



SHIRE OF WEST ARTHUR

APPLICATION PACKAGE

FOR THE POSITION OF

**TRAINEE PLANT
OPERATOR/GENERAL
HAND**

↘ Applications for this position close
4pm Tuesday 27 October 2020

The Shire reserves the right to close the position early.

Position Advertisement

Trainee Plant Operator/General Hand

An exciting career opportunity for an enthusiastic self motivated person to join our works team.

The Trainee Plant Operator/General Hand will learn how to undertake a range of duties including road maintenance and construction, signage maintenance, plant operation, maintenance of footpaths, drainage and bridges. The successful applicant will complete both on the job training and attend studies off site.

The ideal candidate will demonstrate a positive attitude, willingness and ability to learn plant operation and civil maintenance skills and be eligible to obtain a HR licence soon after commencement.

The position is offered as a 24 month traineeship with the opportunity to continue employment upon successful completion of Certificate III in Civil Construction.

The position is initially offered at level 3 of Local Government Industry Award 2010 with a weekly wage of \$830 to \$977 (depending on age), including over award payment. Other benefits include 9 day fortnight, industry allowance, training costs and up to 11% super. There is an opportunity for an increase in the weekly wage after twelve months depending on the level of experience gained.

Staff housing is not currently available for this position. A housing allowance of \$60 per week is provided in addition to the weekly wage.

Applications should include a resume or a completed Shire of West Arthur Application for Employment Form and the contact details of recent work related referees. The closing date is Tuesday 27 October 2020, however early applications are encouraged as we will review applications through the advertising period and reserve the right to close applications early.

Shire of West Arthur
31 Burrowes Street
DARKAN WA 6392

Phone: 08 9736 2222
shire@westarthur.wa.gov.au

Employment Application Package

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

The following information is to assist you in preparing a written application and to plan for the selection interview. Also enclosed is a copy of the position description.

Applicants are required to provide a written application. Short listed applicants will be interviewed, and referees contacted.

If you would like to find out anything further about the position, please contact Works Manager, Bill Owen on 0427 362 214.

Preparing Your Application

Applicants are not required to separately address selection criteria.

Applications should include:

- A cover letter, explaining why you are interested in this role and providing some background regarding your suitability for the position.
- A separate resume or completed application for employment form (available from Shire Office or Shire website) including details about previous employment, experience, education, training, qualifications, and volunteer roles that may relate to this position.
- 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 as part of the selection process for this position.
- Copies of any relevant qualifications and licences.

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.

Preparing for the Interview

All interview questions will be work related - that is they will relate to the selection criteria for the position you have applied for. The same questions will be asked for every interviewee.

To prepare yourself for the interview questions consider the following:

- Re-read the Position Description and the selection criteria.
- Focus on the Selection Criteria and think of examples of work situations where you applied the relevant skills and abilities.
- Focus on the duties of the position and think about how you would carry them out. Think about any problem you might encounter and how you would resolve them.
- If you have any relevant reports or other work you have done which will provide examples of your skills and abilities, you should organise examples for presentation at the interview.
- Don't assume that panel members know your suitability for the job even though you may have worked with them or have previous experience in the position you have applied for.
- Answer questions fully without unnecessary details.
- Where possible, relate your answers to direct experiences you have had.
- Feel free to ask questions to the panel.

Probation

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

Commencement Salary

	Base Hourly Rate Level 3 plus 15% over award	AWC Allowance per hour *
<20 yrs	21.87	0.79
20 yrs	24.44	0.79
> 20 yrs	25.72	0.79

* The Adverse Working Conditions (AWC) Allowance is not paid on leave or public holidays.

Plus housing allowance \$60 per week. The salary will be reviewed after six and twelve months.

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 Thursday 7.00am to 4.00pm and Friday 7.00am to 3:30pm with a rostered day off each second Friday of the fortnight. There is an opportunity for overtime to be worked.

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 is not currently available for this position. It may be possible that a house will become available in the future. The Shire provides a rental subsidy of \$60 per week with your pay.

