



# SHIRE OF THREE SPRINGS

## Trainee - Cert II in Automotive Servicing

### INFORMATION FOR CANDIDATES

May 2019

# Shire of Three Springs – Trainee (Cert II in Automotive Servicing Technology)

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# Shire of Three Springs – Trainee (Cert II in Automotive Servicing Technology)

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## 1. ADVERTISEMENT (FULL)

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# SHIRE OF THREE SPRINGS

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### **Trainee - Cert II in Automotive Servicing Technology**

#### **12 month fixed term position**

Applications are invited from interested persons for the position of Trainee, to undertake an Automotive Servicing Technology Certificate II. Conditions will be in accordance with the Municipal Employees (Western Australia) Interim Award. Subject to highest year of schooling completed and years out of school, the successful applicant will remunerated as per the Local Government Industry Award 2010 National Training Wage Level B. Council currently works a 9 day 76 hour fortnight.

The successful applicant will be enrolled with a Registered Training Organisation for the duration of the traineeship. Onsite study hours of approx. 5 hours per week are provided.

The position will operate under the direction of the Mechanic and Manager of Works and Services within the Shire's established guidelines, procedure and policies.

Enquiries can be directed to Manager of Works and Services Marc Bennett 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 4pm Thursday 27<sup>th</sup> June 2019 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](mailto:ceo@threesprings.wa.gov.au)

The Shire of Three Springs is an equal opportunity employer.

Sylvia Yandle

Chief Executive Officer

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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 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.

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## **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 (at their expense).

## **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 Manager of Works and Services Marc Bennett 0427 541 202 or email [mws@threesprings.wa.gov.au](mailto:mws@threesprings.wa.gov.au)

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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, Surf Shop, 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.

## 4. REMUNERATION

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The position of Trainee (Mechanical) will be paid in accordance with the Municipal Employees (Western Australia) Interim Award and relevant Council Policies. Sick leave, and other normal benefits and conditions form part of the package.

The package includes a pay rate of subject to the highest year of schooling completed and years out of school. Council works a 9 day fortnight with additional superannuation of 3% conditional on the employee making a contribution of 5%.

The successful applicant will be enrolled with a Registered Training Organisation (Central Regional TAFE) for the duration of the traineeship. Training fees will be paid by the Shire. Approx. 5 hours of study per week, to be conducted onsite, form part of the normal work hours.

If the traineeship is not completed, the applicant will be required to reimburse the Shire the full cost of RTO training fees.

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## 5. POSITION DESCRIPTION

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### POSITION IDENTIFICATION

<b>Position Title:</b>	<b>Shire Trainee (Cert II in Automotive Servicing Technology)</b>
<b>Full time:</b>	38 hours/week
<b>Tenure:</b>	12 months fixed term with 3 month probation
<b>Section:</b>	Works and Services

### 2. POSITION OBJECTIVES

To maintain a high performance of work by assisting in implementing improved methods of service and repairs and at all times retain and reflect the integrity of Council.

To assist to ensure that all plant vehicles and equipment are maintained in a safe and operational condition having regard to the requirements of the Occupational Health and Safety Regulations.

To assist to ensure that the workshop and surrounds are maintained in a clean and tidy state and that the safety requirements of the Occupational Health and Safety Regulations are adhered to by staff while in the workshop and office, especially relating to personal protection (e.g. hearing and eye protection and no smoking policy). The Mechanic will be responsible for making sure that safety equipment is readily available.

### 3. KEY RESPONSIBILITY AREAS

1. Assist Mechanic to ensure duties are being carried out efficiently and accurately.
2. Assist Mechanic with preventative maintenance and servicing for all council fleet and plant.
3. Assist in properly maintaining materials, tools and equipment.
4. Assist in the securing and lockup of vehicles that are under workshop control.
5. Assist in cleaning and keeping the mechanical workshops and surrounds tidy.
6. Assist with programming the service schedule for all Council fleet and plant.

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7. Assist with maintaining daily records of plant, labour and materials used.
8. Assist with the planning and procurement of materials and consumables as required.
9. Attend and participate in all course work as required in accordance with TAFE policies and regulations.
10. Attend and complete relevant on-the-job training as required.
11. Complete Automotive Mechanical (Level 2) AUR20516 - Cert II in Automotive Servicing Technology
12. Strive to continuously improve team work, processes and effectiveness in the work area.
13. Learn to apply OSH principles and practices within the workshop environment and ensure compliance with protective clothing equipment requirements at all times.
14. Adhere to the Shire's policies and management practices.
15. Other duties as directed by Mechanic.

## **4. ORGANISATIONAL RELATIONSHIPS**

Reports to:	Mechanic
Internal Liaisons:	Chief Executive Officer Manager of Works and Services Mechanic Works Crew
External Liaisons:	General Public (limited)

## **EXTENT OF AUTHORITY**

Operates under the direction of the Mechanic and Manager of Works and Services within the Shires established guidelines, procedures and policies.

## **6. SELECTION CRITERIA**

### **Essential**

1. Completion of High School Education Certificate
2. Capable of physical labour as required.



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3. Basic computer skills
4. Ability to follow OHS polices and safe work standards.
5. Verbal and written communication skills and ability to work with others as part of a team
6. Ability to work unsupervised and be self-motivated
7. Prepared to undergo a Police Clearance if required

### **Desirable**

1. 'C' licence is highly desirable.
2. Sound knowledge of the Shire District
3. Senior/Basic First Aid certificate

### **Condition of Employment**

I acknowledge acceptance of the above conditions of employment for this position with the Shire of Three Springs.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Sign

Date \_\_\_\_/\_\_\_\_/\_\_\_\_