

WE ARE HIRING



SHIRE OF

Quairading

Take a closer look

GENERAL HAND - PARKS & GARDENS

APPLY NOW

Selection Criteria and Job
Description available:
www.quairading.wa.gov.au

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CLOSING DATE 25th NOVEMBER 2022

WELCOME *to* QUAIRADING

Kaya Quairading Koort Ballardong Boodjar

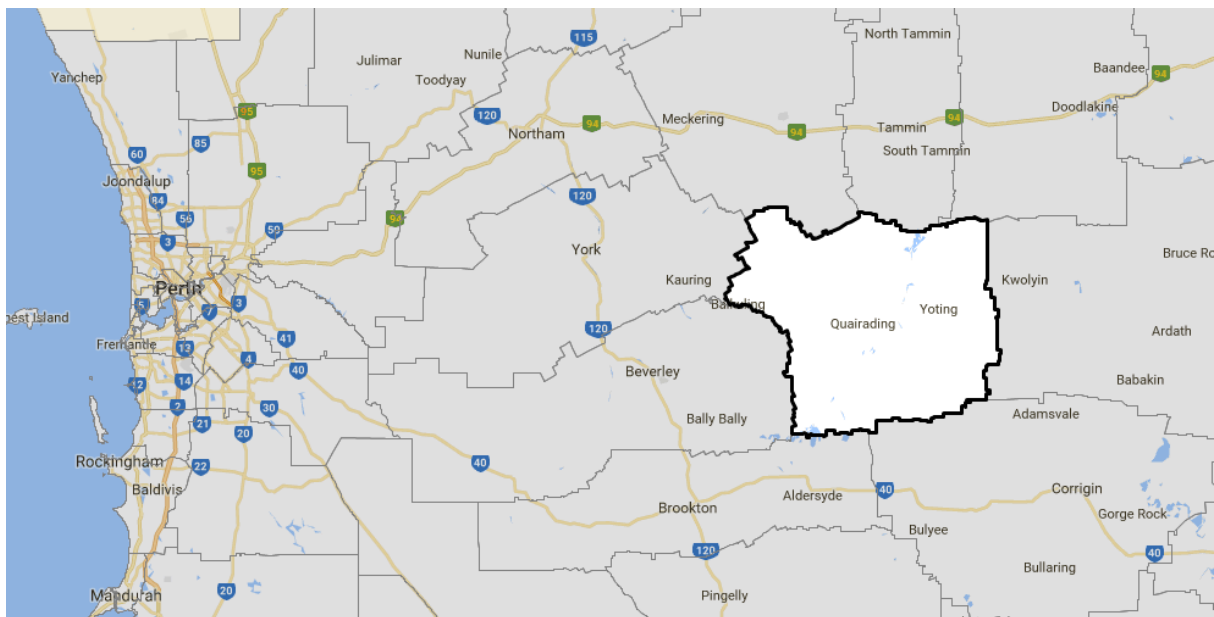


Take a closer look



Quairading is a beautiful town nestled in the Central Wheatbelt of Western Australia, just 167km east of Perth on the York-Quairading Road.

The Shire's main localities are Quairading, Pantapin, Yoting, Badjaling, Dangin, South Caroling, Balkuling, Doodenanning, and Wamenusking. Occupying a land area of approximately 2040 km², the Shire borders eight other Local Governments consisting of the Shires of Beverley, Brookton, Bruce Rock, Corrigin, Cunderdin, Kellerberrin, Tammin and York.



We are a farming community with a population of about 1000, producing cereal and grain crops (heaps of wheat and stunning canola!), forestry (like sandalwood!), wool, sheep and cattle, supported by rural service industries. Our community provides a variety of volunteer-run cultural, sporting and social activities.

Shire of Quairading Vision Statement

"Our Shire is a place of welcome for all, where we work together, with thriving industry creating jobs, a bright future for our young people, and a bustling town in a beautiful and productive rural setting."



VACANCY

GENERAL HAND – PARKS & GARDENS

An opportunity exists for an enthusiastic, self-motivated person to join our Parks & Gardens Team.

The successful applicant will work with a team that is engaged in a diverse range of duties.

The position of General Hand – Parks & Gardens is permanent full time.

Please apply by sending your resume, complete with the name and contact details of 2 Referees and a covering letter detailing your interest in the position and why you would be a good fit for the Parks & Gardens Team. Mark your application attention to the Information Management Officer at michelle.wilson@quairading.wa.gov.au or by post to PO Box 38, Quairading WA 6383 by 4.00pm Friday 25th November 2022.

If you have any queries or would like more information about this position, please contact Sarah Caporn on ph. 0427 451 001.

