



# RECRUITMENT INFORMATION PACKAGE

**General Hand – Parks & Gardens**  
Full Time

Applications will be accepted until **20th September 2025**



### **General Hand – Parks & Gardens**

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 Meg, Human Resources Officer on (08) 9761 0807 or via email to [careers@bridgetown.wa.gov.au](mailto:careers@bridgetown.wa.gov.au) or contact the Parks & Gardens team at (08) 9761 0800.



# VACANCY

## General Hand – Parks & Gardens

FULL TIME

Do you enjoy working outdoors and take pride in maintaining beautiful, well-kept public spaces? The Shire of Bridgetown-Greenbushes is seeking a motivated and reliable **General Hand – Parks & Gardens** to join our dedicated team.

This hands-on role is responsible for the day-to-day maintenance of the Shire's parks, gardens, reserves, and open spaces. You'll play an important part in delivering safe, accessible, and visually appealing green spaces for the community to enjoy.

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### Key Responsibilities Include:

- Weed control through safe and effective spraying practices
- General maintenance of parks, gardens, and roadside verges
- Safe operation and basic maintenance of equipment such as mowers, brush cutters, chainsaws
- Routine record keeping and daily interpretation of environmental data
- Engaging in ongoing training and development
- Supporting a positive safety culture and safe work practices

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### Skills & Knowledge:

- Competent in the use of hand tools and minor plant machinery
- Understanding of horticultural practices and weed control
- Knowledge of chemical handling and application
- Strong awareness of safety procedures and WHS obligations

### Qualifications & Experience:

- Current 'C' Class Driver's License (Essential)
  - Relevant plant and equipment certificates (Essential)
  - HR License and Traffic Management Accreditation (Desirable)
  - Pesticide application Endorsement 8 (Desirable and willingness to obtain)
  - Previous experience in a similar role (Desirable)
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## Why Join Us?

The Shire of Bridgetown-Greenbushes values innovation, collaboration and community.

As part of our team, you'll benefit from:

- 9-day fortnight
- 50% membership discount at the Bridgetown Leisure Centre
- 12% Superannuation plus 3% when an employee contributes 5%
- Salary Packaging available to all employees
- Opportunity for overtime and call out roster

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
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# POSITION DESCRIPTION

1. **POSITION TITLE** GENERAL HAND – PARKS & GARDENS (Full time)
2. **DEPARTMENT** PARKS & GARDENS
3. **AWARD COVERAGE AND CONDITIONS**
  - Level 4 of the Shire of Bridgetown-Greenbushes Outside Works Staff Enterprise Bargaining Agreement 2023 (\$36.83 per hour).
  - Working hours are 76 hours 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 Local Government Officers' (WA) Award 2021.
4. **POSITION OBJECTIVES**

Undertake the Shire's day to day maintenance of Parks and Gardens.
5. **REQUIREMENTS OF THE POSITION**
  - 5.1 Skills
    - Apply sprays safely and efficiently using a variety of methods.
    - Competent operation (including operation maintenance) of all minor equipment such as tractors, chipper, chain-saw, brush cutter and other relevant minor equipment.
    - Effective verbal and written communication skills.
    - Efficient record keeping skills.
    - Ability to obtain, interpret and apply data (such as weather and chemical) on a daily basis
  - 5.2 Knowledge
    - Understanding of weed control measures
    - Basic horticultural skills including basic plant identification
    - Sound knowledge of chemical storage, handling and application
    - 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 a similar role (Desirable)
  - 5.4 Qualifications
    - Relevant Plant Certificates
    - 'C' Class Drivers' Licence
    - Endorsement 8 Chemical Certification (Desirable)
    - HR License (Desirable)
    - Traffic Controller Accreditation (Desirable)

## 6. KEY DUTIES/RESPONSIBILITIES

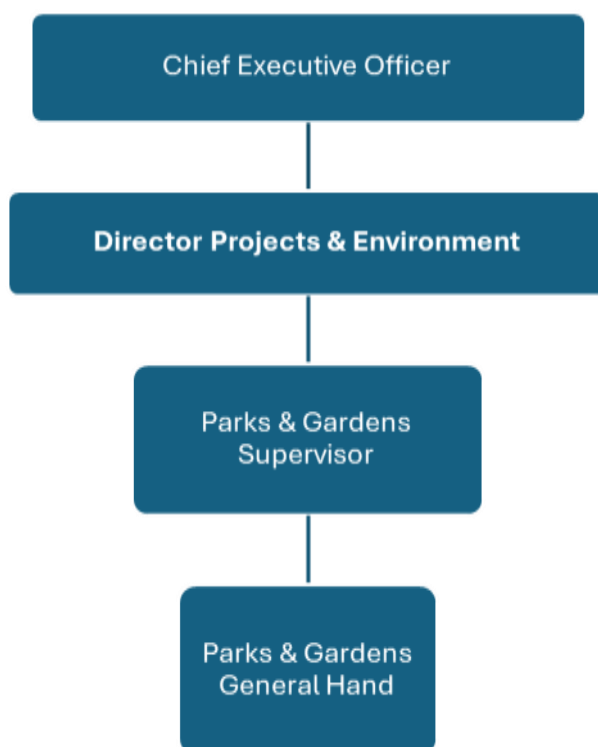
- Spraying of parks, reserves, road verges and other various locations within the Shire for the purpose of weed control.
- Maintenance of Shire parks, gardens and reserves.
- Take an active part in ongoing training and personal development.
- Ensure all duties are carried out with a high regard for the safety of yourself, co-workers and the public.
- Have a courteous and co-operative manner when dealing with the public.
- Other duties as required by the Parks & Gardens Supervisor.

## 7. WORK HEALTH & SAFETY

- 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 out in a manner to protect the safety of yourself, your colleagues, and the general public

## 8. ORGANISATIONAL RELATIONSHIPS

Reporting to Parks & Gardens Supervisor  
Supervision of Nil



## 9 EXTENT OF AUTHORITY

Operates under the supervision of the Parks & Gardens Supervisor within the limits of statutory requirements, Council policies and delegated authority.

## 10 SELECTION CRITERIA

Criterion	Essential	Desirable
Demonstrate the appropriate level of fitness to meet the inherent requirements of the role	?	
Demonstrated knowledge of Work Health & Safety within the workplace	?	
Effective time management and organisation skills	?	
Demonstrated appropriate communication skills	?	
Previous plant/machine operation experience relevant to parks management duties		?
Relevant Certificates including chainsaw operation, elevated work platform, Traffic Management & Control		?
Basic First Aid certificate		?
Endorsement 8 Chemical certification		?
If no Endorsement 8 Chemical certification, a willingness to achieve	?	
Current Heavy Rigid (HR) License		?
If no HR Licence, a willingness to achieve	?	

## 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.

**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.

### **Completing your Application**

Your application should include the following:

1. A covering letter stating why you are applying for the position.
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.*

### **Acknowledgment of Applications**

All applicants will be notified (after the closing period) that their applications have been received.

### **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 Appointment
- Position Description for the role
- Statutory Declaration in relation to current driver's licence (if relevant)

*For information on the Shire of Bridgetown-Greenbushes, visit our website*  
[www.bridgetown.wa.gov.au](http://www.bridgetown.wa.gov.au)