



EMPLOYMENT PACKAGE

GENERAL HAND - WORKS

Applications will be accepted for this position until a suitable pool of candidates has been received



GENERAL HAND

Please find attached the following information to assist you in applying for the vacancy with our Works & Services Department:

- Position Description – General Hand- Works
(Note this document contains the essential and desirable selection criteria for the position)
- Information for Prospective Applications - includes how to submit your application.

If you have any queries regarding details of the vacancy please do not hesitate to contact the Works Coordinator, Jade Pickering on 0439 193 081.

TIM CLYNCH
CHIEF EXECUTIVE OFFICER



VACANCY

GENERAL HAND – WORKS

Applications are sought from suitably enthusiastic persons for the position of General Hand in the Works & Services Department. Applicants will ideally have experience in the operation and maintenance of the range of plant and machinery items typically used by regional Local Government organisations.

The position is full time and salary is in accordance with the Level 4 of the Municipal Employees (Western Australia) Award 2021 and the Shire of Bridgetown-Greenbushes Outside Works Staff Enterprise Agreement 2019 at an hourly rate of \$31.5561.

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.

A package can be downloaded from the Shire website www.bridgetown.wa.gov.au or can be obtained by emailing careers@bridgetown.wa.gov.au. Your confidential application should be addressed to the Chief Executive Officer, Shire of Bridgetown-Greenbushes, PO Box 271, Bridgetown 6255. Applications will be accepted via email to careers@bridgetown.wa.gov.au, via post, or in person to the Shire Administration building located at 1 Steere St, Bridgetown.

NOTE: Applications are considered as they are received and the Shire reserves the right to close the advert once a suitable candidate or pool is identified. You are therefore encouraged to submit an early application.

TIM CLYNCH
CHIEF EXECUTIVE OFFICER



POSITION DESCRIPTION

1. **POSITION TITLE** GENERAL HAND - WORKS

2. **DEPARTMENT** Works & Services

3. LEVEL & CONDITIONS

- 3.1 Salary is in accordance with Level 4 of the Municipal Employees (Western Australia) Award 2021 and the Shire of Bridgetown-Greenbushes Outside Works Staff Enterprise Agreement 2019.
- 3.2 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.
- 3.3 All other conditions not set out in the Enterprise Agreement are as per the Municipal Employees (Western Australia) Award 2021.

4. POSITION OBJECTIVES

Where required, the employee is to carry out the full range of works undertaken by the Shire of Bridgetown-Greenbushes including, but not limited to, civil construction and maintenance.

The employee is to work independently with the minimum of supervision.

The employee is to work as an efficient team member.

The employee is to provide an efficient and courteous service to other Shire employees, the public and customers of the Shire of Bridgetown-Greenbushes.

5. REQUIREMENTS OF THE POSITION

5.1 Skills

- Sound understanding of stormwater drainage installation, working to levels.
- Competent operation (including operator maintenance) of all earthmoving equipment such as front-end loader, roller, tandem tipper trucks, backhoe.
- Competent operation (including operation maintenance) of all minor equipment such as tractors, elevated work platform, chipper, chain-saw, brush cutter and other relevant minor equipment.
- Good verbal and written communication skills.
- Good record keeping skills.

5.2 Knowledge

- Sound knowledge of operator maintenance of plant and equipment.
- Sound knowledge of Occupational Safety and Health obligations.
- Knowledge of first aid in the workplace.

5.3 Qualifications and/or Training

- Relevant plant certificates
- Basic worksite accreditation
- Traffic controller accreditation (desirable)

6. KEY DUTIES/RESPONSIBILITIES

- 6.1 Assist in the construction and maintenance of all civil works as required, including, but not limited to, storm water drainage works, placement and finish of concrete and brick paving, road construction and maintenance, crossover construction, private works or any project undertaken by the Shire of Bridgetown-Greenbushes.
- 6.2 Take an active part in ongoing training and personal development.
- 6.3 Ensure all duties are carried out with a high regard for the safety of yourself, co-workers and the public.
- 6.4 Have a courteous and co-operative manner when dealing with the public.
- 6.5 Where trained and licensed, drive and operate Council's full range of plant and equipment.
- 6.6 Relieve Waste Facilities staff as required.
- 6.7 Assist Parks & Gardens team as required.
- 6.8 Other duties as required by the Works Coordinator.

7. ORGANISATIONAL RELATIONSHIPS

- 7.1 Responsible to: Works Coordinator
Leading Hand
- 7.2 Supervision of: N/A
- 7.3 Internal Liaison: All Departments
- 7.4 External Liaison: General Public

8. SELECTION CRITERIA

8.1 Essential

- Previous experience in road construction and maintenance.
- Previous relevant machinery operating experience
- Be physically fit appropriate to the physical nature of the position
- Current C and Heavy Rigid licence
- Experienced at working with minimal supervision
- A comprehensive understanding of Occupational Safety and Health in the workplace.

8.2 Desirable

- Relevant training certificates
- Relevant training in manual handling
- Recognised chain-saw operation training
- Recognised elevated work platform training
- Basic Life Support certificate
- Basic traffic management/control training/Certificate
- Current Heavy Combination Drivers Licence.
- Previous Drainage Experience



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 **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.
5. **Please do not** submit applications in plastic folders or include original documents. All documentation should be stapled together in the top left-hand side of the application.

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:

1. Your application must be marked “**Confidential – General Hand Works**” on the envelope, and addressed as follows:
Chief Executive Officer
Shire of Bridgetown-Greenbushes
P O Box 271
BRIDGETOWN WA 6255
2. Applications must reach our offices no later than the specified closing date. Applications will be accepted by email to careers@bridgetown.wa.gov.au.
3. **For reasons of equity, late applications will not be accepted.** If you are forwarding your application through Australia Post, please ensure that you allow enough time for it to reach us before the closing time.

Acknowledgment of Applications:

All applicants will be notified in writing (after the closing period) that their applications have been received within the required time-frame.

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 the Shire’s Medical Officer (at the Shire’s expense).
- 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 or current passport if under 21 years of age. (This requirement is necessary to comply with a requirement of another 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 (if relevant).
- Produce **original or certified copies** of all relevant qualifications and licences.

Other Requirements (*this section will not apply if the preferred applicant is a current member of the Shire staff*):

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 Appointment
- Position Description for the job

Queries:

If you have queries about any aspect of the position please contact Works Coordinator, Jade Pickering at JPickering@bridgetown.wa.gov.au.

If you have queries regards completing your application, please contact Executive Assistant, Esther Matthews on 9761 0800 or EMatthews@bridgetown.wa.gov.au.

For information on the Shire of Bridgetown-Greenbushes, visit our website
www.bridgetown.wa.gov.au