



1. POSITION DESCRIPTION

SHIRE OF THREE SPRINGS

Leading Hand/Plant Operator

INFORMATION FOR CANDIDATES

October 2018

Shire of Three Springs – Plant Operator/General Hand

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2. ADVERTISEMENT (FULL)

SHIRE OF THREE SPRINGS



SHIRE OF THREE SPRINGS

LEADING HAND/PLANT OPERATOR

We are seeking an enthusiastic person to join our works team at the shire.

Applicants should possess skills in a supervisory role and the operation of plant & machinery used in the maintenance, construction of roads and parks and gardens. Previous experience in a similar position will be well regarded.

Salary will be in accordance with the Municipal Employees Award dependant on experience and qualifications.

Enquiries can be directed to Works Supervisor Greg Stephens on 0427 541 202. A Position Description and Selection Criteria are available on the Shire Website www.threesprings.wa.gov.au or email enquiries can be made to mws@threesprings.wa.gov.au

Applications including the names of two referees must be received by the undersigned by 4:00pm Friday 23rd November 2018 and should be addressed to:

'PRIVATE AND CONFIDENTIAL'
The Chief Executive Officer
Shire of Three Springs
PO Box 117
THREE SPRINGS WA 6519

Alternatively – emailed to ceo@threesprings.wa.gov.au

Sylvia Yandle
Chief Executive Officer

3. INFORMATION FOR CANDIDATES

Selection on the Basis of Merit

The Shire of Three Springs is an equal opportunity employer. All applications for a position will be assessed against the same criteria included in the position description.

No application will be considered until after the advertised closing date at which time it will be assessed by a Selection Panel. Selection will be based on which applicant demonstrates the highest merit for the position, their past experience, qualifications and ability to perform the advertised position.

What to include in your application

Your application should include the following information:

- A statement addressing each of the selection criteria
- A copy of your current Resume
- Contact details of two employment referees.

Applications should not be submitted in plastic sleeves, binders or files. Please do not submit originals of important documents such as qualifications and references. Submit photocopies only.

Statement Addressing Selection Criteria

The selection criteria are the most important part of your application. They are the essential skills, knowledge, experience, qualifications and training stated in the position description.

Your application should contain a statement specifically addressing each of the **SELECTION CRITERIA** with examples, which demonstrate how you meet the requirements of each objective.

Resume

You should also attach a copy of your current resume, listing academic achievement, professional training, memberships and relevant employment experience.

Referees

You should include the names and contact details of two referees we can contact to provide information on your past work performance.

One copy only

You should provide us with only one copy of your complete application.

Late Applications

Ensure your application is received prior to the closing date and time, as late applications will not be considered.

Post Application Process

Short listed applicants will be contacted by telephone to arrange an interview. Unsuccessful applicants will be advised in writing.

Pre-employment Medical and Police Clearance

The successful applicant will be required to undertake a pre-employment medical examination prior to commencement at the Council's expense. The successful applicant will be required to provide a Police Clearance (Council will reimburse the cost of this).

Address for Applications

Applications should be marked CONFIDENTIAL, and addressed to:

Chief Executive Officer

Shire of Three Springs

PO Box 117

THREE SPRINGS WA 6519

Or alternatively email to ceo@threesprings.wa.gov.au

Further Information

Should you require further information about the position, please contact the Works Supervisor Greg Stephens on 0427 541 202 or mws@threesprings.wa.gov.au

4. ABOUT THE SHIRE OF THREE SPRINGS

Three Springs is a small country town in the mid west of Western Australia, with a unique mix of grain and grazing, mining and government industries within the Shire. The town is situated 313km north-east of Perth, and encompasses an area of 2,629 sq/km.

The Three Springs community offers all the benefits of country living, and the town provides for a variety of sporting and recreational interests. The local sporting club offers lawn bowls, tennis and squash. There is an Olympic sized swimming pool, football, netball, hockey and badminton courts available at the Shire Hall.

The town has a resident Doctor operating from the Shire's fully equipped Medical Centre plus a state of the art Dental Surgery and local Dentist. There is a small hospital and the main street includes a Pharmacy, Hotel, Supermarket, Butcher, Service Stations and rural suppliers plus other local industries.

With the abundance of gorgeous wildflowers in season, close proximity to the beautiful central coastline, and its idyllic bush setting, Three Springs is enjoyed by both residents and visitors alike. Our Shire is also renowned for a variety of rare flora and one of these species is the Eucalyptus Rhodantha (Rose Mallee). It is also the town and shire emblem.

Pre and Primary Schooling is available at Three Springs with secondary Schooling to year 10 (and year 11 and 12 non TEE) at Carnamah and Morawa. The Three Springs Child Care Centre operates from Monday to Friday.

Offering all the services and amenities that people have come to expect in recent years with high standard medical, educational and recreational facilities the Three Springs community continues to thrive.

5. REMUNERATION AND OTHER EMPLOYMENT CONDITIONS

Conditions will be in accordance with the current Municipal Employees (WA) interim award 2011. Council currently works a 9 day 76 hour fortnight.

