



# RECRUITMENT INFORMATION PACKAGE

## LEADING HAND – GRADER OPERATOR

FULL TIME

Applications will be accepted until close of business 9<sup>th</sup> February 2024

## LEADING HAND – GRADER OPERATOR FULL TIME

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  
*(Note this document contains the selection criteria for the position)*
- Information for Prospective Applications - includes information on how to submit an application.

If you have any queries regarding the position please contact Natalie Kais, Human Resources Officer on (08) 9761 0800 or via email to [nkais@bridgetown.wa.gov.au](mailto:nkais@bridgetown.wa.gov.au).

Nicole Gibbs  
**CHIEF EXECUTIVE OFFICER**

# VACANCY

## LEADING HAND – GRADER OPERATOR

The Shire of Bridgetown-Greenbushes is seeking to appoint an experienced, motivated and reliable Leading Hand/Construction Grader Operator.

Under the direction of the Works Supervisor the successful applicant will provide:

- onsite coordination of works and services staff involved in undertaking Council's works and maintenance programs
- lead works teams undertaking civil works and maintenance tasks
- efficiently control and monitor plant and materials usage.

The position is full time with a negotiated salary in accordance with the Municipal Employees (Western Australia) Award 2021 and the Shire of Bridgetown-Greenbushes Outside Works Staff Enterprise Agreement 2023. The hourly rate is set at \$42.35/hour.

Working hours are 76 per nine-day fortnight from 6.30am to 3.30pm for 8 days and 6.30am to 3.00pm on the ninth day. The rostered day off is to be taken every second Monday. By agreement, the summertime start may be moved forward to 6.00am.

## HOW TO APPLY

The Recruitment Information Package for this position can be downloaded from the Shire's website <https://www.bridgetown.wa.gov.au/employment> or obtained by emailing [careers@bridgetown.wa.gov.au](mailto:careers@bridgetown.wa.gov.au).

Your confidential application, addressed to the CEO, will be accepted via email to [careers@bridgetown.wa.gov.au](mailto:careers@bridgetown.wa.gov.au), via post, or in person to the Shire Administration building located at 1 Steere St, Bridgetown and should reach this office by close of business **Friday 9<sup>th</sup> February 2024**.

# POSITION DESCRIPTION

1. **POSITION TITLE** LEADING HAND GRADER OPERATOR
2. **DEPARTMENT** Development, Community & Infrastructure
3. **AWARD COVERAGE AND CONDITIONS**
  - Negotiated rate under the Municipal Employees (WA) Award 2021 and the applicable Shire of Bridgetown-Greenbushes Enterprise Agreement
  - Working hours are 76 per nine-day fortnight from 6.30am to 3.30pm for 8 days and 6.30am to 3.00pm on the ninth day. The rostered day off is to be taken every second Monday. By agreement, the summertime start may be moved forward to 6.00am
4. **POSITION OBJECTIVES**

Grader and other machinery operation to undertake road works and maintenance.
5. **REQUIREMENTS OF THE POSITION**
  - 5.1 Skills
    - Good verbal and written communication skills
    - Good record keeping skills
    - Advanced job coordination skills
    - Advanced competency in grader operation
  - 5.2 Knowledge
    - Sound knowledge of Occupational Safety and Health obligations
    - Sound knowledge of Road Construction
    - Knowledge of first aid in the work place
  - 5.3 Experience
    - Experience in the operation of earthmoving equipment
    - Experience in Final Trim Grading and Road Construction
    - Previous supervision experience of operational staff
  - 5.4 Qualifications
    - Year 10 secondary education or equivalent
    - Relevant Plant Certificates
    - Unrestricted Heavy Rigid driving licence
    - Basic Worksite and Traffic Controller accreditation or the willingness to acquire

## 6. KEY DUTIES/RESPONSIBILITIES

### 6.1 Within service area

- Lead grader operator role in construction and maintenance works
- Carry out other civil works associated with Council's programmes
- Ensure that all above and below ground services are located and protected as required by relevant legislation during works
- Ensure that all duties are carried out with high regard for the safety of all staff and customers
- Take an active part in on-going training and personal development
- Assist in leading works teams undertaking civil works and maintenance tasks
- Efficiently control and monitor plant and materials usage
- Work with a minimum of supervision
- Work in with other staff members in a team environment
- Provide an efficient and courteous service to all staff, the general public and customers of the Shire
- Undertake any other reasonable duties as required

