

# Application Package

## Plant Operator/Maintenance Worker

The Shire of Boddington is located in the Gnaala Karla Booja region. Sitting on the banks of the picturesque Hotham River, Boddington is flowing with natural beauty. With warm and welcoming rustic country charm, and affordable housing, it may be one of Western Australia's best kept secrets.

Less than 1 hour from Armadale and Mandurah, the Shire of Boddington covers 1,900 square kilometres and is home to approximately 1,759 people. Five main rivers flow through the Shire and over 40 percent of the area is state forest, making it an ideal destination for hiking, cycling, canoeing, horse-riding, birdwatch and viewing wildflowers.

Boddington Lions Rodeo, the largest rodeo event in WA draws large number of visitors each year. Other attractions include the Medieval Fayre & Feast, South32 Summer by the River, Boddington Country Muster, Quindanning Picnic Race Day, Field of Quilts and the historic Quindanning Tavern.

There is a strong sense of community in Boddington with a number of sporting and volunteer groups actively in operation. These range from youth and senior groups, football, cricket, tennis and swimming clubs.

Boddington is well serviced with a local hospital, medical centre, childcare facility, school catering from kindergarten to year 10, an established arts centre, and various sports and recreation facilities. Hotham Park provides locals and visitors with an opportunity to enjoy an amazing adventure playground, complete with nature play areas, an outdoor gym, half basketball, skate park, pump track, BBQ facilities, and a riverside cafe. It is the perfect location for active families to play and exercise together.

### Working for Us

The Shire, is a values driven organisation, understanding that its employees play a vital role in realising the community's vision of becoming a town "well known for being a vibrant and connected community with excellent lifestyle and employment opportunities in a beautiful natural environment".

The Shire values inform our work and interactions with each other and the community. Our culture is our values in action.

- Transparency: Being open and accountable
- Honesty: Acting with integrity and building trust
- Respect: Being tolerant, helpful, and having empathy
- Dedication: The continual pursuit of excellence
- Proactivity: Forward thinking and being positive
- Cohesiveness: Teamwork and unity

We provide an invigorating and rewarding work environment, with a focus on work life balance. Employees are offered a range of amenities and benefits to support both professional development and personal endeavours, including:

- Professional and personal development
- Flexible working arrangements
- Salary Sacrifice
- Superannuation 6% Council matching scheme
- Extra 2 days leave per year
- Reward and recognition program
- Health and well-being program

The Shire is dedicated to diversity in the workplace, equal employment opportunity, and to provide employees with a work environment free of discrimination and harassment.



# Advertisement

The Shire of Boddington is a values driven organisation proud to be serving our community with a diverse range of services. The Shire is seeking a suitably experienced and motivated individual to join our Infrastructure Services team. The primary objective of the role is to operate various items of plant and equipment in relation to civil construction and maintenance works.

## Responsibilities of the role include:

- Carrying out construction and maintenance activities on infrastructure, including roads, pathways and drainage.
- Operation and maintenance of plant and equipment in accordance with approved work practices, procedures, service levels and quality standards.
- Performing various manual handling and labouring tasks.
- Being a positive part of a motivated team that delivers services for the community.

The successful candidate will have a great attitude, experience in a similar role, and possess plant operation competency tickets (or be willing to obtain these). A HR Class driver's licence is a requirement of the role.

A competitive salary package of up to 81,954 per annum is on offer, inclusive of;

- Cash component of up to \$70,510 inclusive of allowances
- Superannuation
- Training and development opportunities

To apply for this role, applicants should provide a resume including details of qualifications and competencies, and a cover letter outlining relevant experience.

For any further queries about the role, please contact Fabian Houbrechts, Executive Manager Infrastructure Services on 9883 4999.

Application should be submitted to [hr@boddington.wa.gov.au](mailto:hr@boddington.wa.gov.au)

Applications will remain open until the Shire receives a suitable pool of candidates and may close without notice. If you are interested in this position, we recommend you apply as soon as possible.

## The Package

The salary package for this position is based on a full-time role and is made up of the following:

	Lower Limit	Upper Limit		
Salary	\$65,346	\$69,375	Employment Basis	Permanent
Superannuation (11%)	\$7,188	\$7,405	Hours of Work	76 hours over a 9 day fortnight
Matching Superannuation (6%)	\$3,920	\$4,039	Additional Leave	Extra two (2) days per annum
Industry Allowance	\$1,135	\$1,135	Long Service Leave	Thirteen (13) weeks after ten (10) years, transferable between Local Governments
<b>TOTAL</b>	<b>\$77,589</b>	<b>\$81,954</b>	Superannuation	Guarantee 11%
			Matching Superannuation	If you choose to contribute additional superannuation the Shire will match your contribution up to 6%





# Application Details

These details are provided to assist you in the preparation of your application and to help the selection panel evaluate your application.

## Application

Your application should include:

- Cover letter introducing yourself and explaining why you are applying for the position
- Comprehensive Resume
- Selection Criteria which must address the essential criteria contained in the position description. Although there is no specific requirement in the formatting of response, the information you provide should be clear, concise and relevant.

