



## APPLICATION PACKAGE

For the position of

# **Truck Operator / General Labourer Full Time**

Applications for this position close at

**4 pm 13 February 2026**

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

# Employment Application Package – Truck Operator / General Labourer

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



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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](mailto: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](http://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](mailto:hr@westarthur.wa.gov.au)

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## JOB DESCRIPTION

POSITION TITLE:	Truck Operator / General Labourer
POSITION NUMBER	257
DEPARTMENT:	Works and Services
LEVEL/GRADE:	Local Government Industry Award 2020 (State Instrument) 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 trucks 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:

Operate trucks and carry out labouring duties, particularly in relation to the following specific works:

#### 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.

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## 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:

- “HR” class Motor vehicle Licence.
- White Card.

### Desirable:

- “HC” Class Motor vehicle Licence. If not held, must be willing to obtain.
- “MC” Class Motor vehicle Licence.

## EXPERIENCE REQUIRED:

### Essential:

- Previous experience operating trucks.

### Desirable:

- Basic traffic control management.

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## 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: 19 January 2026

APPROVED BY: Vincent FORDHAM LAMONT

## 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.

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## **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.

## **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.