Hours of Work	7.00 am to 4.00pm (8.5 hours x 8 days). 7.00 am to 3.30pm (8 hours x 1 day) which equates to 76 hours nine day fortnight. 30 minute lunch break each day.
Term	A three month probationary period applies.
Wages	Salary will be in accordance with the Municipal Employees Award dependant on experience and qualifications.
Allowances	Industry Allowance \$44.00 per fortnight.
Overtime	To be authorised by the Chief Executive Officer.
Superannuation	Council pays the compulsory superannuation of 9.5% with a further 3% Council contribution available subject to a minimum of 5% personal contribution.
Annual Leave	Four (4) weeks per annum.
Uniforms	Work uniforms will be provided in accordance with Council policy.
Performance Review	A Staff performance review will be undertaken each year.

1. POSITION IDENTIFICATION

Position Title:	Leading Hand/Plant Operator
Classification:	Fulltime
Tenure:	Commence with 3 month probation
Award:	Municipal Employees (WA) interim award 2011
Department/section:	Works and Services

2. POSITION OBJECTIVES

This position involves construction and maintenance of Shire roads. Whilst this position is predominantly plant operator, the position will undertake labouring duties as directed including, but not limited to, signage, roads and footpaths. Provide direction, leadership and on-the-job training to supervised staff.

Under the supervision of the Works Supervisor to carry out the construction and maintenance of Council's infrastructure and assets in a safe and efficient manner.

To contribute positively and productively to a harmonious workplace and to fulfilment of all duties.

To supervise Shire works crew as directed by the Works Supervisor.

Liaise with the Works Supervisor on matters required for the satisfactory implementation and completion of Council's works program.

3. KEY RESPONSIBILITY AREAS

- Assist the Works Supervisor in carrying out duties including leading a small team to deliver maintenance activities, minor works or specific tasks of roads infrastructure.
- Operate plant (grader, bobcat, backhoe, loader, truck, roller etc.) as required.
- Maintain appropriate documentation as directed by the Works Supervisor.
- Supervise, direct and provide leadership and on the job training to small groups of employees and ensure a high quality and standard of work they produce.
- Labouring tasks may include installation of signs, guide posts, shovelling, carrying signs, using power tools etc.

- To provide works and services generally to the community, including refuse removal, town maintenance works, litter removal, cemetery maintenance and grave digging, tree lopping, and carry out other duties as directed by the Works Supervisor.
- Maintain all associated plant & equipment relevant to position and in liaison with the Works Supervisor.
- Perform works as directed under limited supervision either individually or in a team environment.
- To be self-motivated and able to work unsupervised.
- To adhere to and promote safety in the work place as per the Shires OHS policies.
- To maintain, keep clean and be accountable for work vehicles, equipment and tools provided.
- Observe and report on damage/maintenance requirements of equipment and tools in your care.
- To identify and report any actual or perceived hazards/dangers/accidents to the Works Supervisor.
- Undertake other duties as required.

4. ORGANISATIONAL RELATIONSHIPS

Reports to:	Works Supervisor
Internal Liaisons:	Chief Executive Officer
	Works Supervisor
	Mechanic
	Works Crew
Supervision of:	Works Crew
External Liaisons:	General Public

EXTENT OF AUTHORITY

Operates under the direction of the Works Supervisor within the Shires established guidelines, procedures and policies.

5. KNOWLEDGE, SKILLS & EXPERIENCE

Time Management skills

Team development skills

Verbal and written communication skills

Basic Public Relations and Interpersonal skills

Basic skills in the use of chainsaws, jack hammers, posthole diggers, cement mixers, etc.

Sound skills in the operation of major plant

Supervisory skills as directed by Works Supervisor

Knowledge:

Working knowledge of the Occupational Health, Safety and Welfare regulations, Equal Opportunities legislation and Council's policies.

Basic knowledge of award conditions and dispute procedures.

Basic knowledge of Council's organisational structure and function.

Sound knowledge of the operation of heavy plant machinery.

Experience:

Experience in working in a multipurpose maintenance role, operating a variety of light and heavy machinery.

Qualifications and/or Training:

Hold a suitable certificate of competency or written record of 2 years practical experience in operation of major plant preferred, but not essential.

6. SELECTION CRITERIA

Essential

Knowledge of road construction and maintenance practices.

Supervise, direct and provide leadership and on the job training to small groups of employees and ensure a high quality and standard of work they produce.

Verbal and written communication skills and ability to work with others as part of a team

Possession of an "HR" class Motor Driver's License.

Operate plant (grader, bobcat, backhoe, loader, truck, roller etc.) as required.

Demonstrated ability to safely operate Shire plant equipment and vehicles.

Ability to follow OHS polices and safe work standards.

Ability to complete standard forms (timesheets, work orders, log books etc)

Ability to work unsupervised and be self-motivated

Prepared to undergo a Police Clearance if required

Desirable

Knowledge of parks and gardens and playing fields maintenance, including reticulation

Possession of an "HC" class Motor Driver's License.

Supervisors Certificate (or similar)

Skills in the use of levels.

Drainage experience

White card (WA construction)

Condition of Employment

I acknowledge acceptance of the above conditions of employment for the position of Leading Hand/Plant Operator with the Shire of Three Springs.

Name

Sign

Date ____/____/____