**To be eligible for consideration, it is important to address all of the above items.**

Candidates who demonstrate that they meet the requirements of the role will be considered for an interview. By submitting your application you agree to provide true and accurate information on your career history and qualifications.

**To apply please email [hr@boddington.wa.gov.au](mailto:hr@boddington.wa.gov.au).**

Applications will remain open until a suitable pool of candidates is received and may close without notice. We therefore encourage you apply as soon as possible

## Referees

Applicants should provide the names and contact details of a minimum of two referees in their application. The most valuable referees will be those you reported directly to, being either a supervisor or manager responsible for overseeing day to day performance. Referee details should be provided on the understanding that they may be contacted without any prior notification.

## Contact Details

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

## Interviews

Interviews will be conducted in-person at the Shire Administration, 39 Bannister Road, Boddington or via video conference.

## Background checks

Third-party background checks will be undertaken for the preferred applicant – this includes qualifications, police clearance, identity and employment history verifications.

## Equal opportunity

The Shire of Boddington is an equal opportunity employer dedicated to diversity in the workplace. We provide merit-based employment opportunities to people without regard to race, gender, ethnicity, disability, age, religion or sexual orientation.

## Websites

The Shire's website [www.boddington.wa.gov.au](http://www.boddington.wa.gov.au) contains substantial information about the Shire.

## Further enquiries

For further information about the role please contact Jackie Stewart, Human Resources Officer, on 9883 4999 or [jackie.stewart@boddington.wa.gov.au](mailto:jackie.stewart@boddington.wa.gov.au).



# Position Description

## Title

Plant Operator/Maintenance Worker

## Department

Infrastructure Services

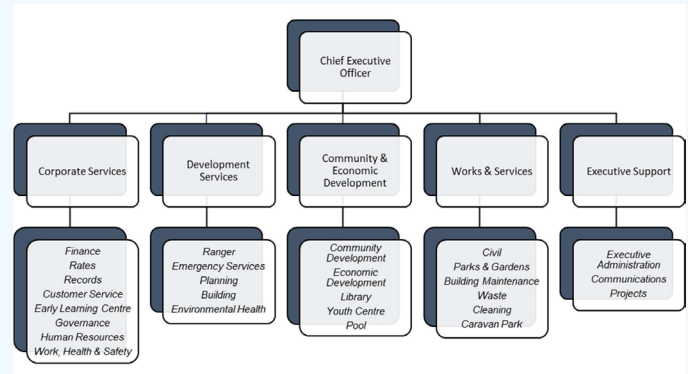
## Salary & Conditions

Level 5 | Municipal Employee (WA) Award 2021

## Organisational Relationships

Responsible to: Leading Hand - Civil

Direct Reports: Nil



## Key Responsibilities and Duties

Undertake general construction and maintenance work on municipal infrastructure including (but not limited to) roads, pathways, drainage.

- Undertake safe manual handling and labouring support tasks including (but not limited to) digging, shovelling, raking and lifting.
- Operate various general civil construction plant and equipment safely and efficiently in accordance with approved work practices, procedures, service levels and quality standards.
- Operate crew-cab and trucks safely and efficiently in accordance with approved work practices, procedures, service levels and quality standards.
- Complete daily pre-start checks on machinery before use.
- Ensure Shire plant and property is maintained in a clean and tidy condition.
- Undertake traffic management requirements and responsibilities in accordance with the Shire's safe work procedures.
- Attend pre-start meetings, toolbox meetings and training when required.
- Ensure a high quality and professional standard of work.
- Present a positive image to the general public at all times.
- Contribute positively and work cooperatively within a team environment.
- Undertake any other duties appropriate to the level and scope of this position, as directed.



## Work Health & Safety

- Comply with the Shire's Work Health and Safety Policy and Procedures and Work Injury Management Program.
- Actively participate in the Shire's risk management program, performance review and continuous improvement program.
- Conform with duty of care requirements, ensuring your own safety and that of others through the prevention of any adverse acts or omissions.
- Comply with safety procedures and directions agreed between management and employees.
- Not wilfully interfere with or misuse items or facilities provided in the interests on safety and health.
- Use, store and maintain items, equipment and facilities provided in the interests of safety and health in manner properly instructed.
- Report potential and actual hazards and accidents/incidents, including near misses, in accordance with Shire procedures.
- Cooperate with the employer in the carrying out of their safety and health obligations under legislation.

## Selection Criteria

### Essential

- Experience in the safe operation of various civil construction plant and equipment.
- Experience in the usage and handling of construction materials including but not limited to Limestone, Gravel, Road base, Bitumen products, Concrete, Drainage pipes and pits.
- Possession of Construction Induction Card (White Card).
- Possession of current "HR" Class Drivers Licence.

### Desirable Criteria

- Possession of Basic Traffic Worksite Management Certificate.
- Exposure to Traffic Management principles and practices.
- Possession of relevant plant operation competency tickets.
- Experienced grader operation (CAT 140 with joysticks).

### Employment Prerequisite

- Provision of satisfactory National Police Clearance (issued within the last three months).
- Satisfactory pre-employment medical prior to commencement.
- Must be physically fit, able to walk and stand for long periods of time.
- Current Safety Awareness Card (White or Blue).
- Current "C" Class Drivers Licence.

