

Maintenance Grader & Plant Operator

Application Package

Contact

Ben Forbes – Manager of Infrastructure & Projects
0477 357 175



Advertisement



Maintenance Grader & Plant Operator

About the Role

An opportunity exists for an experienced, self-motivated individual to join our works & assets team as a Maintenance Grader & Plant Operator. Reporting to the Manager of Infrastructure and Projects this position is responsible for performing efficient maintenance grading of unsealed roads within the Shire of Dowerin, effective operation of the road jet patching truck and other roadworks plant safely.

About the Successful Candidate

You will undertake key responsibilities in a professional, efficient, and timely manner, and contribute to Council's aim of being a high performing organisation. You are passionate and multi-skilled and able to consistently deliver high-quality maintenance works. You will competently operate all of the Shires' fleet of plant, whilst playing a key role in maintaining the Shire's infrastructure.

What We Offer

This casual position offers employment terms and conditions in accordance with and above the *Municipal Employees (WA) Award 2021*, \$90,105.60 - \$100,756.24 per annum dependent on experience, knowledge, and skill.

Additional Details

The position description is available on the Shire's website www.dowerin.wa.gov.au, which provides an overview of the role. Confidential enquiries can be directed to Mr Ben Forbes, Manager of Infrastructure & Projects, on 0477 357 175.

To Apply

Applications marked 'Private & Confidential – Maintenance Grader & Plant Operator', should be submitted via email to ceo@dowerin.wa.gov.au or can be posted to the Shire of Dowerin, PO Box 111, Dowerin WA 6461 and must be received by **4.00pm Friday 6 November 2026**. Late applications will not be accepted.

Manisha Barthakur
CHIEF EXECUTIVE OFFICER

Please Note: Canvassing of Councillors will disqualify. The successful applicant is required to obtain relevant police checks, pre-employment medicals, and to provide evidence of all claimed qualifications prior to commencing employment

Remuneration

An attractive remuneration package is offered and is to be set in accordance with the *Municipal Employees (Western Australia) Award 2021*, Level Four (4a) to Five (5).

Classification	Casual
Level	Level Four (4a) to Five (5) based on skills and experience.
Hourly Rate	\$45.60 (Level 4a) to \$50.99 (Level 5) per hour, inclusive of 25% casual loading, dependent on skills and experience.
Industrial Allowance	As per <i>Municipal Employees (Western Australia) Award 2021</i> .
Superannuation	12% as per Superannuation Contribution Guarantee.
Leave Loading	N/A – casual position
Uniform Allowance	As per Shire Policy.
Gym / Pool Membership	As Per Employee Health & Wellbeing Policy.
Probation Period	3 Months.
Base Working Hours	76 hours a fortnight (9-day fortnight).
Location	Shire of Dowerin.

Industrial Agreement

Employment conditions are in accordance with the *Municipal Employees (Western Australia) Award 2021*.

Overtime

Excellent hourly rates and attractive overtime opportunities are available during the busy roadworks period. All overtime requires prior written approval from your supervisor.

Annual Leave – Pro Rata

Not applicable due to casual employment status.

Personal Leave – Pro Rata

Not applicable due to casual employment status.

Long Service Leave

As per the Local Government Long Service Leave Regulations.

Probation Period

A 3-month probationary period is applicable to this position. At the successful completion of this period your continuity will be recommended to the Chief Executive Officer for confirmation. The period of probation can be extended by the Manager for an additional period of no greater than 3 months.

Website:

The Shire website www.dowerin.wa.gov.au contains substantial information about Dowerin and the Shire.

POSITION DESCRIPTION

Maintenance Grader and Plant Operator

Created June 2023



Department	Infrastructure and Projects
Award	<i>Municipal Employees (Western Australia) Award 2021</i>
Level	Four (4A) to Five (5)
FTE	Casual, 76 hour fortnight

POSITION OBJECTIVES

The Shire of Dowerin is seeking an experienced maintenance grader operator to maintain and improve its road network. The role also requires safe and efficient operation of the Shire's Road Jet Patching truck, excavator and other plant for road maintenance, drainage works and capital road works, as directed.

ORGANISATIONAL RELATIONSHIPS

Reporting to:	Manager of Infrastructure and Projects
Responsible for:	Nil
Liaison with:	Shire Staff and Management Community Members & Organisations Contractors and Suppliers

ORGANISATIONAL STRUCTURE

Refer to Appendix A.

