



APPLICATION PACKAGE

Leading Hand – Parks & Gardens

Hourly Wage between \$30.3666 to \$32.5000
Level 5, Local Government Industry Award 2020

The Shire of Brookton is looking for an experienced and self-motivated person to provide practical leadership to our Parks & Gardens crew.

The successful candidate will work under the direction of the Shire's Works Coordinator, with working knowledge of horticulture and reticulation practices and be prepared to provide direction and leadership to the Parks & Gardens team.

Ideally the Leading Hand – Parks & Gardens will possess the following:

- Strong communication and interpersonal skills;
- Qualifications and experience in use and control of herbicides and pesticides;
- Practical experience operating and maintaining various equipment such as mowers and pumps.

In return the Shire is offering a remuneration package including:

- Hourly wage of between \$30.3666 to \$32.5000
- A 76 hour, nine-day fortnight;
- Superannuation of up to 15.5%;
- 4 weeks pro-rata annual leave per annum with leave loading; and
- 2 x recreation days per year.

Further information is available on the Shire's website at

<https://www.brookton.wa.gov.au/council/employment/employment.aspx>

Confidential enquiries about the position should be directed to Ms Les Vidovich, Manager Infrastructure and Works on 0418 422 498.

Applications should be addressed to the Chief Executive Officer, or emailed to ceo@brookton.wa.gov.au, marked "Confidential – Leading Hand – Parks & Gardens", by **4pm, Monday 12 September 2022**.

APPLICATION INFORMATION

Thank you for expressing interest in this position, we welcome your enquiry. It is Council's intent to select the best possible applicant for this demanding position and we wish you well with your application.

Please visit our website at www.brookton.wa.gov.au for further information about the Shire of Brookton.

Your application should consist of at least:

Covering Letter

A letter addressed to the CEO applying for the position and stating your anticipated commencement date if successful.

Resume/Curriculum Vitae

A detailed resume/curriculum vitae setting out your personal details, contact details, work history, periods of employment, positions held with details of duties and other relevant information such as personal interests.

The details of your academic qualifications and identifying information such as institution, certificate number and date of issue. Details of any ongoing professional development.

The details of your nominated referees including contact information and their position or working relationship with you. At least three referees who can confirm your work history and attributes should be nominated.

You are not required to address the individual selection criteria, however, please ensure that your resume/curriculum vitae includes sufficient information to allow assessment of your ability against the Selection Criteria and more generally to assess your skills, knowledge, experience, and suitability for the position. You may provide any other information that will support your application.

Applications

Please provide your cover letter on a single sided A4 paper.

Applications can be mailed, emailed to ceo@brookton.wa.gov.au or hand delivered.

Applications should be addressed as follows:

CONFIDENTIAL APPLICATION

Attn: Gary Sherry

Shire of Brookton

PO Box 42

BROOKTON WA 6306

Short listed applicants will be contacted to arrange an interview if required. The Shire of Brookton is keen to make an early appointment with commencement as soon as possible.

The closing time and date for applications is by **4pm, Monday 12 September 2022**.

GENERAL EMPLOYMENT INFORMATION

Salary Package:

The offered Salary Package includes:

| COMPONENT | FROM | TO |
|--------------------------------------------------|-----------------|-----------------|
| Base Salary (cash component) | \$60,004 | \$64,220 |
| Adverse Working Conditions Allowance | \$1,719 | \$1,719 |
| Leading Hand Allowance | \$1,422 | \$1,422 |
| Superannuation (10.5%) | \$6,630 | \$7,073 |
| Superannuation 5% - subject to employee matching | \$3,157 | \$3,368 |
| Package Total | \$72,933 | \$77,802 |

There is no Shire accommodation allocated to this position.

Work Place Address:

Shire of Brookton Works Depot, Lennard Street, Brookton.

Your "workplace" i.e. your normal place of commencement of duties each day, may change to suit the Shire's requirements. Should this occur, reasonable notice will be given.

Award and Enterprise Agreement

All conditions are in accordance with the Local Government Industry Award 2020.

Contract of Employment

Permanent

Probationary Period

This position has a six-month probationary period.

Hours of Work

The regular hours of work are 76 ordinary hours per fortnight as per the Local Government Industry Award 2020.

The 76 hours are to be worked as a 9 day fortnight:

7.30am to 4.30pm

30 minute lunch break

The Shire of Brookton has a flexible approach to the working hours for this part time position and will consider requests for alternative days and times from the preferred applicant.

Local Government Recreation Days

Council provides two days each year that are normally taken during the Council approved, Shire closure period, between Christmas, and New Years each year. Or as otherwise approved by the CEO.

