



Plant Operator / General Hand (Grader Maintenance) Information Package

Contact

**Rebecca McCall
Chief Executive Officer
(08) 9631 1202**



Advertisement



Plant Operator / General Hand (Grader Maintenance)

About the Role

The Shire of Dowerin has an exciting opportunity for a highly motivated operator to join our construction team as a Plant Operator / General Hand (Grader Maintenance). This role will provide quality general construction and maintenance of roads and other general duties.

About the Successful Candidate

To be successful in this role you will need to have demonstrated experience in plant operations, specifically grader maintenance. You will be self-motivated, with the ability to work unsupervised and able to perform assigned tasks in an efficient and professional manner.

What We Offer

This position offers an attractive remuneration package of up to \$67,497. This includes a cash component between \$49,400 to \$55,328 per annum plus superannuation, housing and industry allowance.

Additional Details

Please read the position description, available from the Shire's website www.dowerin.wa.gov.au, which provides an overview of the role. Confidential enquiries can be directed to Rebecca McCall, Chief Executive Officer, on 9631 1202.

How to Apply

Applications marked "Private & Confidential - Plant Operator / General Hand (Grader Maintenance)" should be submitted via email to vgreen@dowerin.wa.gov.au (preferred), or can be posted to the Shire of Dowerin, PO Box 111, Dowerin WA 6461 or hand delivered to the Shire Administration during office hours and must be received by **9.00am Monday 29 July 2019**. Late applications will not be accepted.

Rebecca McCall
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 Local Government Officers' Award Level 5, dependent upon skills and experience, see below.

Cash Component	Up to \$55,328
Superannuation 9.5%	Up to \$5,256
Housing Allowance	\$4,680
Industry Allowance	\$1,473
Uniform Allowance	\$600
Gym/Pool Membership Contribution	\$160
Total Package Value	\$67,497

Industrial Agreement

Employment conditions are in accordance with the Local Government Officers' (WA) Interim Award 2011.

Hours of Work

This position is required to work 40 hours per week, between 7.00am to 3.30pm Monday to Friday, with one rostered day off per month.

Overtime

No overtime is payable unless you have prior approval, authorised in writing, from your Manager.

Annual Leave

Employees will be entitled to twenty (20) days annual leave after twelve (12) months continuous service. In addition, a 17.5% loading is paid after twelve (12) months on four (4) weeks both in proportion to the hours worked.

Personal Leave

You will be entitled up to ten (10) personal/carer's leave days per year.

Long Service Leave

Thirteen (13) weeks after ten (10) years continuous Local Government service, transferable between Local Authorities in Western Australia.

Probation Period

A three-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 three months.

Website:

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

Position Description

Title	Plant Operator / General Hand (Grader Maintenance)
Department	Works
Award	Municipal Employees (Western Australia) Interim Award 2011
Level	Five (5)

