



APPLICATION PACKAGE

For the position of

Plant Operator / General Hand Full Time

Applications for this position close at

4 pm 17 July 2026

[The Shire reserves the right to close the position early.](#)

Employment Application Package – Plant Operator / General Hand

Shire of West Arthur
PO Box 112
31 Burrowes Street
Darkan WA 6392
T: (08) 9736 2400
E: shire@westarthur.wa.gov.au



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

Enclosed is a copy of the position description and guidelines to assist you in preparing a written application.

If you would like to find out anything further about the position, please contact the Shire office on 08 9736 2400 or email hr@westarthur.wa.gov.au

Preparing Your Application

Applicants are required to address the selection criteria. Applications should include a cover letter, information about previous employment, experience, education, training, qualifications, or volunteer roles that relate to this position 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

Applications can be delivered to the Chief Executive Officer, Shire of West Arthur, 31 Burrowes Street, Darkan, WA, 6392, or lodged electronically to hr@westarthur.wa.gov.au

Employment Application Package – Plant Operator / General Hand

Shire of West Arthur
PO Box 112
31 Burrowes Street
Darkan WA 6392
T: (08) 9736 2400
E: shire@westarthur.wa.gov.au



JOB DESCRIPTION

POSITION TITLE:	Plant Operator/General Hand
POSITION NUMBER	TBA
DEPARTMENT:	Works and Services
LEVEL/GRADE:	Level 3 OA 15%
REPORTS TO:	Manager Works and Services
RESPONSIBLE FOR:	Nil

OUR VISION:	To be a safe, friendly, welcoming community with a dynamic and expanding local economy.
OUR VALUES:	Honesty, Responsibility, Respect, Excellence, Fairness, Teamwork.

PURPOSE OF POSITION:
Operate plant and/or carry out labouring duties as directed by Manager/Supervisor at a high standard and in a safe manner to assist in the completion of the Shire's annual works program.
Carry out daily inspections and undertake minor maintenance of assigned plant, and immediately report any defects found.

DUTIES OF POSITION:

Road Maintenance

- Tree pruning and road seal maintenance.
- Maintain guideposts, signs, footpaths, etc.
- Maintain and replace culverts when required.
- Event type emergencies duties (e.g. Flood, Fire, etc.).

Road Construction

- Ensure that:
 - Warning signs are placed to MRWA specifications.
 - Clearing is carried out to specified requirements.
 - Guideposts and signs are placed in correct positions.

Culvert Construction

- Ensure that:
 - Bases are to design levels.
 - Head and wing walls are built to a satisfactory/high standard.

Employment Application Package – Plant Operator / General Hand

Shire of West Arthur
PO Box 112
31 Burrowes Street
Darkan WA 6392
T: (08) 9736 2400
E: shire@westarthur.wa.gov.au



General

- Participate, contribute, and demonstrate personal commitment to safe practice and environmental awareness that is compliant with Duty of Care requirements under the Work Health and Safety Act 2020 and relevant regulations and guidance notes.
- Carry out rubbish removal and refuse site maintenance.
- Ensure all works under direction are carried out to a high standard, and that lost time is kept to a minimum.
- Work as part of a team in the completion of duties as required.
- Monitor plant usage, maintain daily logs, treat all equipment respectfully and report any misuse.
- Ensure daily prestarts are completed before plant use.
- Ensure all sites are left neat and tidy after completion of works.
- Carry out traffic management duties.
- Carry out flagman duties when required on site or in emergencies.
- Liaise with Manager Works and Services / Supervisor and other staff in a courteous and productive manner.
- Undertake any other duties within skill and competence levels, as directed by Management.

QUALIFICATIONS / ACCREDITATION REQUIRED:

Essential:

- "C" class Full Motor vehicle Licence.
- White Card.

Desirable:

- "HR" Class Motor vehicle Licence.
- "MC" Class Motor vehicle Licence.
-

EXPERIENCE REQUIRED:

Essential:

- Previous work in any civil construction activities preferred.

Desirable:

- Basic traffic control management.
- Surveying.

Employment Application Package – Plant Operator / General Hand

Shire of West Arthur
PO Box 112
31 Burrowes Street
Darkan WA 6392
T: (08) 9736 2400
E: shire@westarthur.wa.gov.au



KNOWLEDGE, SKILLS & ABILITIES REQUIRED:

Essential:

- Sound knowledge of plant operations and ability to operate plant in a safe and productive manner.
- Good communication skills to interact with public, colleagues and Supervisor.
- Good level of physical fitness.
- Basic time management and organisational skills.

Desirable:

- Knowledge of concrete and paving techniques.
- Knowledge of water binding processes.
- Knowledge of road construction techniques.
- General knowledge of all aspects of road/culvert construction.

