



Application Package for

**CREW LEADER / PLANT OPERATOR / LABOURER**

with



Council is seeking expressions of interest for the following positions:

- Crew Leader
- Plant Operator
- Labourer

Supervisory, plant operation, civil construction and/or local government experience will be highly regarded, however expressions of interest are also welcome from enthusiastic and highly motivated individuals keen to undertake, learn and develop new skills.

Positions may include permanent, temporary and casual employment opportunities across the Somerset region (Esk, Kilcoy, Lowood).

To make application for this opportunity with Team Somerset, please complete the Application Cover Form below and include a copy of your most recent Resume.

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

**Expressions of Interest close Friday 23 January 2026 at 5pm.**

## Position Details

**Awards:** Queensland Local Government Industry (Stream B) Award – State 2017 (as amended or replaced)  
Division 2 - Section 5\_Operational Services

**Agreements:** Somerset Regional Council Field Staff Certified Agreement – 2023 (as amended or replaced)

### **MINIMUM EMPLOYMENT REQUIREMENTS**

You will need to hold a minimum of a:

- Current Queensland Driver Licence
- General Construction Induction Training Card (White Card) – or the ability to obtain prior to commencement
- Working in Proximity to Traffic Part 1 & 2 - or the ability to obtain prior to commencement.

Position	Classification Level	Required Experience/Qualifications <i>in addition to minimum employment requirements</i>
<b>Crew Leader</b>	Level 5-6 <i>(dependent on qualifications and experience)</i>	<ul style="list-style-type: none"> <li>• Experience in the supervision of employees</li> <li>• Experience in road construction and/or maintenance activities and practices</li> <li>• Experience in operation and maintenance of plant, machinery and tools relevant to the role</li> <li>• Experience working under traffic control conditions</li> <li>• Traffic Management Implementation (TMI) Attainment Certificate or willingness and ability to attain</li> </ul>
<b>Plant Operator</b>	Level 4-6 <i>(dependent on qualifications and experience, plant type)</i>	<ul style="list-style-type: none"> <li>• Experience in relevant road construction and gravel road maintenance activities</li> <li>• Experience in operation and maintenance of relevant plant</li> <li>• Operation and maintenance of other relevant machinery and tools</li> <li>• Certificates of competency for operation of relevant plant and machinery (nationally recognised RII or VOC qualification)</li> <li>• Experience working under traffic control conditions</li> <li>• Current Truck Licence Class LR, MR, HR and/or HC desirable</li> </ul>
<b>Labourer</b>	Level 3	<ul style="list-style-type: none"> <li>• Experience in general labouring duties associated with road construction and maintenance activities (gravel, bitumen and asphalt surfaces)</li> <li>• Experience in operation and maintenance of relevant plant, machinery and tools</li> <li>• Experience working under traffic control conditions</li> <li>• Certificates of competency for operation of relevant plant and machinery (nationally recognised RII or VOC qualification) desirable</li> <li>• Truck Licence Class LR, MR, HR and/or HC desirable</li> </ul>



### **ADDITIONAL REQUIREMENTS**

- Level of fitness to be able to undertake a broad range of physical tasks
- Exercise flexibility and adaptability in undertaking a diverse range of activities and tasks
- Ability and willingness to communicate in a positive manner
- Certificate III in Civil Construction, or similar, or willingness and ability to obtain
- Incumbent may be required to work at different locations across the Somerset Regional Council area from time to time

### **PRE-EMPLOYMENT REQUIREMENTS**

Preferred candidates:

- will be required to complete a National Police Check with the outcome to be acceptable to the Chief Executive Officer as per Council's Fraud Management and Recruitment Policy;
- will be required to complete a pre-employment functional and medical assessment with the outcome to be acceptable to the Chief Executive Officer as per Council's Recruitment Policy.

## APPLICATION COVER FORM

\*\* Please complete this form and attach to the front of your resume \*\*

Position/s of Interest										
Please indicate which position/s you are submitting an Expression of Interest for and tick preferred location										
<b>Crew Leader</b>			<b>Plant Operator</b>			<b>Labourer</b>				
<input type="checkbox"/>	Esk		<input type="checkbox"/>	Esk		<input type="checkbox"/>	Esk			
<input type="checkbox"/>	Kilcoy		<input type="checkbox"/>	Kilcoy		<input type="checkbox"/>	Kilcoy			
<input type="checkbox"/>	Lowood		<input type="checkbox"/>	Lowood		<input type="checkbox"/>	Lowood			
Personal Details										
<b>Applicant Name:</b>		Given name(s):								
		Surname:								
<b>Address:</b>										
<b>Phone:</b>		Home:		Work:		Mobile:				
<b>Email:</b>										
Qualifications/Licences										
What class of driver licence and/or truck licence (C, LR, MR, HR, HC) do you hold?										
Do you hold an WHS General Construction Induction Training Card (White Card)?						Yes		No		
Do you hold Working in Proximity to Traffic Part 1 qualification?						Yes		No		
Do you hold Working in Proximity to Traffic Part 2 qualification?						Yes		No		
<b>Qualifications / Competencies/ Certificates / Tickets:</b> (e.g. Certificate III Civil Construction, Certificate IV Civil Construction Supervision, Certificate of Competency for plant/machinery operation (grader, excavator, backhoe, roller), Traffic Management Implementation competency, other)										
Privacy Disclaimer										
Your application will only be used for the position for which you apply. If Council would like to use your application for a further vacancy(s) your permission will be sought. The only people who will handle your application will be the staff involved in the selection process and management/filing of Council correspondence, unless otherwise authorised or required by law.										
Declaration										
<input type="checkbox"/> I certify that the information supplied in this Application Cover Form is true and correct.										
<input type="checkbox"/> I have attached a copy of my resume in support of this expression of interest for employment with Team Somerset.										
<b>Applicant Signature:</b>							<b>Date:</b>			
Please return this form and any supporting documentation to:										
Chief Executive Officer, Somerset Regional Council, <a href="mailto:jobs@somerset.qld.gov.au">jobs@somerset.qld.gov.au</a> or PO Box 117, Esk QLD 4312										



## 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 5,373km<sup>2</sup> 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](http://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 5pm on the closing date for the position and should be forwarded to:

**Email** [jobs@somerset.qld.gov.au](mailto: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 the 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 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. The Queensland Local Government Superannuation Scheme (Brighter Super) remains 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!***