



Shire of  
**Bridgetown-Greenbushes**  
*The heart and soul of the South West*

# **RECRUITMENT INFORMATION PACKAGE**

**General Hand**

**CASUAL**

Applications will be accepted until Close of Business on **Thursday 2<sup>nd</sup> July 2026**

Enclosed is the following information to assist you in applying for the abovementioned position with the Shire of Bridgetown-Greenbushes.

- Copy of the advert calling for applications
- Position Description
- Information for Prospective Applications - includes information on how to submit an application.

If you have any queries regarding the position please contact Careers on (08) 9761 0807 or via email to [careers@bridgetown.wa.gov.au](mailto:careers@bridgetown.wa.gov.au).

# VACANCY

## General Hand

### CASUAL

Come and work across a range of our Outdoor Services and provide support to our key functions. The Shire is looking for a pool of casual workers to provide support across our Parks & Gardens team, Outdoor Works team and Waste Facility. This role will see you utilise a range of skills across our functions, operate a variety of machinery and ensure our teams stay safe and efficient.

#### Why Join Us?

The Shire of Bridgetown-Greenbushes values innovation, collaboration and community.

As part of our team, you'll benefit from:

- 50% membership discount at the Bridgetown Leisure Centre
- 12% Superannuation plus 3% when an employee contributes 5%
- Competitive hourly rates

At the Shire of Bridgetown-Greenbushes, we live our values:

- Welcoming – We foster inclusion and approachability
- Community Minded – We work collaboratively with and for our people
- Creative – We seek better ways through innovation
- Sustainable – We consider the future in every decision
- Cost-Effective & Accountable – We ensure value for our community

Applicants need to provide a resume and cover letter addressing the Selection Criteria in the Information Package.

For further information on this position, contact Careers on 9761 0807.

Applications close on Thursday 2<sup>nd</sup> July 2026

## POSITION DESCRIPTION

**POSITION TITLE:** General Hand (Casual)

**2. DEPARTMENT:** Works & Services

### 3. AWARD COVERAGE AND CONDITIONS

- Level 3/4 of the Shire of Bridgetown-Greenbushes Outside Works Staff Enterprise Bargaining Agreement 2023.

### 4. POSITION OBJECTIVES

To provide support across our Works & Services team that is made up of the waste facility, parks & gardens and outdoor works. Be adaptable to the needs of our crews as seasonable demands require.

### 5. RESPONSIBILITIES OF THE ROLE

#### 5.1 Skills

- Competent operation of all minor equipment such as tractors, chipper, chain-saw, brush cutter and other relevant equipment
- Effective verbal and written communication skills
- Ability to operate various plant machinery

#### 5.2 Knowledge

- Basic horticultural skills including plant identification
- Sound knowledge of chemical storage, handling and application
- Sound knowledge of Work, Health and Safety obligations

#### 5.3 Experience

- Previous experience in a similar role

#### 5.4 Qualifications

- 'C' Class Drivers' Licence
- HR Licence (desirable)
- Chainsaw Certificate
- Various operator tickets (desirable), such as Grader, Forklift, Loader
- Basic Worksite Traffic Management (BWTM)
- First Aid Certificate

## 5.5 Customer Service

- Provide exceptional customer service to all internal and external stakeholders
- Treat customers with professionalism and dignity

## 6. KEY DUTIES/ RESPONSIBILITIES

- Maintenance of Shire parks, gardens and reserves
- Provide traffic management support for projects and ongoing road maintenance
- Operate the sweeper as required, clearing all footpaths of debris
- Report any mechanical faults to the Shire's Fleet Mechanic
- Assist in the construction and maintenance of all civil works conducted by the Shire
- Attend the gate at the Shire's waste management facility
- Undertake refuse collection

## 7. WORK HEALTH AND SAFETY

- Ensure compliance with WHS legislation and Council policies
- Promote a positive safety culture within the team and escalate significant issues to the relevant Supervisor
- Report all accidents, incidents and hazards
- Conduct risk assessments and job safety analyses prior to commencing tasks
- Eliminate or control hazards using the hierarchy of controls
- Complete required training to ensure personal, team and public safety

