



APPLICATION PACKAGE

For the position of

GENERAL HAND LABOURER / PLANT OPERATOR FULL-TIME

Applications for this position close on
21 July 2023

The Shire reserves the right to close the position early.

Employment Application Package -

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 to assist you in preparing a written application.

If you would like to find out anything further about the position, please contact the Shire's Manager Works and Services, Gary Rasmussen on 0427 362 214 or at worksmanager@westarthur.wa.gov.au

Preparing Your Application

Applicants are required to address 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 at <https://www.westarthur.wa.gov.au/your-shire/employment/current-vacancies.aspx>

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

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Position Identification

Title	GENERAL HAND LABOURER / PLANT OPERATOR		
Classification	FULL-TIME		
Agreement/Award	Local Government Industry Award 2020	Level	3
Department	WORKS AND SERVICES		
Date Effective	TBA		

Reporting Relationships

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

Position Objectives

- Perform labouring duties for 70% of work time as required.
- Operate assigned plant as directed and maintain assigned plant for 30% of work time as required.
- Maintain a high standard of workmanship within Shire guidelines.
- Assist in the completion of the Shire's annual works program.
- Assess possible hazards, recommend and initiate appropriate solutions.
- Ensure all works are carried out to a high standard, as instructed by Manager Works and Services, 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.
- Liaise with Manager Works and Services / 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 goals.

Key Responsibilities

- 1 *Road Maintenance*
 - Tree pruning and road seal maintenance.
 - Culvert maintenance and replacement.
 - Other duties as requested.
 - Operate plant in a safe and productive manner.
 - Maintenance of guideposts, signs, footpaths etc.

- 2 *Construction*

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Ensure that:

- Warning signs are placed to MRWA specifications.
- Clearing is carried out to specified requirements.
- Guideposts 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.
- Operation and instruction of operation of machinery is carried out as required.

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.

4 General Duties

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

Skills, experience, qualifications, and attributes required

Qualifications and/or training and/or licences	Essential	Desirable
"C" class Motor Vehicle licence	✓	
"HR" class Motor Vehicle licence		✓
"MC" class Motor Vehicle licence		✓
Basic time management and organisational skills	✓	
White Card	✓	

Experience and knowledge	Essential	Desirable
Sound knowledge of the operation of plant	✓	
Working knowledge of concrete and paving techniques		✓
Knowledge of Work Health & Safety Act 2020 and EO Legislation		✓
Working knowledge of road construction techniques		✓
Working knowledge of water binding		✓
Ability to translate design levels		✓
Basic traffic management		✓

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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	✓	

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 6 or 12 months).

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

Additional allowance paid for operators with high level of experience.

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

Superannuation of 10.5% 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 an additional 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. There is an opportunity for overtime to be worked and therefore increase the total salary.

Uniform

Uniform including three pairs of trousers, three shirts, two jumpers or a jumper and jacket is provided annually.

Housing

Preferred applicant. A staff house at subsidized rental is available. Alternatively, the Shire provides a rental subsidy of \$60 per week for employees working in excess of 30 hours per week.

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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 (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, café, and sporting facilities.

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