



**GENERAL HAND MAINTENANCE
INFORMATION PACKAGE**

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ADVERTISEMENT

GENERAL HAND MAINTENANCE PARKS AND GARDENS AND ROAD MAINTENANCE

- Permanent Full Time Position (9 Day Fortnight)
- Pay rate \$28.8700 - \$34.4766 per hour (Level 5)
- 11.5% Guaranteed superannuation plus up to an additional 6% matching employer contribution
- 20 days annual leave (pro-rata) and 2 days Public Service Leave

About the Shire of Chittering

It is an exciting and challenging time to work for the Shire as a Local Government that is experiencing growth due to its desirable lifestyle, scenic environment, and the recently extended Tonkin Highway. The Shire of Chittering employees (around 60 FTE) comprising the Administration and Depot is in Bindoon (30 minutes from Ellenbrook). Committed to a positive and collaborative work culture and providing employees diverse opportunities in their roles, the Shire of Chittering is a desirable place to work.

About the Position

The Shire of Chittering is seeking a motivated Plant Operator who can work in parks and gardens and road maintenance with the ability to operate heavy machinery including grader, backhoe, loader, and skid steer. Some of your core functions will include assisting the Works Supervisor and Team Leaders undertaking works activities and to undertake maintenance of parks, ovals, verges, drains, roads, footpaths, landfill sites, fleet, landscaped areas, and other associated works.

About You

The successful candidate will ideally have exceptional organisational skills, time management, problem solving and interpersonal skills while modelling a can-do attitude and is a collaborative team player. We are looking for an experienced and motivated Plant Operator – General Hand to join our Technical Services team. The successful candidate will be able to demonstrate the following essential criteria:

- Have the right to work in Australia.
- Work effectively as a team member.
- Hold a HR license and white card.
- Have knowledge and understanding of Work, Health and Safety.
- Ability to provide a National Police Clearance.

Applying for this Position

Applicants are required to refer to the position's Information Package for position and application information at <https://www.chittering.wa.gov.au/employment>. Application must include a resume, a cover letter that addresses the selection criteria (max. 3 pages) and an Employment Application Form.

Applications must be received by no later than 9am, Monday, 24 March 2025. We recognise that we are strengthened by diversity and are committed to providing a work environment in which everyone is included, treated fairly and with respect. As an equal opportunity employer, we encourage all applications, as part of a diverse and inclusive workforce. Late applications will not be accepted. For further information contact Human Resources by email chatter@chittering.wa.gov.au or phoning (08) 9576 4600.

Melinda Prinsloo
Chief Executive Officer

EMPLOYMENT CONDITIONS

Position	General Hand Maintenance
Location	Shire of Chittering Depots/Various locations
Industry Award	Local Government Industry Award 2020 – Industry Agreement
Classification	Level 5
Gross Salary	\$57,047.12 - \$68,125.74
Tenue	Permanent Full-Time
Hours of Work	76 hours per fortnight (9 Day Fortnight)
Superannuation	11.5% Guarantee fee plus up to an additional 6% employer matching contribution as per Shire Policy Staff Superannuation.
Leave Entitlements	Four (4) weeks annual leave per year (pro-rata)
	Public Service Holidays – two (2) additional public service holidays per year to be taken between the Christmas and New Year period as per Shire Policy.
	Other personal leave as set out in accordance with the Award.
Uniform	As per Shire Policy Staff Uniforms
Probationary Period	A six-month probationary period applies to this position.
Pre-Employment Medical	Candidates will have to complete a health-assessment as part of their selection process
National Police Clearance	Required (dated within 3 months of the position closing date)

WHY WORK FOR THE SHIRE OF CHITTERING?

Working for the Shire of Chittering offers a range of benefits that make it an attractive workplace. With flexible working hours, a 9-day fortnight, and working from home options, you can achieve a great work-life balance.

The Shire provides 11.5% superannuation with up to an additional 6% employer matching contribution. Enjoy four weeks of annual leave per year (pro-rata) and two additional public service holidays over the Christmas and New Year period.

A uniform allowance is provided, and there are ample training and development opportunities to support your professional growth. The Shire is committed to investing in its employees through various programs, workshops, and courses designed to enhance your skills and career prospects. Whether you are looking to advance in your current role or explore new areas, the Shire offers resources and support to help you achieve your goals.

