



A Fortunate Place

Shire of Wickepin

General Hand/Plant Operator

General Hand/Plant Operator

PERMANENT FULLTIME POSITION

An opportunity exists for an enthusiastic, self-motivated person to fill the position of General Hand/Plant Operator with the Shire of Wickepin.

Works department staff currently work a 9 day fortnight. The position is classified as a Level 1 to 4 in accordance with the Local Government Industry Award 2010. A Heavy Rigid (HR) licence or above is necessary.

For information regarding how to apply for the position please contact the Executive Support Officer at the Shire of Wickepin on 9888 1005 or email eso@wickepin.wa.gov.au.

Applications close with the undersigned on Friday 27 March 2020 and should be addressed 'Private & Confidential'

Mark Hook
Chief Executive Officer

POSITION DESCRIPTION

1 TITLE

General Hand/Plant Operator

2 LEVEL

Level 1-4 (Local Government Industry Award 2010) - depending on experience

3 SECTION

Works & Services

4. POSITION OBJECTIVES

4.1 Provide the necessary support for Councils Construction and Maintenance crews

4.2 Provide relief cover for Council's Gardening and Town maintenance teams.

4.3 Provide General Building Maintenance services

5 KEY DUTIES/RESPONSIBILITIES

5.1 The duties will consist of:

- Assist with the delivery of the road construction maintenance programmes. Tasks will include bitumen patching, culvert works, drainage works, sewer works, concrete works, footpaths, kerbing, stormwater pit construction, pipe laying, picking sticks out of gravel, public toilet cleaning and any other labouring duties directed by your supervisor.
- Roller operations.
- Perform daily prestart checks.
- Other miscellaneous plant and equipment as required.
- Daily time sheets and any other records as required.
- Responsible for quality and standard of work.
- General Building Maintenance Works

5.2 Required to carry out routine maintenance of plant, tools and equipment assigned to employee's control.

5.3 Required to operate plant as licensed to operate.

5.4 Responsible for the quality and completion of works under the employee's control.

5.5 Required to make operational and other decisions relating to the employee's own safety and to the safety of other employees and the public.

- 5.6 Required to perform other duties as directed or required by Manager Works & Services and Works Foreman
- 5.7 You may be required to work overtime and weekends with minimal notice.
- 5.8 During critical incidents (weather, fire, man-made events) you may be required to work on plant or labour outside normal working hours.

6 SELECTION CRITERIA

Skills

- Satisfactory level of general labouring.
- Basic level Building Maintenance skills
- Intermediate plant operation.
- Machinery equipment maintenance skills.
- Basic supervisory, organisational and time management skills.
- Basic communication skills – both verbal and written.

Knowledge

- Sound knowledge of council's safety policy requirements as they relate to the job being performed and effect on public.
- Working knowledge of Occupational Health and Safety requirements for the workplace.

Experience

- Experience labouring in Construction and Maintenance works.
- Experience in General Building Maintenance
- Experience in safe operation heavy road construction machinery (rollers, etc)
- Proven experience in working in an unsupervised capacity in undertaking and completing set tasks and requirements as directed.

7 QUALIFICATIONS & TRAINING

- Recognised certificate of competency for the operation and maintenance of chainsaws.
- Hold a current 'HR' class motor driver's licence required
- Hold a current St Johns Senior First Aid Certificate (desirable)

8. ORGANISATIONAL RELATIONSHIPS

Responsible to
Manager of Works
Works Foreman

Internal Liaison
Chief Executive Officer
Deputy Chief Executive Officer
External Liaison

Nil

9 EXTENT OF AUTHORITY

Works under direct supervision of Leading Hand Construction or Leading Hand Maintenance and executes work allocated by other Senior Staff under their limited general direction.

10 AWARD

Local Government Industry Award (Local).

11 COMMENTS

WORK OUTSIDE OF ORDINARY HOURS:

The Shire council employees work a 38 hour week; being from 7.00am to 4.00pm Monday - Friday after RDO week 7.00am to 3.30pm.

Employees must take a ½-hour lunch break and are entitled to a fortnightly RDO. The RDO is taken in line with the roster system established.

All employees are required to read and sign the Induction Manual prior to the commencement of work or any reviews. This signed document will be placed on each employees payroll file as evidence of the fact that they have read and understood the requirements of the position and Council.

About the Shire

We are located 210kms south east of Perth. Our shire is made up of five distinct areas – Wickepin, Yealering, Harrismith, Tincurrin and Toolibin. We have unique wildflowers, big skies and lakes. The Swan River springs from here, beginning as the Avon River. So does the Blackwood River. We have the endangered Freckled Duck and the Spider Orchid. We also have sheep. We boast rural living at its best with essential services close to hand. Excellent educational, medical and recreational facilities and community programs are available.

Our Vision

The shire's vision statement has been revised to be more reflective of community sentiments following community consultation conducted, supporting the shire's envisaged strategic direction:

A Fortunate Place.

"Wickepin offers a safe, pleasant healthy lifestyle, with a community that has strong sporting and social networks".