KEY RESPONSIBILITIES

OPERATIONAL

- Perform maintenance grading of unsealed roads to restore road shape, drainage, and surface condition.
- Operate the Shire's Road Jet Patching truck to repair potholes and pavement defects on sealed roads.
- Operate excavators and other plant for drainage, culvert installation, road maintenance and capital road works.
- Conduct daily pre-start checks, maintain service logs, and report mechanical issues or damage.
- Complete daily timesheets and other required documentation accurately and on time.
- Maintain tools and equipment in good working order and ensure correct use.
- Carry out duties as directed by the Chief Executive Officer, Manager Infrastructure & Projects, or Works Supervisor.
- Work independently where required and display a self-motivated approach to all tasks.
- Uphold professional conduct and demonstrate respect toward team members, contractors, and members of the public.

WORKPLACE HEALTH AND SAFETY

- Work with care for own safety and health and that of others.
- Participate in developing safe work procedures and follow them.
- Participate in training.
- Use equipment properly and report any faults and/or damage.
- Use personal protective equipment as directed.
- Report hazard and incidents to the Supervisor or Manager.
- Participate in return-to-work plans is required.

REQUIREMENTS OF THE JOB

SKILLS AND KNOWLEDGE

- Highly proficient in maintenance grading, with the ability to operate the Road Jet Patching truck and other roadworks plant safely.
- Understanding of road construction and maintenance methods, including drainage and pavement repairs.
- Experience with small tools and equipment (e.g. jackhammers, cement mixers, chainsaws).
- Valid Traffic Control Certification.
- Good time management and task prioritisation skills.
- Ability to work as part of a team and independently.
- Effective communication and interpersonal skills.

EXPERIENCE

- Extensive experience operating a maintenance grader on unsealed road networks.
- Experience operating excavators and other plant for road maintenance and capital road works.
- Strong experience in road maintenance and formation works.
- Experience in a similar role with other local governments or private sector.

QUALIFICATIONS, CERTIFICATES AND LICENCES

- Construction Safety Awareness Training Card.
- Plant Operator Tickets
- Experience with GPS machine control systems (desirable).
- Basic Worksite Traffic Control and Management.
- A current “HR” class drivers licence (HC or MC desirable)

EXTENT OF AUTHORITY

- Operates under the direction of the Manager of Infrastructure and Projects and Works Supervisor and freedom to make decisions in accordance with policies and procedures.
- Exercises a degree of autonomy however, freedom to act is governed by role, policy and budget constraints.
- Assistance available for problem solving.
- Work outcomes monitored.

EMPLOYMENT CONDITIONS

- A Pre-Employment Examination, including drug screening.
- Current National Police Clearance Certificate.
- Signed declaration that the incumbent has read the Shire of Dowerin’s Induction Manual and Code of Conduct prior to the commencement of work.