POSITION DESCRIPTION

GENERAL HAND/PLANT OPERATOR

PARKS AND GARDENS AND ROADS MAINTENANCE

TENURE	Full time	LEVEL	5
AWARD	Local Government Industry Award (2020) – Industry Agreement		
DIVISION	Technical Services		

POSITION OBJECTIVES

Dedicated to enhancing the well-being of the Chittering Community, our primary goal is to provide invaluable services. We adhere to a comprehensive Code of Conduct and uphold unwavering Values to guide our decisions, actions, and behaviours. Each team member is entrusted with the responsibility of aligning their work and conduct with these ethical standards.

The key objective of this position is to actively participate in activities contributing to the maintenance of the Council's Open Spaces and roads. This includes but not limited to passive parks, sportsgrounds, streetscapes, tree operations, recreation facilities, bushland, and riparian areas. The focus is on ensuring that these Open Spaces consistently remain in excellent condition, guaranteeing safety and suitability for community use.

Furthermore, the role involves the execution of roads maintenance tasks related to drains, roads, footpaths, landfill sites and fleet. By fulfilling these responsibilities, we aim to contribute significantly to the overall satisfaction of customers and the community, particularly in relation to Council's roads maintenance.

KEY DUTIES / RESPONSIBILITIES

KEY AREAS	OUTCOMES
Principal Responsibilities	<ul style="list-style-type: none"> In conjunction with other team members undertake programmed and reactive maintenance works in Council's roads, reserve and parks including but not limited to parks, street verges mowing, trees, gardens, sportsgrounds, litter removal, playgrounds and road works. Carry out a variety of tasks associated with the maintenance of roads, drainage, verges, parks and ovals, and the maintenance of landscaped areas, Landfill operations and other work required under the annual works programme as directed by the Works Supervisor or Executive Manage Technical Services. Optimise operations productivity through implementing current industry best practices. To provide operational support to other team members. To operate small plant and equipment including but not limited to ride on mowers and horticulture maintenance equipment. Undertake traffic control operations. Ensure plant and equipment is correctly used, maintained and kept in a clean and tidy condition. Participate in trials of new techniques and systems of work to improve work practices and productivity. Maintain a high standard of work quality, safety and environmental protection in all works under your control.

- Actively participate in all training requirements including the training of other work colleagues.
- To operate heavy plant equipment including but not limited to Loaders, skid steers and Backhoe's and the maintenance of the equipment.
- Carry out manual duties when required.
- Work in accordance with the Shire's Work Health and Safety Policy and Procedures and the Additional Occupational Health and Safety responsibilities attached to this document.
- Maintain daily time sheets and other records as required.
- Adhere to the Shire's Code of Conduct, Policies and Procedures as amended from time to time.
- Any other duties designated by the Executive Manager Technical Services / CEO subject to Award Provisions Local Government Industry Award 2020.

**Administration,
Record Keeping
& Reporting**

- Respond to administration requirements and maintain a time sheets, plant operating sheets and WHS sheets.
- Maintaining appropriate and timely records as per the Shire records management policy and protocols.

EXTENT OF AUTHORITY

Operates under general direction of the Works Supervisor and Executive Manager Technical Services within established guidelines, procedures and policies of Council, as well as statutory provisions of the various Acts and other legislation.

ORGANISATIONAL RELATIONSHIPS

Responsible to:	Executive Manager Technical Services Works Supervisor
Number of staff positions supervised directly:	Nil
Number of staff positions supervised indirectly:	Nil
INTERNAL	EXTERNAL
Chief Executive Officer Executive Managers Other Staff Elected Members	Ratepayers General Public Government Departments Contractors

CORPORATE ACCOUNTABILITY

- To understand and work towards achieving the Shire’s Community Vision and the objectives of the Shire’s Strategic Community Plan
- To behave in a professional, supportive manner and cooperate with fellow officers.
- To model behaviours which comply with the Shire’s values and achieve high standard of service delivery to the organization, customers and the community that aligns with the Shire’s Customer Service Charter
- To commit to a positive and productive work environment and culture that is respectful, takes accountability and works together as a team.
- Comply with the Shire’s Code of Conduct, management directives and approved policies and procedures.
- Avoid participation in activities that may represent a conflict of interest with the obligations and responsibilities of your role/position.
- Exercise discretion and maintain confidentiality in dealing with sensitive and high-level issues.
- Deliver effective use of the Shire’s resources (staff, equipment, finances and other) within the levels of accountability.

