



# RECRUITMENT INFORMATION PACKAGE

## GENERAL HAND / OUTSIDE WORKS Full Time

Applications will be accepted until a suitable candidate is identified.



## GENERAL HAND / OUTSIDE WORKS

Please find enclosed 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 – General Hand / Outside 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 the position please do not hesitate to contact Manager Works, Peter Mead on 9761 0800 or [pmead@bridgetown.wa.gov.au](mailto:pmead@bridgetown.wa.gov.au).

**TIM CLYNCH**  
**CHIEF EXECUTIVE OFFICER**



## VACANCY

### GENERAL HAND / OUTSIDE WORKS

Applications are sought from suitably enthusiastic individuals for the position of General Hand – Outside Works. Applicants will ideally have experience in the operation and maintenance of a range of plant and machinery items typically used by regional Local Government organisations for civil works.

The full time position is offered at Level 4 of the Municipal Employees (Western Australia) Award 2021 and the Shire of Bridgetown-Greenbushes Outside Works Staff Enterprise Agreement 2019, with an annual salary of \$63,602.

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 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](mailto:careers@bridgetown.wa.gov.au), via post, or in person to the Shire Administration building located at 1 Steere St, Bridgetown.

**NOTE:** Applications for this position will be considered as they are received and the Shire reserves the right to close submissions once a suitable candidate or pool is identified. You are therefore encouraged to submit an early application.

# POSITION DESCRIPTION

1. **POSITION TITLE**                    GENERAL HAND / OUTSIDE WORKS
  
2. **DEPARTMENT**                    WORKS
  
3. **AWARD COVERAGE AND CONDITIONS**
  - Level 4 of 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
  - 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 Experience
    - Previous experience in road construction and maintenance.

#### 5.4 Qualifications

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

### 6. KEY DUTIES/RESPONSIBILITIES

#### 6.1 Within service area

- 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
- Take an active part in ongoing training and personal development
- Ensure all duties are carried out with a high regard for the safety of yourself, co-workers and the public
- Have a courteous and co-operative manner when dealing with the public
- Where trained and licensed, drive and operate Council's full range of plant and equipment
- Other duties as required by the Manager Works

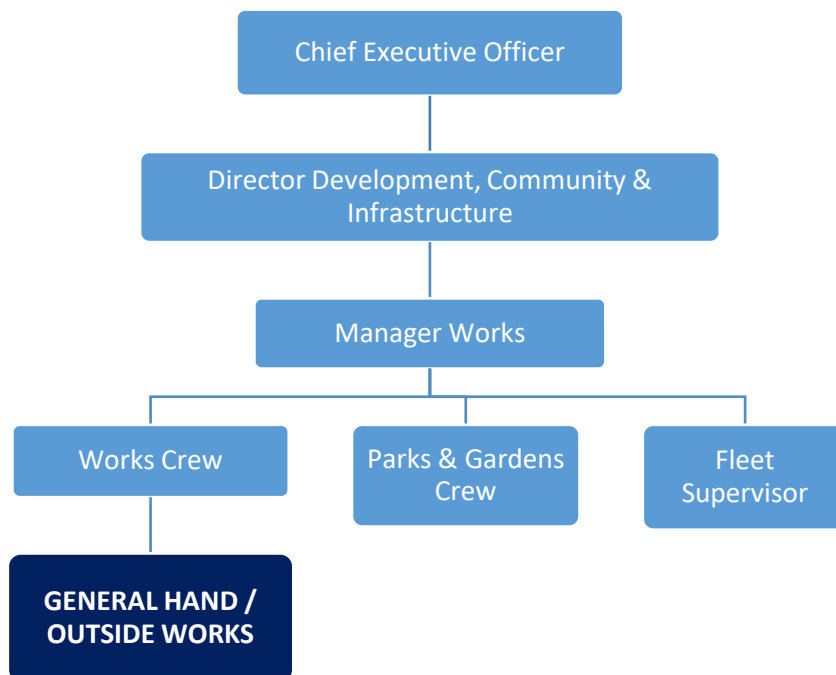
#### 6.2 Work Health & Safety

- 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                      Manager Works

Supervision of                      N/A



**8 EXTENT OF AUTHORITY**

Operates under the supervision of Manager Works within the limits of statutory requirements, Council policies and delegated authority

**9 SELECTION CRITERIA**

Criterion	Essential	Desirable
Previous experience in road construction and maintenance	✓	
Effective written and verbal communication skills	✓	
Be physically fit appropriate to the physical nature of the position	✓	
Current Heavy Rigid driver’s license	✓	
A comprehensive understanding of Occupational Safety and Health in the workplace	✓	
Relevant Certificates including chainsaw operation, elevated work platform, Traffic Management & Control		✓
Relevant training in manual handling		✓
Basic First Aid certificate		✓
Current Heavy Combination Drivers Licence		✓
Previous Drainage experience		✓

I UNDERSTAND THAT THIS POSITION DESCRIPTION FORMS PART OF THE TERMS AND CONDITIONS OF EMPLOYMENT WITH THE SHIRE OF BRIDGETOWN-GREENBUSHES

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 criteria*”. 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

1. Applications will be accepted via email to [careers@bridgetown.wa.gov.au](mailto:careers@bridgetown.wa.gov.au); or
2. 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

For reasons of equity, late applications will not be accepted unless approved by Human Resources. If you are forwarding your application through Australia Post, please ensure that you allow enough time for it to reach the Shire before the closing time.

## Acknowledgment of Applications

All applicants will be notified (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 (3) 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 Appointment
- 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 0807 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)