



VACANCY GENERAL HAND/ PLANT OPERATOR

INFORMATION PACKAGE



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POSITION DESCRIPTION

PLANT OPERATOR-GENERAL HAND

Location	Works Depot
Department	Works and Services
Salary	<i>Local Government Industry Award 2020</i>
Reports to	Works Team Leader
Supervision of	Nil
Revision	11
Date	3 rd August 2023

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

1. ORGANISATIONAL RELATIONSHIPS

2.1 Responsible to:

Supervisor of Construction and Maintenance or Supervisor of Grounds and Gardens
Operationally this position works under the Executive Manager of Works & Services.

2.2 Supervision of:

No direct reports

2.3 Internal and External Liaison: -

Internal

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

External

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

2. EXTENT OF AUTHORITY

Operates under the direction of the Works Co-ordinator in accordance with:

- Established organisational systems, guidelines, policies and procedures, including those formally endorsed by Council;
- 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;
- Specific workplace law related to bullying behaviour in the workplace, equal opportunity and occupational health & safety;
- Strategic (Community) Plan;
- Reconciliation Action Plan;
- Disability Access Inclusion Plan;
- Code of Conduct and Customer Charter; and
- Delegated authority as prescribed in the Delegations Register.

3. PURPOSE OF POSITION

- To form part of the Works & Services Team to undertake the construction, repair and maintenance of Council's roads and/or other assets and infrastructure throughout the Shire.
- To support the initiatives within the Strategic Community Plan, as follows:
 - 5.1 Shire communication is consistent, engaging and responsive
 - 5.2 Forward planning and implementation of plans to determine Strategic Plan and service levels

- 5.3** Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community
- 5.4** Implement systems and processes that meet legislative and audit obligations

4. KEY DUTIES/RESPONSIBILITIES

- Practice safe working conditions while performing all tasks.
- Construct, repair and maintain Council roads and/or other key infrastructure throughout the Shire.
- Operate Council vehicles, equipment and machinery in a productive and safe manner.
- Maintain Council owned vehicles, equipment and machines in good condition.
- Provide a courteous avenue of communication for Residents in the course of undertaking daily duties.
- The positive promotion of Council's image.
- Undertake vehicle or other safety inspections on a daily basis.
- 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.
- Other duties as required and directed by the Works Team Leader.
- Must be multi-faceted and prepared to work in any area of the Works & Services portfolio as required.

5. SELECTION CRITERIA

Qualification	Essential	Desirable
Drivers Licence "C" Class (manual/unrestricted)	✓	
Drivers Licence "HR" Class or "HC" Class		✓
Construction Safety Awareness Card (White Card) or willing to obtain		✓
Traffic Control Certificate/s		✓

Key Skills, Knowledge and Experience	Essential	Desirable
Demonstrated understanding of Workplace Health and Safety.	✓	
Experience on Heavy Equipment/Vehicles		✓
Previous experience using Plant/Equipment relevant to road construction operations (Experience on Maintenance Grading will be well considered)		✓
Demonstrated understanding of maintenance / operational requirements of Local Government or experience in similar role including civil works, roads and drainage		✓
Demonstrated ability to work safely and effectively while unsupervised.	✓	
Demonstrated ability to work as a team member and to show initiative.	✓	

6 WORKING CONDITIONS/OHS CONSIDERATIONS

Occupational Safety and Health:

Compliance with Workplace Health & Safety Act 2020, organisational workplace health and safety policies and procedures and the *Local Government Industry Award 2020*.

In accordance with organisational policy and procedures, report any hazards, incidents or near misses in the prescribed timeframe.

7. OTHER RELEVANT FACTORS OR REQUIREMENTS

A pre-employment examination and current National Police Certificate will be required by the successful applicant.

No formal offer of employment will be made until these employment conditions are met.

8. COMMENTS

On commencement of employment, all employees are required read and understand:

- The Code of Conduct; and
- Organisational policies.

A signed document confirming this understanding will be retained for organisational record.

9. 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											
Current Wage	\$ 30.83 per Hour, paid fortnightly into nominated bank account											
Annual Base Wage	\$ 60,923.72 per Annum											
Allowances	Adverse Working Conditions Level 1											
Council Loyalty Scheme	<p>Applies to this Position following awarding of Permanency</p> <table> <tr> <td>1st year of Service</td> <td>\$10 per week (Value \$520)</td> </tr> <tr> <td>2nd year of Service</td> <td>\$20 per week (Value \$1040)</td> </tr> <tr> <td>3rd year of Service</td> <td>\$30 per week (Value \$1560)</td> </tr> <tr> <td>4th year of Service</td> <td>\$40 per week (Value \$2080)</td> </tr> <tr> <td>5th year of Service and thereafter</td> <td>\$50 per week (Value \$2600)</td> </tr> </table>		1 st year of Service	\$10 per week (Value \$520)	2 nd year of Service	\$20 per week (Value \$1040)	3 rd year of Service	\$30 per week (Value \$1560)	4 th year of Service	\$40 per week (Value \$2080)	5 th year of Service and thereafter	\$50 per week (Value \$2600)
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Superannuation	11.0% Employer Superannuation Guarantee Contribution											
Probation Period	Three (3) months from commencement date. The CEO reserves the right to extend the Probation Period by a further three (3) months.											
Performance Review	Annually by the Executive Manager Works & Services											
Annual Leave	Employee will be entitled to four (4) weeks Annual Leave with 17.5% Loading on Entitled Annual Leave.											
Housing	Council Housing may be made available upon request at a subsidised rental. Subject to availability.											
Motor Vehicle	N/A											
Work Attire	<p>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.</p> <p>A high visibility long sleeved shirt, long pants with work boots are compulsory. The Shire will provide uniform following the period of probation.</p>											
Job Location	Quairading, Western Australia, 6383.											

10. HOW TO APPLY

To apply, please send a cover letter addressing the Selection Criteria and a current resume to marion.haeusler@quairading.wa.gov.au.

Please direct all enquiries to Marion Haeusler on 9645 2400 or marion.haeusler@quairading.wa.gov.au.