



# SHIRE OF THREE SPRINGS

## Plant Operator/General Hand

### INFORMATION FOR CANDIDATES

July 2018

# Shire of Three Springs – Plant Operator/General Hand

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## TABLE OF CONTENTS

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1. ADVERTISEMENT (FULL).....	3
2. INFORMATION FOR CANDIDATES .....	4
3. ABOUT THE SHIRE OF THREE SPRINGS .....	6
4. REMUNERATION AND OTHER EMPLOYMENT CONDITIONS.....	7
5. POSITION DESCRIPTION.....	7

# Shire of Three Springs – Plant Operator/General Hand

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## 1. ADVERTISEMENT (FULL)

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# SHIRE OF THREE SPRINGS

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## SHIRE OF THREE SPRINGS

### PLANT OPERATOR/GENERAL HAND

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

Applicants should possess developed skills in the operation of plant & machinery used in the maintenance and construction of roads. 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](http://www.threesprings.wa.gov.au) or email enquiries can be made to [mws@threesprings.wa.gov.au](mailto:mws@threesprings.wa.gov.au)

Applications including the names of two referees must be received by the undersigned by 4:00pm Friday 17<sup>th</sup> August 2018 and should be addressed to:

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

Sylvia Yandle  
Chief Executive Officer

# Shire of Three Springs – Plant Operator/General Hand

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## 2. INFORMATION FOR CANDIDATES

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### **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.

# Shire of Three Springs – Plant Operator/General Hand

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## **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**

## **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](mailto:mws@threesprings.wa.gov.au)

# Shire of Three Springs – Plant Operator/General Hand

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## 3. ABOUT THE SHIRE OF THREE SPRINGS

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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.

# Shire of Three Springs – Plant Operator/General Hand

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## 4. REMUNERATION AND OTHER EMPLOYMENT CONDITIONS

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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	Municipal Employees (WA) Interim Award 2011 Level 4A, Council currently pays above award payment with the current hourly rate of \$23.8121per hour.
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.



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## 5. POSITION DESCRIPTION

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### 1. POSITION IDENTIFICATION

<b>Position Title:</b>	Plant Operator/General Hand
<b>Tenure:</b>	Commence with 3 month probation
<b>Award:</b>	Municipal Employees (WA) interim award 2011
<b>Department/section:</b>	Works and Services

### 2. POSITION OBJECTIVES

1. Carry out the construction and maintenance of Council's infrastructure and assets as directed by the Works Supervisor in a safe and efficient manner according to Shires Occupational Health and Safety (OHS) policies.
2. To contribute positively and productively to a harmonious workplace.
3. Liaise with the Works Supervisor and Leading Hand on matters required for the satisfactory implementation and completion of Council's Works Program.

### 3. KEY RESPONSIBILITY AREAS

1. To assist with the construction and maintenance of Council's assets and infrastructure.
2. To be self-motivated and able to work unsupervised.
3. To adhere to and promote safety in the work place as per the Shires OHS policies.
4. To carry out all work efficiently and in a professional manner as per the Shire Code of Conduct and contribute positively and productively to a harmonious work place.



## Shire of Three Springs – Plant Operator/General Hand

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5. To work under the direction of the Works Supervisor and/or Leading Hand.
6. To help construct, repair and maintain the Shire's streets, roads, bridges and verges, including appropriate signage and traffic control measures.
7. 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.
8. To operate a variety of light and heavy machinery as directed such as backhoe, loader, grader, skidsteer, truck, etc.
9. To undertake additional training where appropriate and authorised.
10. To maintain, keep clean and be accountable for work vehicles, equipment and tools provided.
11. Observe and report on damage/maintenance requirements of equipment and tools in your care.
12. To identify and report any actual or perceived hazards/dangers/accidents to the Works Supervisor.

#### **4. ORGANISATIONAL RELATIONSHIPS**

Reports to:                Works Supervisor  
                                  Leading Hand

Internal Liaisons:        Chief Executive Officer  
                                  Works Supervisor  
                                  Leading Hand  
                                  Mechanic  
                                  Other employees

External Liaisons:        General Public

#### **EXTENT OF AUTHORITY**

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

# Shire of Three Springs – Plant Operator/General Hand

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## 5. SELECTION CRITERIA

### Essential

Possession of an “HC” class Motor Drivers License.

Demonstrated ability to safely operate Shire plant equipment and vehicles.

Capable of physical labour as required.

Ability to follow OHS polices and safe work standards.

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

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

Ability to work unsupervised and be self-motivated.

Certificate of Competency or at least 2 years experience in operations of Major Plant.

White/Blue Card (WA construction)

### Desirable

Drainage experience.

Senior First Aid Certificate

Current Traffic Management Certificates – Basic Work Traffic Management and Traffic Controller

## 6. 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

## Shire of Three Springs – Plant Operator/General Hand

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### **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 current "HC" class Motor Drivers License.

Certificate of Competency or 2 years experience in operations of Major Plant.

Hold a Senior First Aid Certificate. (Desirable)

Date 16/07/2018