A Position Description can be obtained via the Shire of Quairading website at www.quairading.wa.gov.au or by contacting the Shire Administration Centre on 9645 2400 or email michelle.wilson@quairading.wa.gov.au.

The Shire values diversity in its workforce and encourages applications from all age groups and cultural backgrounds.

POSITION DESCRIPTION



GENERAL HAND – PARKS & GARDENS

The Shire of Quairading is committed to providing culturally responsive services and strongly encourages employment applications from Aboriginal and Torres Strait Islander people.

Location	Works Department
Department	Works and Services
Salary	<i>Local Government Industry Award 2020</i>
Reports to	Supervisor Parks and Gardens
Supervision of	Nil
Revision	1
Date	27 th October 2022

Approval of Position Description			
<i>Document Owner</i>	<i>Position</i>	<i>Reason for Review</i>	<i>Review Date</i>
Allan Rourke	EMW&S	Review	
Darren Wallace	EMW&S	Reformat	30/03/2022
Sarah Caporn	EMW&S	Update	21/09/2022

1. Organisational Relationships

1.1 Responsible to:

Supervisor Parks and Gardens

1.2 Supervision of:

Nil

1.3 Internal & External Liaison: -

Internal

- Shire President
- Councillors
- Chief Executive Officer
- Executive Management Team
- Employees

External

- Residents, ratepayers and the general public
- Community groups
- Culturally diverse people
- Government, non-government and private organisations
- Contractors
- Product and service suppliers

2. Extent of Authority

This position operates under the direction of the Supervisor of Parks and Gardens in accordance with:

- 2.1 Established organisational systems, guidelines, policies and procedures, including those formally endorsed by Council.
- 2.2 *Local Government Act 1995, Workplace Health & Safety Act 2020, National Employment Standards, Equal Opportunity Act 1984* and other workplace legislation.
- 2.3 Specific workplace law related to bullying behaviour in the workplace, equal opportunity and occupational health & safety.
- 2.4 Strategic (Community) Plan.
- 2.5 Reconciliation Action Plan.
- 2.6 Disability Access Inclusion Plan.
- 2.7 Code of Conduct.
- 2.8 Customer Charter.
- 2.9 Delegated authority as prescribed in the Delegations Register.

3. Purpose of Position

- 3.1 The General Hand position will form part of the Parks & Gardens Team and involves a diverse range of duties. Both in and out of town.
- 3.2 This position aligns with the following strategic initiatives within the Strategic Community Plan, as follows:
 - SP5.1 Shire communication is consistent, engaging and responsive

- SP5.2 Forward planning and implementation of plans to determine Strategic Plan and service levels
- SP5.3 Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community
- SP5.4 Implement systems and processes that meet legislative and audit obligations

4. Roles & Responsibilities

General

- Comply with established organisational systems, guidelines, policies and procedures, including those formally endorsed by Council.
- Comply with Local Government Act 1995, Workplace Health & Safety Act 2020 (previously Occupational Safety and Health Act 1984), National Employment Standards, Equal Opportunity Act 1984 and other relevant legislation.
- Practice safe working conditions while performing all tasks
- Provide to Residents a courteous avenue of communication in the course of undertaking daily duties.
- Mowing, fertilizing, reticulation, maintenance and weed spraying of the Town Oval
- Slashing Blocks within Townsites for fire management
- Street Bins plus Parking Bay Rubbish Collection
- Sweeping of Town Streets
- Maintain Refuse Site
- Verge and Roadside Herbicide Spraying
- Mosquito Fogging
- Monitor Dam and Borefields and Maintenance of Equipment
- Weed spraying and slashing of the of the surrounds of the airstrip
- Airstrip landing light testing and maintenance
- Assist Parks & Garden Team with the annual and seasonal pruning of all Rose bushes in Main Street, Shire Hall and Shire Office garden
- Routine maintenance of items of small plant (i.e. Chainsaw, mower etc.) as directed.
- General litter control in all public and recreation areas.
- Regular inspection of Playground equipment at the Greater Sports Ground to ensure safety of equipment. Promptly report damage or repairs required to Supervisor Parks and Gardens .
- Marking out of Sporting fields, when directed.
- When directed, provide gardening services to Council owned properties.
- When directed, undertake the cleaning of Public Toilets and Tourist facilities.
- Attending and participating in team meetings, inductions and training when/where required
- Other duties as directed
- Must be multi-faceted and prepared to work in construction, maintenance and gardens, as required

5. Selection Criteria

Qualification	Essential	Desirable
Drivers Licence – Unrestricted ‘C’ class	✓	
Drivers Licence – Unrestricted ‘HR’ class		
Construction Safety Awareness Card (White Card)		✓
Chemical spraying and handling certificate		✓
Basic Worksite Traffic Management and Traffic Controller certificate		✓
Key Skills, Knowledge & Experience	Essential	Desirable
Demonstrated understanding of Workplace Health and Safety.	✓	
Demonstrated ability to work safely and effectively while unsupervised and as a team member and to show initiative.	✓	
Previous experience using Plant/Equipment relevant to road construction/maintenance operations.		✓
Experience on Heavy Equipment/Vehicles		✓

