



# RECRUITMENT INFORMATION PACKAGE

**General Hand Emergency Services**

**Expression of interest – Casual Pool**

Applications will be accepted until the required number of casuals have been appointed.

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 - Emergency Services

### CASUAL POOL

Come and play a critical role in the Emergency Services activities of the Shire Bridgetown-Greenbushes. As part of the Emergency Services department, you will support the team in reducing fire hazards and protecting biodiversity by carrying out fire hazard reduction works on selected public lands within the Shire.

#### 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%
- Salary Packaging available to all employees

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 Steve Stock Acting Manager People and Culture on 97610807.

## POSITION DESCRIPTION

**1. POSITION TITLE** General Hand Emergency Services

**2. DEPARTMENT** Office of CEO – Emergency Services

**3. AWARD COVERAGE AND CONDITIONS**

Municipal Employees Award (WA) Award 2021

Shire of Bridgetown-Greenbushes Outside Works Staff Collective Agreement 2023, level 3.

**4. POSITION OBJECTIVES**

- To reduce fire hazards and to protect biodiversity by carrying out fire hazard reduction works on selected public lands within the Shire of Bridgetown-Greenbushes.
- To implement fire hazard reduction works as identified in management plans pertaining to various Shire Managed lands.

**5. OUR VALUES**

We conduct ourselves in line with the values that the local community cares deeply about. Employees are to demonstrate behaviour consistent with these values:

1. Welcoming, friendly and inclusive.
2. Community minded, showing respect, understanding and compassion for others, and working collaboratively with people in the local community for better outcomes.
3. Creative and innovative, being open to new ways of doing things.
4. Sustainable and resilient, carefully considering our options and making balanced choices to care for our community, planet and economy.
5. Cost effective and accountable, providing good value for money

**6. KEY DUTIES & RESPONSIBILITIES**

### General Duties

#### FIRE PROTECTION

- Inspect all Shire and Government Reserves, complete Hazard inspection program, collate and document work required; advising land managers of requirements
- Undertake and complete hazard reduction measures (slashing, spraying, burning, etc) on Shire land and, where appropriate, on Government Reserves
- Carry out works (preliminary, during and post hazard reduction burn and other hazard reduction measures) necessary for protection of biodiversity

#### FIRE ADMINISTRATION

- Document actions in response to inspections, enquiries and complaints and maintain a Reserves fire history, including fuel age mapping.
- Provide fire hazard inspectorial service for other Council departments

## OTHER

- Maintenance of mitigation and fire fighting equipment to ensure they are in operational order.
- Minor maintenance to Bush Fire Brigade facilities.
- Ensure all that all duties are carried out with high regard for the safety of all staff and customers in accordance with legislation and policies.

## WORK HEALTH & SAFETY

- Ensure compliance with WHS legislation and Council policies, promoting a culture of work health and safety within the team and escalating significant issues to Executive Leadership Team where necessary
- Report all accidents, incidents and hazards.
- Conduct risk assessments and complete job safety analysis prior to the commencement of tasks where relevant.
- Eliminate and control hazards in the workplace using the hierarchy of controls.
- Complete required training to ensure all tasks are carried

## 7. ORGANISATIONAL RELATIONSHIPS

|                 |                                              |
|-----------------|----------------------------------------------|
| Reporting to:   | Emergency Services Officer                   |
| Supervision of: | Nil                                          |
| Internal:       | All Staff                                    |
| External:       | Members of the public<br>Guests and Visitors |

## 8. EXTENT OF AUTHORITY

Operates under the supervision of the Emergency Services Officer within the limits of statutory requirements, Council policies and delegated authority.

## 9. POSITION REQUIREMENTS / SELECTION CRITERIA

### 1.1.1 Skills and Experience

| Desirable | Essential |                                                   |
|-----------|-----------|---------------------------------------------------|
| -         | ✓         | Basic knowledge of firefighting.                  |
| -         | ✓         | Basic chainsaw and brush cutter skills.           |
| -         | ✓         | Awareness of environmental; issues and practices. |
| -         | ✓         | Demonstrated ability to work unsupervised.        |
| -         | ✓         | Basic 4WD experience.                             |
| -         | ✓         | Chainsaw Certificate or equivalent.               |
|           | ✓         | Current "C" and "HR" class drivers licenses       |
| ✓         |           | Auschem AgVet Chemical Users Course (Level III)   |
| ✓         |           | Basic Worksite Traffic Management (BWTM)          |

**General Physical Requirements Assessment of employee fitness to successfully perform the essential functions of the position will include consideration of the following requirements:**

Mainly Frequently Occasionally N/A

Mainly Frequently Occasionally N/A

Stand ☒ ☐ ☐ ☐

Climb/Balance ☐ ☒ ☐ ☐

Walk ☒ ☐ ☐ ☐

Crouch/Kneel ☐ ☒ ☐ ☐

Sit ☐ ☐ ☒ ☐

Talk/Hear ☒ ☐ ☐ ☐

Handle ☒ ☐ ☐ ☐

Taste/Smell ☒ ☐ ☐ ☐

Reach ☐ ☒ ☐ ☐

At all times while performing the duties of the position, the employee is required to undertake those duties in accordance with safe work practices.

## 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. A brief summary addressing the selection criteria, focusing on skills and experience related to each component.
4. **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.**
5. **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)

### 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)*