

# APPLICATION PACKAGE

## LEADING HAND GRADER OPERATOR

### CONTENTS

1.	COPY OF ADVERTISEMENT	Page 2
2.	APPLICATION INFORMATION	Page 3
3.	REFEREE & REFERENCE CHECKS	Page 5
4.	GENERAL EMPLOYMENT INFORMATION	Page 6
5.	POSITION DESCRIPTION	Page 7

## **COPY OF ADVERTISEMENT**

### **SHIRE OF BROOKTON LEADING HAND GRADER OPERATOR 3 Year Fixed Term Contract (76 Hour Fortnight)**

The Shire of Brookton is seeking a Leading Hand Grader Operator with final trim capabilities to join our Works Crew.

Ideally the successful candidate will possess the following:

- Strong written and verbal communication and interpersonal skills.
- Experience in employee and contractor supervision.
- Experience as a final trim grader operator (5 years desirable)
- Experience operating various machines including Loader, Skid Steer and Back Hoe

The rate of pay is in accordance with the Local Government Industry Award 2010 Level 7 and Council Policy, \$56,000 to \$65,000 per annum dependent of experience.

The Shire Works crew operate on a 76 Hour nine day fortnight basis.

All applications must be submitted via [www.seek.com.au](http://www.seek.com.au) and include a resume & cover letter.

Enquiries concerning the position should be directed to the Manager Infrastructure and Regulatory Services, Steve Thomson on 0418 422 498.

Applications will be received until 9am on Thursday 24 January 2019.

The Shire of Brookton is an equal employer committed to an equitable, diverse and socially inclusive work environment.

Please note that canvassing of Councillors will automatically disqualify applicants.

## **APPLICATION INFORMATION**

**Please read this and all the Application Package information carefully.**

1. Thank you for expressing interest in this position and we welcome your application.
2. It is the intention of the Shire of Brookton to select the best possible applicant for this position and it wishes you all the best.
3. The Manager Infrastructure and Regulatory Services, Steve Thomson is the nominated contact for this position and can be contacted on 0418 422 498.
4. Please visit the Shire website at [www.brookton.wa.gov.au](http://www.brookton.wa.gov.au) for general information about the Shire.
5. Your application should consist of:
  - A letter addressed to the CEO applying for the position.
  - A Resume setting out your personal details, contact details, work history, periods of employment, and positions held, with details of the 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 Referee(s) including contact information including email address and relationship.
  - At least one Referee, who can confirm your work history, should be nominated.
  - Information concerning your anticipated commencement date if successful.

8. The closing date and time for applications is **9am Thursday 24<sup>th</sup> January 2019.**
9. It is envisaged that immediately after the closing date the applications will be assessed, ranked, and a short list developed.

## **THE SHIRE OF BROOKTON IS AN EQUAL OPPORTUNITY EMPLOYER**



## **IMPORTANT - REFEREE AND REFERENCE CHECKS**

The Council has an obligation to satisfy itself of your qualification and suitability for the position and the person it seeks to appoint should view this process as a positive aspect of your application.

If there is a special need for confidentiality, such as a current employer who is not yet aware of your application, please provide details with your application.

It is important that the applicant nominates at least one (1) referee, and their contact details, to support your work history, and outline their position or relationship to the applicant. These people should be able to verify or support your claims.

Initially the reference checks will only be made of your nominated referees and you should ensure that they are aware in advance that contact may be made with them to confirm details.

The Council reserves the right to make other checks of the final applicant(s), but will not make contact with any current employer or other nominated person unless your prior approval has been obtained, but clearly that will be necessary before appointment can be finalised.

### **Academic Qualifications**

Please supply details of all qualifications claimed including the Institution, Certificate Number and date of issue to allow verification.

## GENERAL EMPLOYMENT INFORMATION

### **CONDITIONS OF EMPLOYMENT:**

- Instrument:** Local Government Industry Award 2010
- Status:** 3 Year Fixed Term Contract (76 hours per fortnight)
- Annual Leave:** Four (4) weeks paid annual leave each year with 17.5% Leave Loading
- Long Service Leave:** In accordance with the Local Government (Long Service Leave) Regulations
- Other Leave:** The Officer is entitled to Personal and Parental leave as set out in and in accordance with the Local Government Industry Award 2010.
- Superannuation:** The Shire will contribute to the preferred Superannuation Fund. The current Superannuation Guarantee Contribution is 9.5%.
- The Shire will provide a matching superannuation contribution up to 4% if the employee contributes an additional 4% superannuation contribution.
- The Shire will allow salary sacrificing superannuation and any other expenses that have concessional or exempt Fringe Benefits Tax status in accordance with Council Policy.
- Pre-employment Checks:** Prior to employment, the applicant will be required to:
- Undergo and pass a pre-employment medical examination at Council's cost.
  - Provide a current, satisfactory National Police Clearance.

