



RECRUITMENT INFORMATION PACKAGE

GRADER OPERATOR

Applications will be accepted until a suitable candidate is identified.



GRADER OPERATOR

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 how to submit your application.

If you have any queries regarding the position please contact Pete Mead, Manager Works on (08) 9761 0800 or via email to PMead@bridgetown.wa.gov.au.

PHILIP ST JOHN
ACTING CHIEF EXECUTIVE OFFICER



VACANCY

GRADER OPERATOR

The Shire is seeking to appoint an advanced Grader Operator with leadership capabilities to undertake civil works for the Shire's construction and maintenance programmes.

The full time position is offered at \$75,000 per annum under the Municipal Employees (Western Australia) Award 2021 and the applicable Shire of Bridgetown-Greenbushes Enterprise Agreement.

Working hours are 76 per nine day fortnight between the hours of 6.00am and 3.30pm. A rostered day off is to be taken every second Monday.

How to apply: An employment package for these positions can be downloaded from the Shire's website <https://www.bridgetown.wa.gov.au/employment> or obtained by emailing careers@bridgetown.wa.gov.au. 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 for these positions 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** GRADER OPERATOR

2. **DEPARTMENT** Development & 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 plant operation of earthmoving equipment
- Advanced competency in plant including grader operation and minor equipment

5.2 Knowledge

- Sound knowledge of Occupational Safety and Health obligations
- Advanced knowledge of operator maintenance of plant and equipment
- 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

- In conjunction with Manager Works, oversee the undertaking of all civil works as documented in construction and maintenance programmes
- 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 labour type works when required or instructed by the Manager Works
- Undertake any other duties as required by the Manager Works

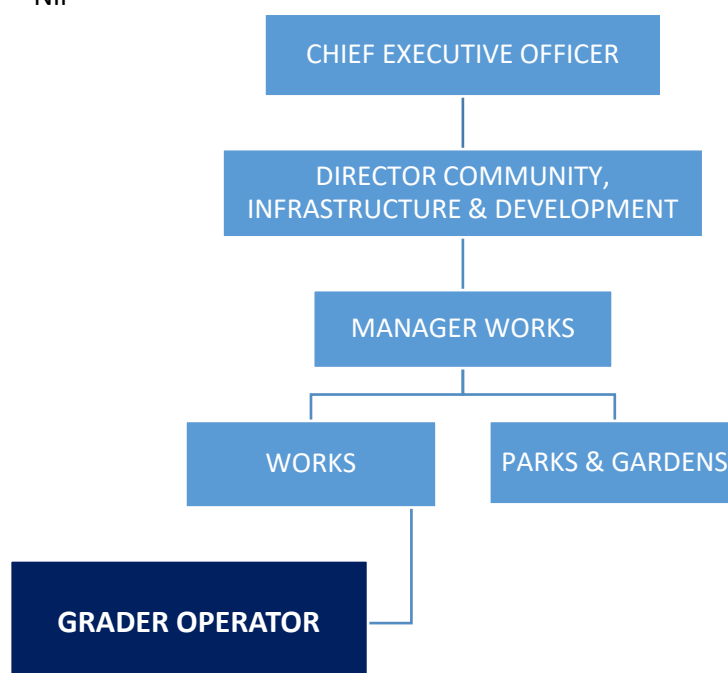
6.2 Work Health & Safety

- 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 Nil



8 EXTENT OF AUTHORITY

Operates under the limited supervision of Manager Works 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 driver's licence	✓	
Sound knowledge of Work Health and Safety legislation	✓	
Previous experience in a similar position within local government.		✓
Other relevant training certificates such as Traffic Control, Chainsaw, Senior First Aid etc.		✓



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; 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 Executive Assistant, Esther Matthews on (08) 9761 0833 or EMatthews@bridgetown.wa.gov.au.

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