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.

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.

<h1 style="margin: 0;">SHIRE OF WEST ARTHUR</h1> <h2 style="margin: 0;">TRAINEE PLANT OPERATOR/GENERAL HAND</h2>
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Position Description

1. POSITION IDENTIFICATION

Title:	TRAINEE PLANT OPERATOR/GENERAL HAND				
Position Number:		Level:	3 Depending on experience	Agreement/ Award:	LGIA 2010
Department/Section:	PUBLIC WORKS AND SERVICES				
Section:	PUBLIC WORKS AND SERVICES				
Date effective:	TBA				

2. REPORTING RELATIONSHIPS

Responsible To (immediate Supervisor)	Works Manager
Supervision of	Nil
Internal & External Liaison	Works Manager/Mechanic/Ratepayers

The position is a 24 month Traineeship undertaking Certificate III in Civil Construction and includes both on the job and offsite training.

3. POSITION OBJECTIVES

- To operate assigned plant as directed and maintain assigned plant to Shire's standards.
- To maintain a high standard of workmanship within Shire's guidelines.
- Assist in the completion of Shire's annual works program.
- 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.
- Maintain infrastructure to a high standard by completing works efficiently and effectively.
- Complete works as directed to assist Shire in achieving its future goals.

4. The key requirements of this position are:

To be a member of the works crew charged with the requirement to maintain the Shire roads to a high standard and when not undertaking roadworks to perform other duties as required by the Manager of Works & Services.

5. 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

Ensure that:

- Warning signs are placed to MRD specifications
- Clearing is carried out to specified requirements
- Guide posts and signs are in correct positions
- Daily plant maintenance is carried out on all machines
- Work sites are neat and tidy after completion of work
- Operate and instruct operation of machinery as required

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

5.4 General Duties

- General building maintenance and cleaning.
- Rubbish removal and refuse site maintenance.
- Parks and garden maintenance.
- Other duties as directed by the Works Manager.

6. The skills, experience, qualifications and attributes need to do this job

<i>a) Qualifications and/or training and/or licences</i>	<i>Essential</i>	<i>Desirable</i>
"C" class Motor Vehicle licence.	✓	
"HR" class Motor Vehicle licence.		✓
Basic time management and organisational skills	✓	

<i>b) Skills and attributes</i>	<i>Essential</i>	<i>Desirable</i>
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Eligibility to obtain a HR Licence within two month of commencement.	✓	
Willingness and ability to learn plant operating and civil maintenance skills	✓	
Commitment to contributing to safe work environment.	✓	
Report any problems or faults.	✓	
Communication skills to deal with general public, staff and supervisor.	✓	
Be physically fit and able to work in a wide range of weather conditions	✓	
Developed public relations and interpersonal skills	✓	
Good customer service ethic	✓	
Must have good oral, literacy and numeracy skills	✓	
Must be reliable and able to work within a small team	✓	

7. OCCUPATIONAL HEALTH & SAFETY

7.1 Risk Management

- Comply with the Shire's Risk Management Policy Procedures
- Actively Participate in the Risk Management Program and Organisational Performance review and Evaluation Program
- Actively participate in the Shire's Continuous Improvement Program

7.2 Employees Responsibilities

- Conform with the duty of care requirements, ensuring their own safety and that of others, through the prevention of any adverse acts or omissions.
- Must comply with the safety procedures and directions agreed between management and employees with nominated or elected safety and health representatives
- Must not willfully interfere with or misuse items or facilities provided in the interests of safety and health of Shire employees
- Must use, store and maintain items, equipment and facilities provided in the interests of safety and health (protective clothing, machine guards, first aid provisions etc) in a manner in which he/she has been properly instructed.
- Must, in accordance with Shire procedures for accident and incident reporting, report potential and actual hazards and accidents/incidents to their supervisor and/or safety and health representatives
- Must cooperate with the employer in the carrying out of their obligations (S 20 OS&H act)
- Must comply with the Council Work Injury Management Program

8. CERTIFICATION

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.