REVISION DATE: 11/12/2024

APPROVED BY: V. FORDHAM LAMONT - CHIEF EXECUTIVE OFFICER

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.

Probationary Period

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

Salary

Hourly rate Level 3 LGIA (includes 15% over award, with potential increase after 12 months).

Adverse Working Conditions Allowance (paid on hours worked, not paid on leave).

Housing Allowance for staff not living in subsidised Shire housing.

Conditions of employment are in accordance with the Local Government Industry Award 2020 (LGIA 2020) and Council Policy including four weeks annual leave per annum and relevant sick and carers leave.

Superannuation

A 12% superannuation contribution will be made per statutory requirements. Salary sacrificing is offered. The Shire matches employee contributions up to 3.5%.

Hours

This role typically requires working from 7:00am to 4:00pm, Monday through Friday, with every second Friday off as part of a rotating schedule. Opportunities for overtime are available, which can lead to a higher overall salary.

Employment Application Package – Plant Operator / General Hand

Shire of West Arthur
PO Box 112
31 Burrowes Street
Darkan WA 6392
T: (08) 9736 2400
E: shire@westarthur.wa.gov.au



Uniform

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

Housing

Shire provides a rental subsidy pro rata of \$60 per week for employees in part-time or full-time positions. If required, subsidised housing is available.

Employment Medical

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

Supporting Documents

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

Location Amenities

The Shire is well serviced with various recreation and amenities including a small local general store, primary school, swimming pool, post office, childcare, playgrounds, community resource centre, visiting medical practitioners, hotel, café, roadhouse and sporting facilities.

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

Application for Employment

Shire of West Arthur
PO Box 112
31 Burrowes Street
Darkan WA 6392
T: (08) 9736 2400
E: shire@westarthur.wa.gov.au



Thank you for your interest in this position with the Shire of West Arthur. Please complete the following questions and attach with your application.

Vacancy Details

Position Title: _____

(Circle applicable) Permanent / Temporary / Part-time / Casual

Personal Details

Surname: _____ Title: Mr Mrs Ms Miss

Given Names: _____ Date of Birth: _____

Postal Address: _____

Suburb: _____ Postcode: _____

Email: _____

Daytime Contact Number: _____ Mobile: _____

Are you an Australia Citizen or permanent resident of Australia? Yes No If no,

Do you currently hold a Visa allowing you to work in Australia?
(If yes, please attach a copy) Yes No

Do you hold a current Motor Vehicle Driver's License?
(If yes, please provide details) Yes No

State: _____ Class(es): _____ Number: _____ Expiry: _____

Do you hold a current: National Police Clearance Working with Childrens Check

OR willing to obtain clearance/s.

Recruitment Sources

How did you first become aware of this vacancy?

- | | |
|--|--|
| <input type="checkbox"/> Shire of West Arthur website | <input type="checkbox"/> Other website |
| <input type="checkbox"/> Local Government Jobs website | <input type="checkbox"/> Local newspaper |
| <input type="checkbox"/> WA Govt Jobs website | <input type="checkbox"/> West Australian |
| <input type="checkbox"/> Word of mouth | <input type="checkbox"/> Other |

Attachments

Please ensure you have attached all the required documents (see *Information for Prospective Applicants* for details).

- Cover Letter
- Referees (2 contactable work referees, preferably supervisors or managers)
- Resume/Curriculum Vitae
- Copies of relevant qualifications

Availability

How soon would you be able to commence work?
(If currently employed, what is the minimum period of notice required?)

Declarations

To the best of your knowledge, do you have a medical condition, injury or disability that would impact your ability to undertake the duties of the position you applied for?

- Yes No

If “yes”, please provide details of condition:

Workers’ compensation claim

Have you ever made a workers compensation claim?

- Yes No

If “yes”, please describe claim details (e.g., year of injury, what type of injury, company worked for, period off work, etc.):

Year of injury	Type of injury	Name of Company	Period off work

Are any claims still current? Yes No

If “yes”, please provide details of current claims:

Criminal Convictions

Have you ever been convicted of any offence in any court, or are you currently subject to any charges pending before court, or the subject of an investigation before a tribunal? *(You do not need to give details of any conviction which you have had declared spent under the "Spent Convictions Act 1988".)*

Yes No

If "yes", please provide details:

Applicant Declaration

I declare that all the above statements and attached supporting information are true in all respects and consent that this information will be stored and used for the purposes of assessing suitability for employment. I understand that in providing referees I consent to them being contacted. I acknowledge that any statement which is found to be false or deliberately misleading will make me, if employed, liable for dismissal. *(If submitting a hard copy, please sign and date. If emailing, please enter your name and date, we will consider this consent as described above.)*

Applicants signature: _____ Date: _____