

## SHIRE of WEST ARTHUR

## APPLICATION PACKAGE

FOR THE POSITION OF

# CONSTRUCTION GRADER DRIVER

⮱ Applications for this position close

The Shire reserves the right to close the positon early.

Position Advertisement

The Shire is seeking an experienced grader operator with knowledge of road construction.

The salary will be negotiated depending on the level of experience. Other benefits include the opportunity for overtime, 9 day fortnight, industry allowance and up to 11% super.

Subsidised staff housing may be available for this position. A housing allowance of $60 per week is offered where not residing in staff housing.

For a confidential discussion about the position, please call Works Manager Bill Owen on 0427 362 214.

Applications should include a completed application for employment form from the Shire website or a resume including the contact details of two recent work related referees. There is no closing date for this position.

Employment Application Package

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| --- |
| Shire of West Arthur 31 Burrowes Street DARKAN WA 6392; Telephone (08) 9736 2222; email: [shire@westarthur.wa.gov.au](mailto:shire@westarthur.wa.gov.au) |

#### GENERAL CONDITIONS OF EMPLOYMENT

**Construction Grader Driver**

Thank you for your interest in this position with the Shire of West Arthur.

These guidelines are to assist you in preparing a written application. Also enclosed is a copy of the position description.

If you would like to find out anything further about the position, please contact the Shire’s Works Manager, Bill Owen on 0427 362 214 or [worksmanager@westarthur.wa.gov.au](mailto:worksmanager@westarthur.wa.gov.au)

**Preparing Your Application**

Applicants are not required to separately address selection criteria. Applications should include information about previous employment, experience, education, training, qualifications or volunteer roles that relate to this position, including duties and achievements, and at least two recent relevant referees. Along with the name of your referee, please include the relationship to you (e.g. Supervisor), company name and daytime telephone numbers. Written references are not required. Referees may be contacted by the selection panel as part of the selection process for this position.

This information may be provided in a resume or on an application for employment form available from the Shire website [www.westarthur.wa.gov.au](http://www.westarthur.wa.gov.au)

Applications can be delivered to Chief Executive Officer, Shire of West Arthur, 31 Burrowes Street, Darkan, WA, 6392, lodged electronically to shire@westarthur.wa.gov.au or by facsimile to 08 9736 2212.

**Probation Period**

A probationary period of three (3) months applies to all new appointments. The probation period may be extended if necessary.

**Salary**

|  |  |
| --- | --- |
| Hourly rate level 5-6 LGIA (includes over award)  (negotiated depending on experience) | $30-$40/hour |
| Adverse Working Conditions Allowance  (is paid on hours worked, not paid on leave) | $0.7944/hour |
| Housing Allowance for staff not living in subsidised Shire housing | $60/week |

Conditions of employment are in accordance with the Local Government Industry Award 2010 (LGIA 2010) and Council Policy including four weeks annual leave per annum and relevant sick and carers leave.

**Superannuation**

Superannuation of 9.5% in accordance with the Statutory Occupational/Guarantee Fund shall apply. Salary sacrificing is available. The Shire pays an additional 1.5% superannuation to employees contributing 5%.

**Hours**

The hours for this position are generally Monday to Friday 7.00am to 4.00pm with a rostered day off each second Friday of the fortnight. Standard hours are 38 hours per fortnight however there is an opportunity for overtime to be worked and therefore increase the total salary.

**Uniform**

Uniform including three pairs of trousers/shorts, three shirts, two jumpers or jumper and jacket is provided annually. Boots are replaced on an as needs basis.

**Housing**

A staff house at subsidised rental may be available if required. Alternatively, the Shire provides a rental subsidy of $60 per week for employees working in excess of 30 hours per week.

**Employment Medical**

The successful applicant will be required to provide a medical declaration and may be required to undertake a medical examination prior to an offer of employment.

**Supporting Documents**

Originals of supporting documents must be made available on request (e.g., motor vehicle licence/s and qualifications where applicable).

**Relocation Expenses**

Relocation expenses may be negotiated with the successful applicant if required.

**Location Amenities**

The Shire is well serviced with various recreation and amenities including supermarket, primary school, swimming pool, post office, childcare, playgrounds, community resource centre, visiting medical practitioners, hotel, cafés, and sporting facilities.

Further information is available from the Shire’s web site or the Shire Office.

**POSITION DESCRIPTION**

POSITION DESCRIPTION

1. **Position Identification**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Title: | CONSTRUCTION GRADER DRIVER | | | | |
| Position Number: |  | Level: | **5-6** | Agreement/Award: | LGIA |
| Department/Section: | PUBLIC WORKS AND SERVICES | | | | |
| Section: | PUBLIC WORKS AND SERVICES | | | | | |
| Date effective: | TBA | | | | | |

1. **Reporting Relationships**

|  |  |
| --- | --- |
| Responsible To | Works Manager |
| **Supervision of** | Lead the Construction Crew |
| Internal & External Liaison | Works Manager/Mechanic/Ratepayers |

1. **POSITION OBJECTIVES:**

*3.1 Objectives of Position:*

* To operate assigned plant as directed and maintain assigned plant to Shire standards.
* To maintain a high standard of workmanship within Shire guidelines.
* Assist in the completion of Shire’s annual works program.
* Assess possible hazards, recommend and initiate appropriate solutions.