Classification:

Level 5. This classification level is in accordance with the Local Government Industry Award 2020

Salary Rate

The rate of pay applicable to this position is dependent on experience.

| | Weekly | | Hourly | |
|--------------------------------------|-----------------|-----------------|--------------|--------------|
| | FROM | TO | FROM | TO |
| Base Salary (cash component) | 1,153.93 | 1,235.00 | 30.3666 | 32.5000 |
| Adverse Working Conditions Allowance | 33.07 | 33.07 | 0.8702 | 0.8702 |
| Leading Hand Allowance | 27.34 | 27.34 | 0.7195 | 0.7195 |
| TOTAL | 1,214.34 | 1,295.41 | 31.96 | 34.09 |

Wages will be paid on a fortnightly basis by the Thursday of that week, by electronic funds transfer to your nominated bank account(s).

Overtime

Eligibility for payment for and the conditions associated with the working overtime are in accordance with the provisions of Clause 24 of the Local Government Industry Award 2020.

Except as otherwise provided, overtime will be paid at the rate of time and a half for the first two hours and double time thereafter. Overtime worked on a Sunday will be paid at the rate of double time

Salary Increases

Your salary will increase automatically in accordance with the provisions of the Local Government Industry Award 2020.

Superannuation

Compulsory Occupational Superannuation contributions (currently 10.5% of salary) will be paid on your behalf into a complying superannuation fund of your choice. In the event that you do not nominate a fund, contributions will be paid directly into your membership account of the AWARE Super Pty Ltd.

In addition to Compulsory Occupational Superannuation contributions paid by the Shire, you also have the option of contributing additional superannuation from your salary. Should you elect this option, the Shire will match your contribution percentage up to 5%. Subject to compliance with legislative requirements your additional superannuation contributions may be made on a salary sacrifice basis.

Meal Break

An unpaid meal break is provided and must be taken no longer than five hours after commencement of work. This break must be a minimum of half an hour and maximum of one hour as agreed between you and your supervisor.

Personal Leave:

Paid personal leave is available to you when you are absent due to the following:

- Sick leave
- Carer's leave
- Compassionate leave

Sick Leave/Carers Leave

You are entitled to Sick Leave or Carer's leave. You will accumulate a pro-rata 10 days of Sick Leave/Carer's leave each year.

To be entitled to payment you are required, as soon as reasonably practicable, to advise your supervisor of your inability to attend work, the nature of your illness or injury or family carer requirement and the estimated duration of the absence. Unused portions of entitlement to paid personal leave shall accumulate from year to year.

You are entitled to get 2 days unpaid carer's leave each time an immediate family member or household member of the employee needs care and support because of:

- Illness,
- injury, or
- an unexpected emergency.

Full-time and part-time employees can only get unpaid carer's leave if they don't have any paid sick/carer's leave left.

Compassionate Leave

You are entitled to take up to 2 days paid Compassionate Leave each year on any occasion on which a member of your immediate family or household deceases, or contracts or develops a personal illness or injury that poses a serious threat to his or her life. Unused portions of entitlement to compassionate leave shall not accumulate from year to year.

Annual Leave

You are entitled to a period of 4 weeks of Annual Leave per year of service on a pro-rata basis.

A 17.5% loading calculated on your base rate of pay will apply to payment for period of Annual Leave.

An Employee may purchase, through a written request, an additional annual leave entitlement from the Shire under the following conditions:

- a) The purchase of additional leave by the employee is at the employee's 'standard' hourly rate, up to a maximum of 5 working days per year (leave loading does not apply).
- b) The payment of additional annual leave by the employee:
 - i. Must be completed prior to the leave being taken.
 - ii. may be deducted (subject to written consent) from the employee's fortnightly pay over a period of no greater than 12 months, and for a period as agreed with the CEO.
- c) The taking of additional annual leave:
 - i. is to be formally applied for and approved by the Chief Executive Officer at least 1 month prior to the leave being taken; and
 - ii. must be taken within a 12 month period.

An employee may request an increase in their annual leave allocation by an additional one week (pro-rata) based on a full waiver of their current 17.5% leave loading entitlement, subject to the following conditions:

- a) The request must be presented to the CEO through a written application.
- b) A deed of acceptance must be executed between the employee and CEO acknowledging the agreed amendment will constitute a change in employment conditions that is binding on both parties.

