vibrant, cohesive and connected, providing the foundations for a prosperous rural lifestyle.

Our Mission

To provide leadership in making locally-responsive and informed decisions, focussing on our customer's needs to deliver the highest-quality efficient services and facilities to all communities of the Somerset region

Lifestyle and Liveability

Located in the heart of south-east Queensland, [Somerset](#) is a large region of lakes and landscapes, in fact we've got 5,382km² of countryside for you to explore.

We're home to the Brisbane Valley Rail Trail, Australia's longest recreational rail trail, 161km of high-quality track just waiting for you to cycle, hike or horse-ride. Our lakes are second to none and the perfect spot to drop a line or take a dip. Thrill seekers are covered with a range of outdoor adventures from skydiving to horse-riding.

Somerset also boasts an abundance of art galleries brimming with creations produced by local, national and international artists. Council's iconic art gallery, The Condensery, attracts high profile artists from across the country and offers regular exhibition opening nights and workshops.

Our small friendly towns have everything you need for a rural lifestyle with the convenience of being a short drive to Brisbane or Toowoomba. Sporting and cultural activities are plentiful, as are community events, and we even have an old-school picture theatre.

Rush hour traffic? Forget it. When you live and work in Somerset, the work commute is likely to be through hills or paddocks under big blue skies. Parking is never a problem, and it's free. When you take a job with Somerset Regional Council, you're making a lifestyle choice.

Location and Brief History

Somerset Regional Council was formed on 15 March 2008 following the amalgamation of Esk Shire and Kilcoy Shire Councils.

Somerset Regional Council has a Mayor and six (6) Councillors, each elected by their constituents and serving a four (4) year term.



This regional local government is an hour west of Brisbane and is the fastest growing local government area in south-east Queensland. It has strong agricultural, environmental, heritage and tourism values. It contains important vegetation and forest, areas of high scenic and landscape amenity and significantly, the key water catchments for southeast Queensland.

The Somerset region includes the five major townships of Esk, Fernvale, Kilcoy, Lowood and Toogoolawah. The region is home to approximately 25,000 people and is expected to grow to an estimated 34,500 by 2031. Somerset's neighbouring local governments are Lockyer Valley, Ipswich City, Brisbane City, Moreton Bay, Sunshine Coast, Gympie, South Burnett and Toowoomba.

Somerset Regional Council's logo represents the region's two major dams, with the larger body of water representing Wivenhoe and the smaller body being Somerset. The overall shape of the icon with the water flowing from Somerset to Wivenhoe creates the shape of a clear "S", which uniquely identifies this water graphic to be that of Somerset Regional Council.

Additional Information

Additional information about Somerset Regional Council can be found at www.somerset.qld.gov.au.

JOB APPLICATION GUIDELINES

Thank you for your interest in this advertised position with Somerset Regional Council.

The following guidelines have been prepared for prospective candidates and include explanation on how to submit an application for employment with Team Somerset.

Applying for a job can be stressful so we have aimed to make our application process as simple as possible while gathering all the vital information required. Below is a summary of the application process which we encourage you to read before commencing your application.

Position Description

The position description, listed in the application package, is the major source of information regarding the position you are applying for.

You should read this document carefully. It includes the following information:

- Details of the position
- Primary delegations, accountability and responsibilities
- Reporting / responsibility lines
- Performance criteria and measurements.

Applying - what do I need to submit?

Resume

All applications must include a resume or curriculum vitae detailing your:

- Full name
- Current contact details including address, email and phone number
- Concise description of your employment experience, including dates
- Qualifications and achievements
- Names, position titles and contact numbers of at least two (2) recent referees.



Cover letter Your cover letter is an important element of the application, and it's where you can showcase how your experience, qualifications, skills and knowledge meet the specific requirements of the vacant role as listed in the position description.

Your cover letter should also contain information about you that outlines your interest in the vacant role and any unique skills / abilities that make you a good fit for the position.

The Selection Process

All applications are assessed against the responsibilities and functions of the vacant role as outlined in the position description taking into consideration the following:

- Qualifications
- Relevant work experience
- Underpinning knowledge
- Skills and abilities.

Once shortlisted, suitable candidates will be contacted for interview. This will take in person or in some instances, via TEAMS.

The Interview

Should you be invited to attend an interview it is important that you plan and prepare adequately. The interview provides the opportunity for the selection panel to confirm your experience, qualifications, knowledge, skills and personal qualities against the requirements of the role.

It also provides you with the opportunity to find out more about the position and Council.

All interviews are conducted by a selection panel, which would usually consist of two (2) to three (3) Council officers. During the interview you will be asked a series of questions to determine how well you meet the requirements of the role.

You will be notified of the outcome following the interview process. If you are unsuccessful, you will have the opportunity to obtain post-selection feedback from the HR team upon request.

Closing Date

Applications should be submitted before the closing date for the position and should be forwarded to:

Email jobs@somerset.qld.gov.au
Post Chief Executive Officer, Somerset Regional Council, PO Box 117, Esk Qld 4312
Deliver Chief Executive Officer, Somerset Regional Council, 2 Redbank Street, Esk

The position reference number must be included in your cover page. No folders please.

It is recommended each applicant contact Council to ensure the sent application has been received prior to the closing date.