Key community objectives

We have grouped the aspirations and needs you, shared with us during consultation into themes, each with supporting goals and measures of success. These meet the four community objectives:

- (1) Social – This theme describes the social aspects of life in the Shire incorporating community safety, recreation and leisure, as well as arts, culture and heritage.
- (2) Environmental – This theme relates to valuing the environment, including natural resource management; sustainable land use, waste management, and recycling.
- (3) Economic – This theme describes infrastructure planning, transport infrastructure, facilities and services and asset management.
- (4) Civic leadership – This theme describes how the Shire embraces a culture of leadership, customer service and inclusive community engagement.

SUBMITTING AN APPLICATION

Guidelines

These guidelines have been developed to assist you in preparing your application and to ensure all documentation is submitted with your application.

Eligibility

In order to be considered for the position, you must be able to show that you meet all the essential criteria. Before preparing your application, check the essential criteria described in the attached position description to make sure you are eligible to apply.

Preparing Your Application

When you have ascertained that you have met all of the essential selection criteria your next step is to prepare your application.

1. *Covering Letter*

Your application should include a covering letter. The covering letter is an introduction to your application and should state identifying details of the position that you are applying for, your desire to be granted an interview, together with any relevant information on your availability for an interview.

2. *Resume/Curriculum Vitae*

Personal Details – Name, Address Telephone Number etc.

A summary of your work history beginning with your most recent position. Include starting and finishing dates, your position and the types of tasks that were required in each job, and your key achievements. Also provide reason for leaving previous position.

Your education and training achievements. Include any that you are currently undertaking. Membership of any professional bodies should also be included.

Any activities that you have undertaken outside of work which are relevant to the position that you are applying for.

3. *Statement of Claims against the Selection Criteria*

Your selection for an interview will depend on you demonstrating that you meet the essential criteria.

4. *When preparing your "Statement of Claims against the Selection Criteria"*

Treat each selection criteria separately. Use each criterion as a heading and provide your claim underneath that heading.

Provide a brief statement, which relates your experience, skills and knowledge to the particular criteria. The length of your statement for each criterion is dependent on the position you are applying for and your discretion. As a guideline, a quarter to half a page is generally acceptable. You should provide specific examples in your statement to back up your claims.

Provide details of any activities you have undertaken outside of work which are relevant to the application.

5. Referees

Applicants are required to nominate two work referees in support of their application. These referees should be able to comment on your work experience, skills and knowledge in relation to the selection criteria.

Referees should be contacted for approval before listing them in your application.

Provide names, relationship to you (ie. Supervisor), work addresses and daytime telephone numbers.

We understand you may not wish us to contact current work referees initially. If this is the case please let us know.

6. General Application Information

Applicants should submit typed applications. If you are unable to type your application, a neat handwritten application may be lodged. The layout, spelling, punctuation and grammar should be checked.

Do not attach any information that is not relevant to the position that you are applying for.

When lodging your application, submit a covering letter, resume, statement of claims against the selection criteria and written references.

Staple all information in the top left - hand corner. DO NOT submit your application in plastic or cardboard folders (as your application may need to be photocopied).

7. Submitting Your Application

You may post, deliver, e-mail or fax your application. Applications must be received by 4.00pm on Friday 27 March 2020.

Mark your application:

PRIVATE & CONFIDENTIAL - Application for General Hand/Plant Operator

Chief Executive Officer
Shire of Wickepin
PO Box 19
WICKEPIN WA 6370

Canvassing of Councillors will disqualify applicants.

The Shire of Wickepin is an Equal Employment Opportunity Employer and is committed to employing the best applicant for each vacancy.

EMPLOYMENT CONDITIONS

Location	The position is based at the Shire of Wickepin, 77 Wogolin Road Wickepin WA 6370.
Industrial agreement	Local Government Industry Award 2010
Salary	Level 1 - 4 Local Government Industry Award 2010
Tenure	Permanent
Hours of work	7.00am – 4.00pm Monday to Friday 9 Day Fortnight
Superannuation	Superannuation of up to 9.5%. Salary Sacrifice is available on the employee's contributions.
Annual leave	4 weeks as per Local Government Industry Award 2010
Personal/carer's leave (recognised as sick leave)	As per Local Government Industry Award 2010
Long service leave	13 weeks long service leave after 10 years continuous local government service, transferable between local governments within Western Australia.
Relocation assistance	Nil.
Motor vehicle	No use of a motor vehicle within the boundaries of the Shire of Wickepin.
Clothing allowance	Necessary work clothes are supplied.
Probationary period	Appointment is subject to a three month probationary period. At the end of the three month period your tenure and conditions of employment will be reviewed. The probationary period may be extended if performance is not satisfactory.

SHIRE OF WICKEPIN

Signed:

Signature:

Date

Employee

CEO

Position Description Review History

Created		
Reviewed and Updated	22 August 2018	CEO Mark Hook
Reviewed and Updated	24 September 2019	CEO Mark Hook
Reviewed and Updated	9 March 2020	CEO Mark Hook