6. Compliance

6.1 This position will comply with all legal obligations, including by complying with:

- 6.1.1 *Workplace Health & Safety Act 2020;*
- 6.1.2 *Organisational workplace health and safety policies and procedures;*
- 6.1.3 *Local Government Industry Award 2020;*
- 6.1.4 *Local Government Act 1995;*
- 6.1.5 *National Employment Standards;*
- 6.1.6 *Equal Opportunity Act 1984;*
- 6.1.7 Code of Conduct;
- 6.1.8 Customer Charter; and
- 6.1.9 All other applicable workplace policy and legislation.

6.2 Work Health & Safety – comply with the Shire’s WHS Policy and other Shire WHS policies and procedures and legislation relevant to the role and responsibilities, including assuming responsibility for the proper use of all shire equipment under direct control of the incumbent.

In accordance with organisational policy and procedures, the person in this position will report all hazards, incidents and near misses in the prescribed timeframe. Assist in the management and drive of the Shire’s WHS Management Systems adopting a pro-active approach to all shire activities that the incumbent is responsible for and ensure that all risks are identified, quantified and controlled ensuring Shire employee’s, contractors and the community are protected against preventable injuries and damage to property.

7. Position Prerequisites

7.1 No formal offer of employment will be made until the following employment prerequisites are met:

- 7.1.1 Pre-employment examination;
- 7.1.2 Current National Police clearance; and
- 7.1.3 Must comply with current State Government COVID-19 directions regarding vaccinations.

8. Terms of Employment

Award	<i>Local Government Industry Award 2020</i>	
Position Status	Full-time	Permanent
Hours of Work	9-day fortnight, 7am – 4pm, 7am – 3:30 pm every second Friday	
Overtime	Requires prior authorisation	
Award Level	Level 3 (25% Casual Loading included in gross)	
Gross Wage per Hour	\$ 29.6018	Paid fortnightly to nominated bank account
Superannuation	10.5% Employer Superannuation Guarantee Contribution.	
Council Loyalty Scheme	Applies to this Position following awarding of Permanency 1st year of Service \$10 per week (Value \$520) 2nd year of Service \$20 per week (Value \$1040) 3rd year of Service \$30 per week (Value \$1560) 4th year of Service \$40 per week (Value \$2080) 5th year of Service and thereafter \$50 per week (Value \$2600)	
Probation	3 months from commencement date. The Chief Executive Officer reserves the right to extend the Probation Period by a further three 3 months.	
Performance Review	Annually	
Annual Leave	Employee is entitled to 4 weeks Annual Leave with 17 ½% Loading on Entitled Annual Leave.	
Housing	Subsidised housing does not apply to this position	
Motor Vehicle	NA	
Work Attire	Staff are requested to wear appropriate work attire at all times during working hours to promote a professional work environment and meet Occupational Health & Safety requirements.	
Mobile Phone	NA	
Job Location	Quairading, Western Australia, 6383.	

Name of Employee	Signature	Date
Chief Executive Officer	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 evaluate your application.

Application:

Your application should include a covering letter explaining your interest in the position plus a current resume detailing your contact details, qualifications, experience and attributes for the position. Applicants who best demonstrate that they meet the competency requirements will be shortlisted.

Lodgement of Application:

Applications should be emailed to michelle.wilson@quairading.wa.gov.au. Applications will close at 4pm AWST on Friday 25th November 2022. The Shire reserves the right to begin interviewing and shortlisting before this date. In fairness to all applicants, late applications cannot be received unless permission has been sought prior to the closing date.

Referees:

Applicants should provide the names and contact details of at least two current referees in their application. This will include two managers or suitably senior colleagues that can comment on work outcomes, competencies and behaviours that are relevant to this position.

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.

Interviews

Interviews will be conducted face to face in Quairading. However, if this is not possible an interview may be conducted by video link or electronic means eg. Zoom.

Background Checks:

Third party background checks will be undertaken for the preferred applicants – this includes qualification, National Police Certificate, identify and employment history verifications.

Pre-employment medical

The preferred applicants will be required to undertake a pre-employment medical to ascertain if they are fit and can safely perform the inherent requirements of the role.

Position Start Date

The position is for an immediate start.

Equal Opportunity:

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

Website:

The Shire maintains a website www.quairading.wa.gov.au which contains substantial information.

Further Enquiries

For further information about the role please contact Sarah Caporn on 0427 451 001 or shire@quairading.wa.gov.au