



CIVIL PLANT OPERATOR/GENERAL HAND

Permanent, Full Time Opportunity

The Shire of Boddington is a vibrant, connected and evolving local government. Our Works and Services Department is actively involved in a number of projects across the Shire, contributing to the development and improvement of our road networks, townscape, parks, reserves and residential services.

As part of the Civil Works Team, you will contribute to the delivery of the construction and maintenance program of the Shire's infrastructure (roads, pathways, carparks, bridges and drainage) through the operation of heavy plant and machinery.

You will have practical experience in civil construction and maintenance activities, a valid HR Class Driver's Licence (or willingness to obtain), be hardworking and have a positive, honest and collaborative attitude.

A competitive salary package of up to \$81,134 per annum is on offer, inclusive of:

- Cash component of up to \$68,000
- Generous superannuation (up to 23%, with superannuation co-contribution scheme)
- 9 day fortnight

The successful candidate will be required to provide a National Police Clearance (issued within the last three months), evidence of a valid White Card and be able to pass a pre-employment medical.

Applicants are requested to provide their resume and a cover letter that clearly outlines their experience and suitability as well as their ability to meet the requirements of the role.

To apply for this role, please refer to the **Application Package** on the Shire of Boddington website under Current Vacancies.

For further information regarding this role, please contact Jeff Atkins, Manager Works and Services on 9883 4999.

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.

The Shire of Boddington is an equal opportunity employer dedicated to diversity in the workplace. We provide merit-based employment opportunities on the basis of qualifications, values and business needs.

REMUNERATION DETAILS

1. TOTAL REMUNERATION PACKAGE

Item	Upper Limit
Salary	\$ 68,000
Superannuation (11%)	\$ 7,480
Matching Superannuation (6%)	\$ 4,080
Uniform Allowance	\$ 440
Industrial Allowance	\$ 1,134
Total	\$ 81,134

2. EMPLOYMENT BASIS

Permanent, Full Time

3. HOURS OF WORK

76 hour, 9 day fortnight

4. ANNUAL LEAVE

Four (4) weeks annual leave

5. PERSONAL LEAVE

Ten (10) days per year

6. LONG SERVICE LEAVE

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

7. SUPERANNUATION

- a) Superannuation Guarantee 11%
- b) Matching up to an additional 6%

8. PROBATIONARY PERIOD

A six (6) month probationary period is applicable to this position

9. OTHER REQUIREMENTS

- Provision of satisfactory National Police Clearance (issued within the last three months)
- Current Safety Awareness Card (White or Blue)
- Satisfactory pre-employment medical prior to commencement

INFORMATION FOR APPLICANTS

Applicants, who demonstrate that they meet the requirements for the position and who, from their written applications, appear to be competitive, will be considered for interview.

To enable a valid assessment of your application, it must include the following information:

Covering Letter

A covering letter introducing yourself and explaining why you are applying for this position. This is an opportunity to detail your ability to meet the requirements of the role.

Resume (Curriculum Vitae)

Your resume should demonstrate your suitability for the position and contain the following information:

- personal details – e-mail address, name, postal address, contact telephone number/s;
- summary of work experience including dates and details of tasks performed in each position, commencing with the most recent;
- education and training relevant to the position, including photocopies of relevant formal qualifications;
- any activities you have undertaken outside of work which are relevant to your application; and
- details of **at least two referees** who can provide comments on your work performance

Referees

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.

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.

The Shire will require the provision of evidence of all claimed qualifications prior to commencing employment.