*3.2 Within Section*

* Ensure all works under direction are carried out to a high standard, as instructed by Works Manager, and that lost time is kept to a minimum. Monitor usage of equipment, ensure equipment is maintained and looked after, and report plant abuse.
* Work as part of a team in the completion of duties as required.
* Ensure work is carried out to a high standard.

*3.3 Within Organisation*

* Liaise with Works Manager/Supervisor and other staff in a harmonious and productive manner.
* Maintain infrastructure to a high standard by completing works efficiently and effectively.
* Complete works as directed to assist Shire in achieving its future goals.

1. **The key requirements of this position are:**

*4.1 Skills*

* Ability to operate assigned plant in a safe and productive manner.
* Operator skill level medium to high with significant experience on the motor grader operation
* The ability to assess possible hazards, make recommendations as to the solutions and initiate actions.

*4.2 Knowledge*

* General knowledge of all aspects of road construction/culvert installation.
* A knowledge of construction and road maintenance/environmental guidelines.
* Working knowledge of heavy and sundry plant capabilities.
* Advanced knowledge of Shire safety policy and Occupational Health and Safety principles.
* Advanced knowledge of road/civil construction and/or maintenance procedures.
* Have a good working knowledge of basic worksite traffic management.
* Basic knowledge of pegging and levels.

*4.3 Experience*

* Experience in controlling and directing work crews.
* Previous experience with local government or private contractors in road works and drainage.
* Previous experience in the provision of all facets of municipal works, advanced plant operation experience, and a thorough knowledge of Occupational Health and Safety principles.

*4.4 Qualifications and/or Training:*

* Hold a current HR or HC class Motor Drivers Licence.
* Chainsaw maintenance and safety.
* Basic plant operation and safety.
* Willingness to undertake further training as required.

1. **The key responsibilities of this position are:**

*5.1 Road Maintenance*

* Tree pruning and road seal maintenance.
* Culvert maintenance and replacement.
* Carry out other duties as requested.
* Operate plant in a safe and productive manner.
* Maintenance of guide posts, signs, footpaths etc.

*5.2 Construction*

Supervise works including ensuring:

* Warning signs are placed to MRWA specifications.
* Clearing is carried out to specified requirements.
* Guide posts and signs are in correct positions.
* Daily plant maintenance is carried out on machines.
* Work sites are neat and tidy after completion of work.
* Operate and instruct operation of machinery as required.
* Operate grader to construction/maintenance to final trim standards.

*5.3 Culvert Construction*

Ensure that:

* Bases are to design levels.
* Head walls and wing walls are built to a satisfactory standard.
* Work sites are neat and tidy after completion of work.
  1. *General Duties*
* Rubbish removal and refuse site maintenance.
* Other duties as directed by the Works Manager.
* Lead construction crew.
* Active role in traffic management.
* Assign plant and operators to requirements on each project (onsite).

1. **The skills, experience, qualifications and attributes needed to do this job**

|  |  |  |
| --- | --- | --- |
| *a) Qualifications and/or training and/or licences* | *Essential* | *Desirable* |
| “C” class Motor Vehicle licence. | ✓ |  |
| “HR” class Motor Vehicle licence. | ✓ |  |
| “HC” class Motor Vehicle licence. |  | ✓ |
| Basic time management and organisational skills | ✓ |  |

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| --- | --- | --- |
| *b) Experience and knowledge* | *Essential* | *Desirable* |
| Sound knowledge of the operation of plant. | ✓ |  |
| Sound knowledge of the operation of a motor grader | ✓ |  |
| Final trim experience |  | ✓ |
| Knowledge of Occupational, Safety, Health & Welfare Act and E.O. Legislation. |  | ✓ |
| Working knowledge of Road Construction techniques |  | ✓ |
| Working knowledge of water binding. |  | ✓ |
| Ability to translate design levels. |  | ✓ |
| Basic traffic management |  | ✓ |

|  |  |  |
| --- | --- | --- |
| *c) Skills and attributes* | *Essential* | *Desirable* |
| Ability to operate assigned plant in a safe and productive manner. | ✓ |  |
| Report any problems or faults. | ✓ |  |
| Communication skills to deal with general public, staff and supervisor. | ✓ |  |
| Must be physically fit | ✓ |  |
| Developed public relations and interpersonal skills | ✓ |  |

1. **Certification**

*7.1* The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job. This position description is indicative at this point in time. It is envisaged that the position may be reviewed in the next 12 months.