



Parks & Gardens - General Hand

Permanent, Full Time Opportunity

The Shire of Boddington is proud to be serving our community as a values driven organisation, with a diverse range of services. It is in servicing this great community that the Shire is seeking YOU, a suitably experienced and motivated individual to join our Works & Services Team as General Hand, Parks and Gardens.

Together with the Parks and Gardens Team, you will contribute to the delivery of the Shire's Parks and Gardens works and maintenance program.

Key responsibilities include:

- Mowing, gardening, and maintenance of Shire facilities including ovals, parks, gardens, reserves, street verges, footpaths and laneways
- Operation of various plant and equipment associated with the maintenance of Shire facilities

You will have a positive, collaborative attitude, experience in maintaining parks and gardens (either in a municipal or commercial context), and a valid, current C Class Driver's License.

A competitive salary package of up to \$76,115 per annum is on offer, inclusive of:

- Cash component of up to \$ \$66,222
- Generous superannuation (up to 22.5%, with superannuation co-contribution scheme)
- 9 day fortnight
- 22 annual leave days per annum
- Health & wellbeing benefits including discounted private medical insurance
- Training and development opportunities
- Supportive, inclusive and performance driven culture

The successful candidate will be required to provide a National Police Clearance (no older than 3 months), evidence of a valid White Card and be able to pass a pre-employment medical.

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

For further information regarding this role, please contact Jeff Atkins, Manager Works & Services on 9883 4999. For queries regarding the application process, please contact Lauren Portman on 9883 4999 or lauren.portman@boddington.wa.gov.au.

Applications will close at 4pm on Wednesday 1 February 2023.

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.

BODDINGTON TOWN PROFILE

Nestled on the banks of the Hotham River is the township of Boddington. Located within easy reach of the metropolitan area, the Boddington Shire boasts rural living at its best with essential services close at hand.

A relatively young town, Boddington was originally gazetted in 1912. The name Boddington comes from Henry Boddington a shepherd who grazed his sheep on the banks of the Hotham River in the late 1800's. European settlers first came to the district in the early 1860's. The district had several localities, Marradong, Crossman, Hotham, Camballing, Lower Williams and Quindanning. Many of the early settlers set up their farming operations in these locations and built communities around their farms.

The region was originally home to the Noongar people who used the area seasonally for food and water as well as quarrying stone and ochre mining. Many of the Aboriginal people worked in the agricultural industry after the settlers came, providing labouring and shearing services.

In addition to farming, the town had a number of key industries including timber, which led to the construction of a railway line from Dwellingup to Boddington and then on to Narrogin that was used to cart the timber to local sawmills. The town also had a Tannin Extracts Factory, which provided employment into the 1960s. The town's main industries now are agriculture and mining, with gold being the main mineral produced.

Boddington has been recognised as an ideal location for hobby farms and retirees. Orchards (nectarines, peaches, apples, olives), vineyards, Blue gum plantations, marron farming, donkey breeding, lavender farming and Protea trees are some of the diverse industries introduced into Boddington over the past two decades.

Boddington offers residents all the essential services they need to enjoy a more relaxed way of life without sacrificing on convenience. With an established school, shops and recreational facilities, Boddington really is the best of both worlds.



SHIRE OF BODDINGTON INFORMATION

SHIRE OFFICE

Office: 39 Bannister Road,
Boddington WA 6390

Email: shire@boddington.wa.gov.au

Website: www.boddington.wa.gov.au

Telephone: (08) 9883 4999

SHIRE COUNCIL

Shire President: Garry Ventris

Deputy Shire President: Eugene Smalberger

Councillors: Coert Erasmus
Earl Schreiber
Ian Webster
Lee Lewis
Andrew Ryley

Council Meetings are held on the 4th Thursday
of each month at 5.30pm

SHIRE STATISTICS

Population: 1,705 (2021 Census)

Area: 1,900km²

Distance from Perth: 123km

Length of Roads: 113km sealed, 141km unsealed

Local Industries: Bauxite and gold mining, sheep, cattle, cereal crops, timber, pine and blue gum plantations.

Number of Electors: 974

Number of Dwellings: 832

Number of Employees: 42

Suburbs & Localities: Boddington, Crossman, Marradong, Quindanning, Ranford

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.

1. **Covering Letter**

A covering letter introducing yourself and explaining why you are applying for this position.

2. **Resume (Curriculum Vitae)**

Your resume should 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

3. **Other Documents (optional)**

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.

4. **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.

5. **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

Parks & Gardens – General Hand

1. TITLE

Parks and Gardens - General Hand

2. DEPARTMENT

Works and Services

3. SALARY AND CONDITIONS

Salary and Conditions as per the Municipal Employees Award WA 2022.

4. ORGANISATION RELATIONSHIPS

- 3.1 Responsible To Team Leader, Parks & Gardens; Manager, Works & Services
- 3.2 Internal Liaison Manager, Works & Services; Colleagues
- 3.3 External Liaison Local Residents; Local Organisations

5. KEY RESPONSIBILITIES OF THE POSITION

- Mowing, gardening, and maintenance of Shire facilities including ovals, parks, gardens, reserves, street verges, footpaths and laneways
- Operation of various plant and equipment associated with the maintenance of Shire facilities
- Litter control
- Slashing of blocks and rugged areas
- Pruning and maintenance of all street trees and shrubs
- Cemetery maintenance (mowing, watering, etc)
- Assist with other work such as concreting footpaths, private works, tree lopping, rubbish removal as required
- Maintenance of all items of plant and equipment used
- Operate the equipment in a responsible manner and to observe safety standards to ensure his/her colleagues or members of the public are not threatened by careless acts
- Any other duties are directed by Manager Works & Services

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.

6. 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 in accordance with the Shire's Work Health & Safety policy and make a proactive contribution to WHS

Occupational Health and Safety

- Comply with the Shire's Occupational Safety and Health 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 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 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

7. EXTENT OF AUTHORITY

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

8. SELECTION CRITERIA

Essential

- Enjoy outdoor work and prepared to work in all weather conditions
- Public relation skills
- Ability to read and write
- Reliable and able to work within a small team
- Demonstrated ability to operate and maintain Council's plant and equipment

Desirable

- Experience with Horticultural activities, particularly parks and garden maintenance is highly desirable
- Possess a current WA HR driver's license
- Knowledge of pesticides, particularly herbicides
- Knowledge of Local Government procedures
- Traffic management accreditation
- Experience in road construction and road maintenance
- Experience in plant maintenance
- Ability to plan and implement parks and gardens maintenance programs

Other

- Must be able to pass a pre-employment medical
- Must be physically fit, able to walk and stand for long periods of time
- National Police Clearance (no less than three months old)
- Current Safety Awareness Card (White or Blue)
- Current "C" Class Drivers Licence