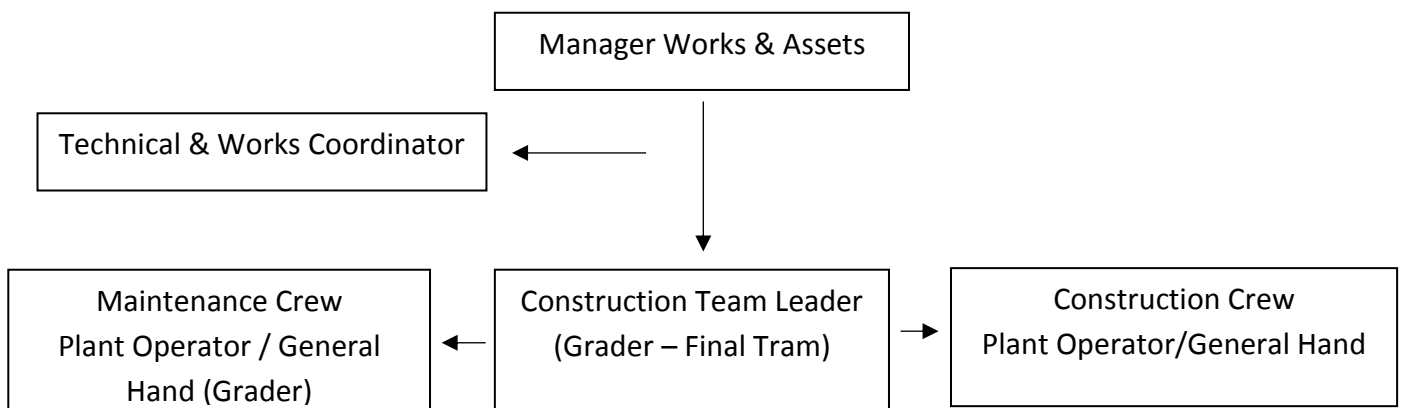
POSITION OBJECTIVES

Responsible for the general construction and maintenance on roads and other general duties as required by the Manager Works and Assets Manager, Technical and Works Coordinator and Construction Team Leader.

ORGANISATIONAL RELATIONSHIPS

Reporting to (Maintenance Tasks):	Technical and Works Coordinator
Reporting to (Construction Tasks):	Construction Team Leader
Responsible for:	Nil
Liaison with:	Shire Staff and Management, Community Members & Organisations, Contractors & Suppliers.

ORGANISATIONAL STRUCTURE



KEY RESPONSIBILITIES

Operational

1. Carry out construction and maintenance of Council assets and infrastructure in a team environment.
2. Carry out duties as allocated by the Technical and Works Coordinator (maintenance tasks), Construction Team Leader (construction tasks) or Manager Works and Assets.
3. Be self-motivated and able to work unsupervised.
4. Ensure that Council tools, equipment, machinery and plant are kept in good working order and are used in accordance with the operator's manual, Council guidelines and relevant legislation.
5. Maintain service and log books for machinery and complete daily pre-start checks.
6. Perform assigned tasks in an efficient and professional manner, having respect for colleagues, and other Council staff, ratepayers and members of the general public.

Occupational Safety and Health

1. Responsible for ensuring own safety and health and that of other people in the workplace.
2. Participate in developing and following safe work procedures.
3. Participate in training as required.
4. Report hazards and incidents to Coordinator, Team Leader or Manager.
5. Comply with occupational safety and health legislation and the Shire's OHS policies and procedures.

Risk Management

1. Comply with the Shire's risk management policies and procedures.
2. Responsible for reporting possible risks in relation to operational procedures.

REQUIREMENTS OF THE JOB

Skills and Knowledge

1. Advanced operation of grader.
2. Sound knowledge of the operation of heavy plant and the ability to use machinery confidently and safely.
3. Proven ability to work in a team environment to achieve common goals.
4. Be self motivated to carry out varying tasks including work requiring physical effort.
5. Sound skills in the use of chainsaws, jack hammers, posthole diggers, cement mixers etc.
6. Time management skills.
7. Basic verbal and written communication skills.
8. Knowledge of general mechanical, building and maintenance techniques.
9. Knowledge of general Occupational Health & Safety Regulations and Equal Employment Opportunity legislation.

Experience

Experience in a similar role with other local governments or the private sector.

Qualifications, Certificates and Licences

1. Construction Safety Awareness Training Card.
2. Basic Worksite Traffic Control and Management.
3. A current "HR" class drivers licence.
4. A current 'C' class drivers licence.
5. A current National Police Certificate.

EXTENT OF AUTHORITY

1. Operates under the general direction of the Technical & Works Coordinator (maintenance tasks), Construction Team Leader (construction tasks) and Manager Works & Assets with freedom to make decisions in accordance with policies and procedures.
2. Exercises a degree of autonomy however, freedom to act is governed by role, policy and budget constraints.
3. Assistance available for problem solving.
4. Work outcomes monitored.

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 so as to avoid loss or damage to originals. Nonetheless, the Council may ask to sight the originals at a later time.

Police Clearance

Prior to commencing the position the successful applicant will be required to provide a current police clearance.

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 so that you can be contacted if you are invited for an interview or there are any queries regarding your application.

Written Applications

The Council 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 Council's Code of Conduct and policies as adopted and modified from time to time.

Equal Opportunity

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