TITLE: LEADING HAND – PARKS AND GARDENS

PURPOSE: The objectives of this position are to:

- To work as a team member in the Works crew ensuring that all the Parks and Gardens needs of Council are met effectively and efficiently.
- To undertake a range of activities involved in maintenance and improvements of Council’s parks and gardens, including road reserves and other Council managed property, to present these places in an attractive manner so as to reflect a positive image of the Shire.
- General town site maintenance tasks as and when required.
- Supervise, organise and manage team members directly reporting to this position.

| KEY RESPONSIBILITIES | REQUIREMENTS |
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| <p>Parks, Reserves and Gardens</p> <ul style="list-style-type: none"> - Works with the team to carry out maintenance, mowing, clean-up and construction tasks on Council parks, gardens, reserves and other Council properties. - Undertake planting of areas from plans supplied and/or carry out the replacement of established gardens including brick, block or slab paving, signs and other park fixtures. - Carry out, as authorised, the spraying of garden beds, parks and other Council owned property with herbicide or pesticides, in accordance with training and skill acquired, manufacturers application rates, the requirement of the material safety data sheets and any formal procedures and practice. - Ensure an efficient water program is maintained. - Undertake reticulation repairs and minor upgrades. - Prepare quantities of materials and goods for authorisation. - Operation of multi-functional equipment, small tools and appliances. - Carry out a reasonable amount of overtime as required. <p>Plant and Equipment</p> <ul style="list-style-type: none"> - Tools – responsible for care of tools and equipment used. - Maintain plant by cleaning and checking oil, fuel and water on a daily basis and ensure that all machinery (plant) and hand tools assigned are maintained in a workable and safe condition. = Responsible for the completion of service maintenance and construction as | <p>Experience & Qualifications Required:</p> <p><u>Essential:</u></p> <ul style="list-style-type: none"> • “C” and “HR” class driver’s license. • Ability to operate and maintain plant and parks machinery to safety standards. • Knowledge of reticulation systems and turf management. • Knowledge and use of road safety signs. • Demonstrate an understanding of plant types and their characteristics, an ability to recognise plant types and to make informed assessment of the condition of the plant. <p><u>Desirable:</u></p> <ul style="list-style-type: none"> • Knowledge and understanding of safety procedures. • Experience in a range of operational procedures. • Knowledge of playground equipment inspection procedures and standards. • Knowledge of Occupational Safety and Health Procedures. |

| KEY RESPONSIBILITIES | REQUIREMENTS |
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| <p>directed by the Principal Works Supervisor.</p> <ul style="list-style-type: none"> - Report any faults, accidents or maintenance requirements of plant or equipment to the Principal Works Supervisor. <p>Waste Treatment Plant and Re-use Water System</p> <ul style="list-style-type: none"> - Read and record Flow Meters. - Pumping Station to be monitored for faults and fluid levels - Perform minor repairs to the wastewater treatment plant as directed by the Principal Works Supervisor. <p>Occupational Health and Safety</p> <ul style="list-style-type: none"> - Exercise a duty of care to understand the need to work in a safe and efficient manner having regard to own safety, that of other workers, and any other person. - Ensure appropriate safety clothing issued by Council is worn and maintained by employee and team members. - Ensure that all machinery and hand tools assigned are maintained in a safe and workable condition. - Report and where appropriate take immediate corrective action on any faults, accidents or maintenance requirement of machinery and safety issues. - Monitor safe work practices in the placement of the required road work signs in accordance with Traffic management for Road Works Code of Practice. <p>Other</p> <ul style="list-style-type: none"> - Other tasks as directed by the Works Coordinator. - Supervise, organise and manage general hands to achieve works program as directed by Works Coordinator. - Ensure own and team members timesheets completed in an accurate and timely manner. - Works unsupervised and is subject to limited direction. Responsible for leading and supervising small teams. - Problems encountered resolved using initiative, knowledge and prior experience. If required guidance and assistance is usually available. - Exercise basic judgement, relating to own work and personal safety as required by relevant legislation and Council safety procedures. | <ul style="list-style-type: none"> • Experience within Local Government environment. • Use of a two-way radio. • First aid certificate. <p><u>Behaviours:</u></p> <ul style="list-style-type: none"> • Demonstrate ability to work in a team environment. • Ability to follow direction or established procedures. • Genuine commitment and responsiveness in providing high quality customer service. <p><u>General:</u></p> <ul style="list-style-type: none"> • Living in the District or prepared to relocate. • National Police Clearance. • Medically fit to undertake duties as outlined in this document. • Possess or working towards horticultural qualifications. • Previous experience in maintenance of lawns and gardens. • Previous experience in the operation and use of mowers and other types of gardening machinery and equipment. <p><u>Reports to:</u> Works Coordinator</p> |

| KEY RESPONSIBILITIES | REQUIREMENTS |
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| <ul style="list-style-type: none"> - This position is responsible for quality and standard of own work – and productivity and efficiency of work group supervised. - Provision of on-the-job training and guidance to employees under their supervision. | <p>Name:</p> <p>Date:</p> <p>Signature:</p> <p>This position has been reviewed in August 2022.</p> |

Organisational Structure

(August 2022)

Full Time Employee (FTE) Count
 Executive Directorate – 6.9 FTE
 Projects Directorate -1 FTE
 Corporate Directorate – 8.5 FTE
 Infrastructure Directorate – 14 FTE
 Total - 30.4 FTE