If your application is likely to be late, please telephone before cut-off deadline and request permission for a late application to be accepted. Please note, only the Chief Executive Officer has the ability to accept a late application, and without prior approval it is unlikely to be accepted.



Privacy Collection Notice

All personal information provided by applicants is protected in accordance with Council's Information Privacy Policy. As set out in the policy, Council respects and complies with its obligations under privacy legislation.

Submission of an application, resume and copies of qualifications and references constitutes permission to use the applicant's personal information as necessary for the purpose of selection for the vacant position and subsequent employment, if successful.

The information you provide as an applicant is used primarily by the selection panel to assess merit for a position. Access by other Council staff is limited to what is required to enable them to undertake associated administrative requirements, e.g. processing applications, arranging interviews and/or pre-employment assessments.

Consequently, any personal information gathered about applicants that does not become an employee record relating to the successful candidate/s will be destroyed at the conclusion of the selection process, unless the permission or consent of the candidate has been obtained to keep any such information.

CONDITIONS OF EMPLOYMENT

Pre-Employment Checks

As per Council's Fraud Management Policy, successful applicants will be requested to undergo a National Police Check prior to commencing work with Somerset Regional Council with the outcome acceptable to the Chief Executive Officer.

Other pre-employment checks, with outcomes to be acceptable to the Chief Executive Officer, may also be required including but not limited to:

- Medical / Functional Capacity assessment (including drug and alcohol screening)
- Blue Card for working with children.

Probation

It is a standard for all Council employees to be placed on a probationary period of three (3) months upon commencement with performance being reviewed during this period.

A further probation period of up to three (3) months may be agreed to in writing if the required standards have not been met.

Hours of Work

Permanent full-time employees currently work a 76-hour fortnight, incorporating a nine-day fortnight. The times below are the general start and finish times for the team. Some sections may work different hours depending on work requirements.

Field personnel

Start: 6am
Finish: 3pm

Administration personnel

Start: 8am
Finish: 5pm

As part of Certified Agreements, start and finish times may be altered by mutual agreement.

Superannuation

As of 1 July 2017, all employees of Somerset Regional Council have a choice of superannuation fund. Brighter Super is the default fund for all employees. Information on this scheme will be provided upon commencement.



Development and Training

Council is aware of the need for the development of its team. Field and administration personnel have performance appraisals completed annually.

Employees are encouraged to undertake training relevant to their duties and to undertake study in approved courses.

Work Health and Safety

All employees starting with Council must commit to the employee obligations of the *Work Health and Safety Act*, associated Regulation and Codes of Practice.

Thank you for the interest in joining Team Somerset!



APPLICATION COVER FORM APPRENTICE MECHANIC

This apprenticeship opportunity is made available by Council with the assistance of Government funding. Certain information (including date of birth) is required from applicants to confirm eligibility. Approval for Australian Government funding is subject to assessment by an Australian Apprenticeships Centre

Personal Details			
Full Name			
Address			
Phone number		Mobile number	
Date of birth		Email address	

For funding reporting requirements, please indicate below which categories are applicable to you (please mark all applicable boxes):

- young people (aged 15–24 years), including those in and transitioned from out-of-home care
- long-term unemployed job seekers
- mature-age job seekers (45 years or older)
- Aboriginal and Torres Strait Islander people
- migrants and refugees from culturally and linguistically diverse backgrounds
- people with disability
- displaced workers
- women re-entering the workforce
- veterans, ex-ADF personnel and their families.
- I have **NOT** commenced a Traineeship / Apprenticeship and / or have **NOT** completed a qualification at or above the level of the Traineeship I am currently applying for.
- I am an Australian citizen or have permanent residency status
- I am a resident within the Somerset Region.

APPLICANT AGREEMENT:

I agree to supply original or copies of academic qualifications and transcripts of results and/or other documentation if required. I also agree for Somerset Regional Council to contact referees and relevant educational institutions for verification purposes.

Signature: **Applicant:** **Date:**

Signature: **Parent / Guardian**..... **Date:**
(If under 18 years of age)



SELECTION CRITERIA

APPRENTICE MECHANIC

(Certificate III in Heavy Commercial Vehicle Mechanical Technology)

Personal Details			
Full Name			
Address			
Phone number		Mobile number	
Date of birth		Email address	

Education and Licence		
Successful completion of Year 10 level of education	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Possession of a current unrestricted "C" Class Queensland Driver's Licence	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If no, willingness to obtain	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Please provide details and/or examples for the following selection criteria

Sound understanding of general workshop maintenance techniques and procedures.

Please list four (4) basic safety procedures you would use in a workshop.



Experience or general interest in mechanical activities.

Sound literacy and numeracy skills.

Good interpersonal, communication and customer service skills.

Ability to work cooperatively and safely in a team environment.



Initiative, enthusiasm and motivation to undertake an apprenticeship position and associated study.

For your application to be considered, you **MUST** include the following:

- Application Cover Form
- Selection Criteria
- Resume

Please forward by **5pm Tuesday 12 September 2023** to Somerset Regional Council, PO Box 117, Esk Qld 4312 or email to jobs@somerset.qld.gov.au .

NOTE: Additional sheets may be attached if required.