WORK HEALTH AND SAFETY

- To take responsibilities for safe working conditions including identifying and reporting hazards
- To utilize equipment and applicable resources appropriately and as per manufacturer/supplier’s instructions.
- To protect the public, the environment, equipment and materials from injury, accidental loss or damage
- To conform with statutory requirements as a minimum standard

SELECTION CRITERIA

QUALIFICATIONS AND EXPERIENCE	ESSENTIAL	DESIRABLE
Proven experience in a similar position	✓	
Demonstrated experience using plant and machinery (Grader, Backhoe, Skid Steer, Loader, Side tipper, Trucks etc.)	✓	
Current unrestricted 'HR' class drivers' licence	✓	
Hold a current white or blue card	✓	
Current National Police Clearance (within 3 months of application closing date)	✓	
Traffic Management Accreditation		✓
First Aid Certificate		✓
SKILLS, KNOWLEDGE & ATTRIBUTES (KPIS)	ESSENTIAL	DESIRABLE
Have knowledge and understanding of Work Health and Safety	✓	
Basic written literacy and numeracy skills	✓	
Good time management skills	✓	
Good interpersonal and customer service skills	✓	
Ability to follow direction	✓	
Contribute to a collaborative and positive team workforce environment/ culture and by demonstrating a positive attitude, respect, accountability and teamwork.	✓	
Model a 'can do' attitude with the ability to work both on your own and in a team environment.	✓	
Knowledge of the Local Government Organisation, operation and general procedures that impact on road maintenance/construction, landfill operations, fleet, verges, parks and reserves		✓
Local knowledge of the district		✓
Ability to work to deadlines		✓

IMPORTANT: APPLICATION GUIDELINES

1. CLOSING DATE

The Closing date and time for applications is **9am, Monday, 24 March 2024.**

Previous applicants need not apply. Late applications will not be considered unless previous arrangements have been made and agreed upon.

2. EMPLOYMENT APPLICATION FORM

Please complete the Employment Application Form located on the Shire's Website Employment page and the Current Vacancies Position's Information page.

3. COVER LETTER / SELECTION CRITERIA

Cover Letter

The covering letter gives the opportunity to introduce yourself to the interview panel. For you to be considered for short listing, the cover letter must also address the selection criteria that is listed in the position description. The Cover letter including Selection Criteria is to be a maximum of three pages.

Selection Criteria

The selection criteria are the most important part of your application, providing the opportunity to explain your suitability for the position by outlining your relevant experience against each point/number. Due to the number of items in the Selection Criteria, you need only address the Essential Criteria briefly except for items in bold which require more detail. It may be helpful to refer to the STAR (Situation Task Action Result) method in preparing your responses.

Please address your letter to:

***Confidential Application
General Hand Maintenance
Mrs Melinda Prinsloo
Chief Executive Officer
Shire of Chittering
PO Box 70
BINDOON WA 6502***

4. RESUME

Your resume should include:

- Your personal details.
- Your contact details, including mobile number.
- Work history (with your current position first).
- Periods of employment.
- Position(s) held with details of the duties.
- Details of accredited and/or academic qualifications.
- Details of at least two (2) work related references including their contact information and relationship. At least one (1) referee should be nominated with respect to your current employment, if you would prefer not to do so, please mention this in your application.

5. SUBMITTING APPLICATIONS

Please also include copies of any material matter that you believe may be relevant to the application, interview or your appointment so that the Council can take that into considering in selecting the best applicant.

Applications can be submitted by:

Email

chatter@chittering.wa.gov.au

**Confidential Application
General Hand Maintenance
Mrs Melinda Prinsloo
Chief Executive Officer**

6. EMPLOYMENT INFORMATION & CONTACT DETAILS

Equal Opportunity Employer

We recognise that we are strengthened by diversity and are committed to providing a work environment in which everyone is included, treated fairly and with respect. As an equal opportunity employer, we encourage all applications, as part of a diverse and inclusive workforce.

Employment Requirements

Interviews for the position will be held at the Shire of Chittering's Administration Office in Bindoon.

Employment of the suitable applicant will be subject to:

- The right to live and work in Australia.
- National Police Clearance (within 3 months of position closing date); and
- A satisfactory Pre-Employment Medical Examination.

You will be compensated for the cost for both the National Police Clearance and Medical Examination subject to the Shire of Chittering receiving the paid invoice/s or receipt/s.

For more information about recruitment including the interview process refer to the Shire's Website Recruitment Process page.

7. SHIRE CONTACT

For further information please contact the Shire of Chittering Human Resource Department during office hours by phone (08) 9576 4600 or emailing chatter@chittering.wa.gov.au.

8. APPLICATION CHECKLIST

- Employment Application Form
- Cover Letter Addressing Position Description (max three pages)
- Resume
- Copies of supporting documentation e.g. Qualifications, Drivers Licence, Police Clearance.
- Submitted prior to the application close date and time.
- Completed a separate application for each position (if applying for more than one)
- Retained a copy of the application for personal references.