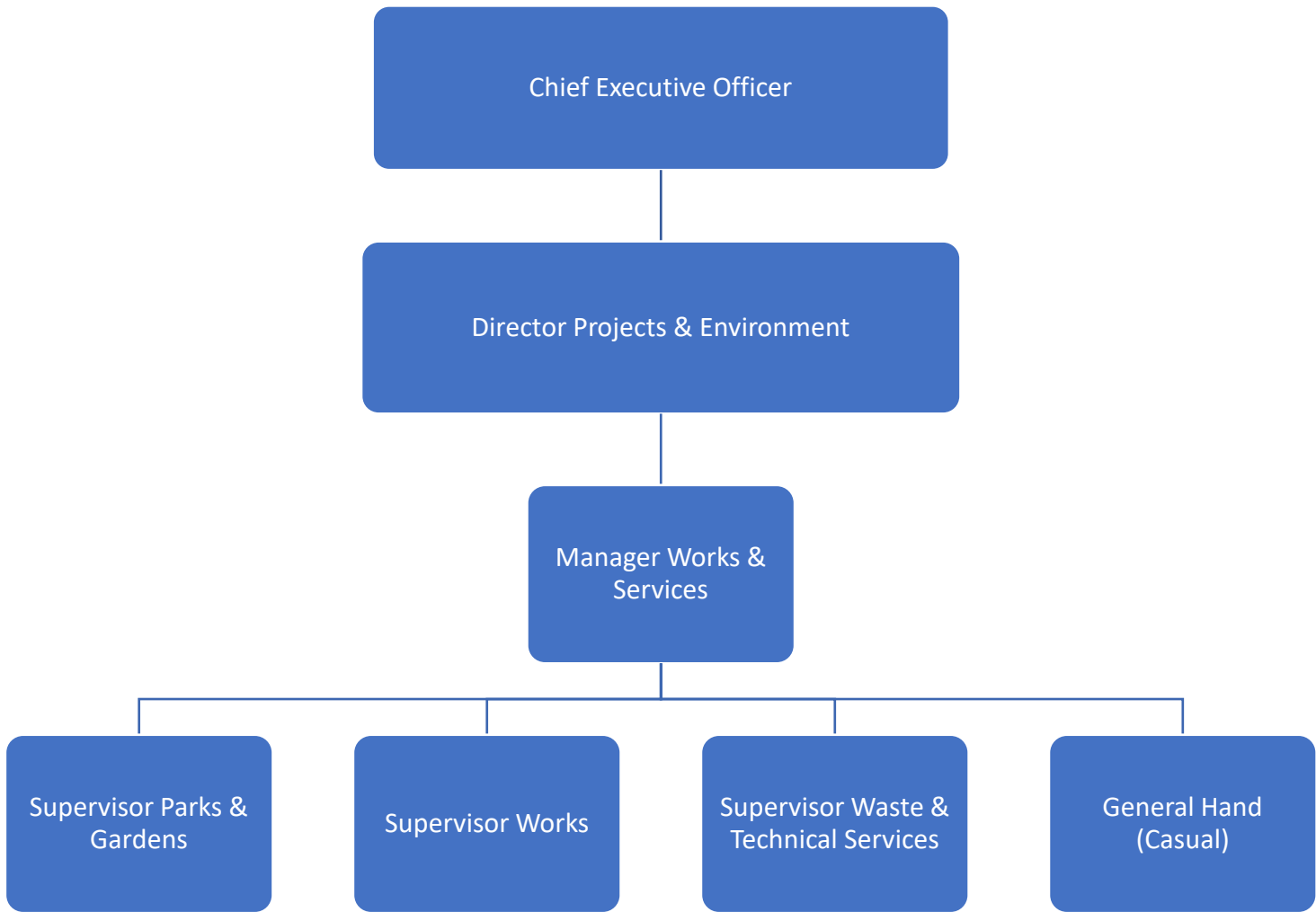
## 7. ORGANISATIONAL RELATIONSHIPS

**Reporting to:** Manager Works & Services

**Manages:** N/A

**Internal Relationships:** All Shire Employees

**External Relationships:** Community Members



## 8. EXTENT OF AUTHORITY

The position operates within statutory requirements, Council policies and delegated authority.

## 9. SELECTION CRITERIA

Criterion	Essential	Desirable
Previous experience in one area of waste management, road construction and maintenance or parks and gardens	✓	
Effective written and verbal communication skills	✓	
Physically capable of carrying out the inherent requirements of the role	✓	
Previous plant/ machine operation experience		✓
Demonstrated knowledge of Work Health & Safety in the workplace	✓	
Strong commitment to customer service.	✓	
Class C drivers license	✓	

## INFORMATION FOR PROSPECTIVE APPLICANTS

*Thank you for your interest in the position advertised by the Shire of Bridgetown-Greenbushes. To assist you in submitting your application, please take the time to read the following information.*

### Equal Employment Opportunity

The Shire of Bridgetown-Greenbushes is an equal opportunity employer. All applications for a position will be assessed against the criteria included in the Position Description.

### Completing your Application

Your application should include the following:

1. A **covering letter** stating why you are applying for the position.
2. A **resume or curriculum vitae** which includes your relevant personal details, qualifications, work history, education and professional memberships. Relevant work history should commence with the most recent position you have held as well as the dates/period of employment. In the description of your work history give a brief summary of the duties and responsibilities for each of the positions.
3. The **names and contact details of at least two (2) referees** should be included in your resume or curriculum vitae. Referees may be contacted to verify your claims in relation to your prior work performance. **DO NOT SUBMIT ORIGINAL COPIES OF REFERENCES.**
4. **Photocopies of your qualification(s) or academic records** of current studies should be attached to your application. **DO NOT SUBMIT ORIGINAL CERTIFICATES OF YOUR QUALIFICATIONS OR ACADEMIC RECORDS.**

*Please note all applications received will become the property of the Shire of Bridgetown-Greenbushes and cannot be returned to unsuccessful applicants.*

### Lodging your Application

Applications will be accepted via email to [careers@bridgetown.wa.gov.au](mailto:careers@bridgetown.wa.gov.au) or via Seek

### Queries

If you have queries with regards to completing your application, please contact Careers on (08) 9761 0807 or [careers@bridgetown.wa.gov.au](mailto:careers@bridgetown.wa.gov.au)

*For information on the Shire of Bridgetown-Greenbushes, visit our website [www.bridgetown.wa.gov.au](http://www.bridgetown.wa.gov.au)*