CERTIFICATION

Authorised by Chief Executive Officer

Signature

Authorised by Manager of Infrastructure and Projects

Signature

Date Reviewed 21 October 2026

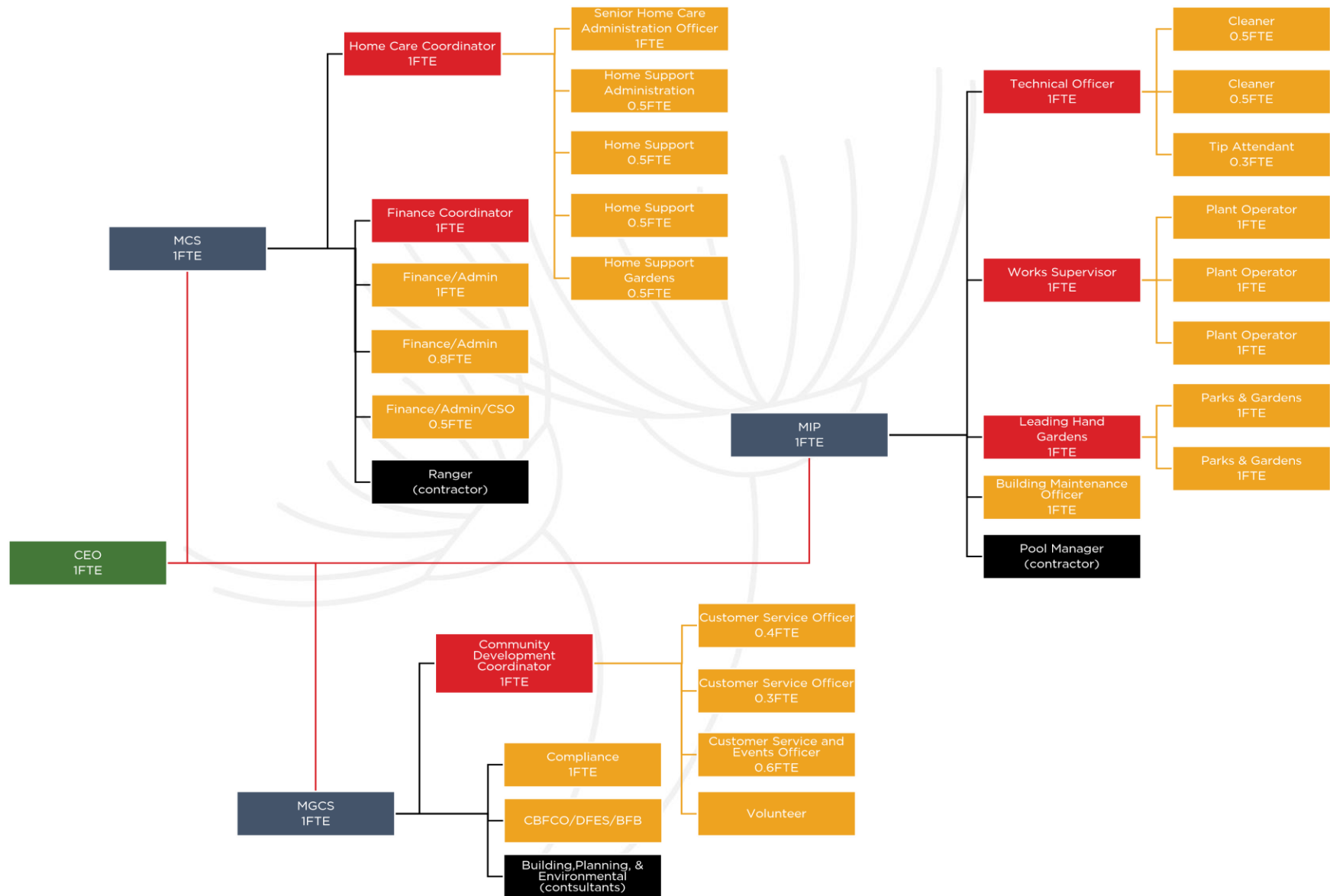
INCUMBENT ACKNOWLEDGEMENT

Employee

Signature

Date





APPLICANT NOTES

Thank you for your enquiry regarding the advertised position. These notes are provided to assist you in the preparation of your application and to help the selection panel judge your application amongst the others that will be received for the position.

APPLICATION

Your application should include a covering letter explaining your interest in the position, a current resume detailing your qualifications, experience and attributes for the position, and the required referees. It is essential that the information you provide is clear, concise, and relevant so that the selection panel can readily assess your claim for the position. It is up to you to demonstrate to the panel that you understand the requirements of the position and that you have the necessary knowledge, experience, and qualifications to successfully carry out the duties.

REFEREES

Applicants should provide the names and contact details of **two referees** in their application. The most valuable referees will be those that can comment on work experience that is relevant to this position.

Referee details should be provided on the understanding that they may be contacted shortly after the close of applications without any prior notification to the applicant.

OTHER DOCUMENTS

It is recommended that only copies of supporting documents be enclosed with your application to avoid loss or damage to originals. Nonetheless, the organisation may ask to sight the originals later.

POLICE CLEARANCE

The successful applicant will be required to provide a current national police clearance. Costs for this will be reimbursed by the Shire.

PRE-EMPLOYMENT MEDICAL

The successful applicant will be required to complete a medical questionnaire and undertake a pre-employment medical examination prior to an offer of employment being confirmed. Full documentation for the requirements of the position will be given to the Medical Practitioner prior to the examination and costs are paid for by the Shire of Dowerin. Pre-existing illness will not preclude the recruitment process.

CONTACT NUMBER

Please ensure that you provide a convenient telephone number and/or email so that you can be contacted if you are invited for an interview or there are any queries regarding your application.

WRITTEN APPLICATIONS

The organisation is pleased to accept all applications for the position and does not favour hand-written applications over typed applications, or vice versa. All applications should be neat and legible for ease of reading by the selection panel.

LATE APPLICATIONS

In fairness to all applicants, late applications cannot be received unless permission has been sought prior to the closing date.

INTERVIEWS

Interviews will be held at the Shire of Dowerin Administration Office.

CODE OF CONDUCT

Ensure professional conduct is of the highest standard in accordance with the organisations.

Code of Conduct and policies as adopted and modified from time to time.

EQUAL OPPORTUNITY

The Shire maintains an equal employment opportunity policy in assessing all applications for any advertised position and provides a smoke free work environment.