### 6.2 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 ELT 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.

7. **ORGANISATIONAL RELATIONSHIPS**  
Reporting to Works Supervisor  
Supervision of Works Crew



- 8 **EXTENT OF AUTHORITY**  
Operates under the limited supervision of Works Supervisor within the limits of statutory requirements, Council policies and delegated authority

**9 SELECTION CRITERIA**

Criterion	Essential	Desirable
Sound knowledge of road and drainage construction and maintenance techniques	✓	
Considerable experience in grader operation, including experience in final trim	✓	
Good written and verbal communication skills	✓	
Demonstrated ability to lead work as part of a team	✓	
Ability to work with minimum supervision	✓	
Current Unrestricted Heavy Rigid driving licence	✓	
Sound knowledge of Occupational Safety and Health legislation	✓	
Previous experience in a similar position within local government.		✓
Other relevant training certificates such as Traffic Control, Chainsaw, Senior First Aid etc.		✓

I, THE UNDERSIGNED, AS THE INCUMBENT OF THIS POSITION, CONFIRM I HAVE READ THE POSITION DESCRIPTION UNDERSTAND ITS CONTENT AND AGREE TO BE EMPLOYED IN ACCORDANCE WITH THE REQUIREMENTS AS DETAILED IN THIS POSITION DESCRIPTION.

I ACKNOWLEDGE THE POSITION DESCRIPTION PROVIDES A GENERAL OVERVIEW OF THE KEY RESPONSIBILITIES OF THIS POSITION AND THAT I MAY BE REQUIRED TO PERFORM OTHER DUTIES WITHIN THE SCOPE OF MY ABILITY THAT ARE NECESSARY TO FULFIL THE OBJECTIVES OF THE ROLE

Employee  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# 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 and giving details of how you may be contacted during the hours of 9.00am to 5.00pm.
2. A **separate statement** addressing the "*selection criterid*". You should address each selection criteria under a separate heading. Consideration for the interview is based upon clear demonstration of your ability to meet each of the selection criteria. You should indicate how you meet the criterion and provide examples of events and projects that demonstrate your experience, knowledge and skills. It is recommended that your statements in response to each of the selection criteria be no more than half a page.
3. 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.
4. 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.***
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); or

Mailed or hard copy applications must be marked **"Confidential – Human Resources"** on the envelope and addressed as follows:

Chief Executive Officer  
Shire of Bridgetown-Greenbushes  
PO Box 271  
BRIDGETOWN WA 6255

## Acknowledgment of Applications

All applicants will be notified of the status of their application after the shortlisting stage of the recruitment process.

## The Interview Process

If you are selected for an interview you will be contacted by telephone during office hours. The Interview Panel will generally consist of at least two (2) Shire Officers however for professional appointments; the Interview Panel may include a non-Shire person.

During the interview the Interview Panel will take notes in order to assess your responses. This will assist in ensuring each candidate is assessed in an equitable and fair manner. If you do not understand a question, you should seek clarification before providing a response.

## Preferred Applicant

*(This section will not apply if the preferred applicant is a current member of the Shire staff)*

Prior to any offer of employment being finalised, the preferred applicant will be required to:

- Obtain a satisfactory pre-employment medical report from a Medical Practitioner.
- Produce a current National Police clearance (at the Shire's expense if the applicant does not hold a current clearance). A criminal conviction does not automatically exclude you from consideration for employment. Applicants who have a record of conviction are invited to discuss its relevance or otherwise to the position being applied for, with the Interview Panel.
- Provide documentary proof of age in the form of a birth certificate, driver's licence or current passport. This requirement is necessary to comply with a requirement of law, award or industrial agreement in relation to payment of wages or remuneration to employees less than 21 years of age.
- Documented evidence of legal entitlement to work unrestricted in Australia.
- Produce original or certified copies of all relevant qualifications and licenses.

### **Other Requirements**

Upon appointment, the successful applicant will be required to sign and have witnessed the following documents:

- Shire of Bridgetown-Greenbushes Code of Conduct
- Shire of Bridgetown-Greenbushes Confidential Agreement
- Acceptance of the Letter of Offer
- Position Description for the role
- Statutory Declaration in relation to current driver's licence (if relevant)

### **Queries**

If you have queries with regards to completing your application, please contact Natalie Kais, Human Resources Officer on (08) 9761 0800 or [NKais@bridgetown.wa.gov.au](mailto:NKais@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)