Contact Details

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

POSITION DESCRIPTION

1. TITLE

Plant Operator/General Hand

2. DEPARTMENT

Works and Services

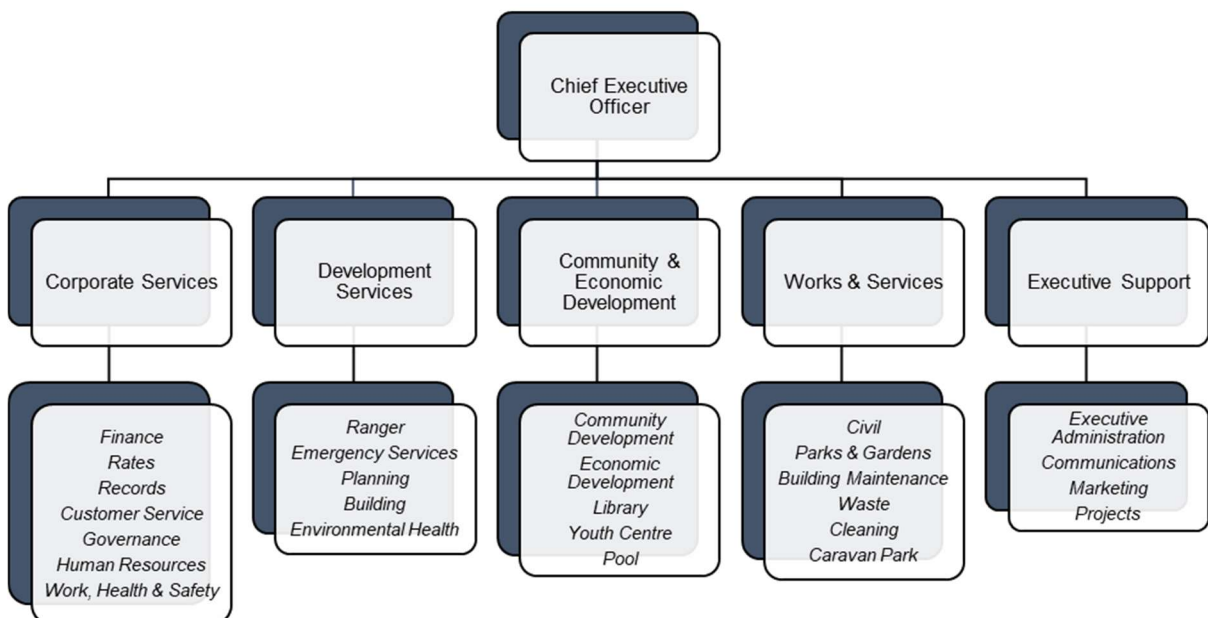
3. SALARY AND CONDITIONS

Salary and Conditions as per the Municipal Employees Award WA 2021

4. ORGANISATION RELATIONSHIPS

Responsible To Team Leader, Civil Works; Manager, Works & Services
Internal Liaison Manager, Works & Services; Colleagues
External Liaison Local Residents; Local Organisations

5. BUSINESS UNIT STRUCTURE



6. KEY RESPONSIBILITIES

- Operate plant and equipment as necessary to carry out infrastructure maintenance and construction activities throughout the Shire of Boddington.
- Assist with tasks such as concreting footpaths, private works, tree lopping, rubbish removal, carting of non-road making materials as required.
- Operate equipment in a responsible manner and observe safety standards to ensure colleagues or members of the public are not threatened by careless acts.

- Co-operate with the other works crew members to ensure the works program is completed efficiently and effectively
- Experience in the safe execution of general construction and maintenance work on municipal infrastructure to acceptable standards.
- Experience in the safe operation of various civil construction plant and equipment.
- Experience in the operation of a road sweeper (desirable).
- 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.
- Ensure that the equipment provided by Council to carry out roadworks, and which the position incumbent operates, is maintained and cleaned appropriately
- Be available to undertake work in line with roster requirements and, to work public holidays and overtime as necessary.

Other Duties

- Any other duties consistent with the level of this position and the principles of multi-skilling including providing assistance to the Works and Services Team, if and when required

7. GENERAL RESPONSIBILITIES

- Adhere to the Shire's policies, procedures and Code of Conduct
- Contribute to the attainment and development of relevant Corporate and departmental goals and objectives
- Promote a harmonious working environment respecting all others

Work Health and Safety

As an Employee:

- Work in accordance with the Shire's Work Health & Safety policy and make a proactive contribution to WHS
- Actively participate in the Shire's risk management program, performance review and continuous improvement program
- Cooperate with the Shire in the carrying out of their safety and health obligations under relevant Acts and Legislation
- Conform with duty of care requirements, by ensuring safety of self and of others through the prevention of any adverse acts or omissions
- Participate in developing safe work procedures and follow them
- Not willfully 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 as properly instructed and report any faults/damage
- Use personal protective equipment as directed
- Report hazard and incidents to your Supervisor/Manager
- Participate in return-to-work plans, annual inductions and training as required

8. EXTENT OF AUTHORITY

This position operates under the general direction of the Manager Works & Services within established guidelines, policies and procedures of Council.

9. SELECTION CRITERIA

Essential

- Experience in road construction and maintenance activities; and the operation and maintenance of heavy plant and equipment
- Good verbal communication and customer services skills
- Basic level of numeracy and literacy skills
- Reliable and able to work within a small team
- Possession of relevant plant operation competency tickets
- Knowledge of work, health and safety principles for maintaining a safe working environment including vehicle pre-starts, risk analysis and job safety assessments

Desirable

- Current "HR" Class Drivers Licence
- Possession of Basic Traffic Worksite Management Certificate
- Knowledge of Local Government procedures

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