Shire of  
**BROOKTON** **POSITION DESCRIPTION**

## POSITION IDENTIFICATION

<b>Position Title:</b>	<b>Leading Hand Grader Operator</b>
<b>Location:</b>	Shire Works Depot, Richardson Street, Brookton
<b>Classification / Award:</b>	Level 7, Local Government Industry Award 2010
<b>Responsible to:</b>	Works Coordinator
<b>Shire Contact</b>	Rodney Evenis
<b>Incumbent:</b>	

## POSITION OBJECTIVES

- To operate plant and equipment as part of the Construction and Maintenance Crew.
- Planning and co-ordinating of projects in liaison with the Works Coordinator and Manager Infrastructure and Regulatory Services
- Direct and Implement the undertaking of the Shire's construction & maintenance program including day to day organising of resources.
- Assist the Works Coordinator in the provision of on the job training.
- Supervise works carried out by contractors.
- Work within the financial constraints provided, monitor and report on factors that have job cost implications.
- Maximise performance of the works crew in order to maintain a good public image of Council.
- Maintain a high standard of morale within the works crew, together with respect for other staff, ratepayers, residents, councillors and senior staff. Communicate and co-operate with the general community to facilitate the effectiveness of the works section.
- Undertake levelling and setting out to enable execution of works in accordance with design.
- Undertake such other duties as directed.
- Attend meetings and training as directed.
- Cross checking of timesheets for accuracy and costing purposes.
- Operate machinery & vehicles in accordance with road laws.
- Carry out daily maintenance of plant being operated and report faults.
- Carry out other manual work as required.
- Support and aid the implementation of continuous improvement initiatives.

## POSITION ACCOUNTABILITIES

Key Responsibility Area	Accountability
<b>Health, Safety and Environment</b>	<ul style="list-style-type: none"> <li>• Take responsibility for personal health, safety and fitness for work.</li> <li>• Perform work in a safe and healthy manner and to abide by Shire and legislative safe work procedures, instructions and safety management practices.</li> <li>• Use safety equipment and devices as specified.</li> <li>• Correct or report unsafe conditions.</li> <li>• Work in a manner, which will not endanger themselves or any other persons, under reasonably foreseeable circumstances.</li> </ul>
<b>Works Program</b>	<ul style="list-style-type: none"> <li>• Ensure a high standard of work is maintained.</li> <li>• Arrange or advise of the procurement and delivery of materials and plant as required for the Works Program.</li> <li>• Liaise with public utilities and authorities for the co-ordination of works and the protection of services.</li> <li>• Ensure works completed in most economical way within the budget allocation and time allowed for project, subject to unforeseen difficulties and circumstances.</li> </ul>
<b>Forward Planning</b>	<ul style="list-style-type: none"> <li>• Assist in programming future works programmes and townscape improvements.</li> </ul>
<b>Council Infrastructure</b>	<ul style="list-style-type: none"> <li>• Under the direction of the Works Coordinator, assist in the monitoring and maintenance of all Council assets</li> </ul>
<b>Plant &amp; Equipment</b>	<ul style="list-style-type: none"> <li>• Actively contribute to see that Council's plant and equipment is maintained in good working order and safe condition, subject to availability of quality service providers.</li> <li>• Provide advice on plant replacement as needed.</li> </ul>
<b>Supervision of Staff</b>	<ul style="list-style-type: none"> <li>• Under the direction of the Works Coordinator Supervise and oversee the operation of Council's outside workforce.</li> <li>• Monitor the preparation of employee time sheets and verify attendance and time allocations.</li> </ul>
<b>Record Keeping</b>	<ul style="list-style-type: none"> <li>• Ensure that proper records are kept which relate to vehicle/machine usage for service requirements, in accordance with log book/manufacturers requirements.</li> <li>• Ensure that vehicle/machine operators provide accurate time sheet information in relation to application of labour and plant usage on works.</li> <li>• Ensure that proper records are maintained for all works programmes.</li> </ul>



## AUTHORITY LEVELS

### EMPLOYEE:

Direct: 6  
Indirect: 2

### FINANCIAL:

Work within the provided budget. Alterations at management direction only

## DOCUMENTS RELEVANT TO POSITION

DOCUMENT	LOCATION / AVAILABLE FROM...
Shire of Brookton Policy Manual	Shire offices
Letter of Offer	Individual; Personnel file – Shire offices
Position Description Form	Individual; Personnel file – Shire offices
Local Laws	Shire offices
Local Government Industry Award 2010	Payroll Officer

## SELECTION CRITERIA

GENERAL
<ul style="list-style-type: none"> <li>• Living in the Shire of Brookton or surrounds or prepared to relocate.</li> </ul>
EDUCATION AND EXPERIENCE
<ul style="list-style-type: none"> <li>• At least five years experience including final trim grader operation in construction and maintenance of road works for local or public authorities or private contractors.</li> <li>• No formal qualifications required.</li> </ul> <p><u>Essential</u></p> <ul style="list-style-type: none"> <li>• Hold a current C and HR class drivers licence</li> <li>• Demonstrated absence of a relevant criminal history.</li> <li>• Physically fit to perform duties as outlined in this description.</li> <li>• Sound knowledge in the operation and maintenance of heavy plant and equipment.</li> <li>• Working knowledge of Occupational Health Safety and Welfare Acts and regulations, Equal Opportunity legislation and policies.</li> <li>• Knowledge of the budget process including of cost estimates.</li> <li>• Sound knowledge of plan and design interpretation</li> </ul> <p><u>Desirable</u></p> <ul style="list-style-type: none"> <li>• Basic skills in the use of levels and survey equipment.</li> <li>• Basic knowledge of Council's organisational structure and function</li> <li>• Working knowledge of Local Government law in respect to the duties</li> </ul>
SKILLS AND ABILITIES
<ul style="list-style-type: none"> <li>• Time management and organisational skills.</li> <li>• Developing knowledge of local government protocols.</li> <li>• Developed verbal and basic written communication skills</li> </ul>
BEHAVIOURAL COMPETENCIES
<ul style="list-style-type: none"> <li>• High level of customer service orientation.</li> <li>• Highly developed interpersonal skills.</li> <li>• Ability to work as a team member.</li> <li>• Ability to liaise with a wide range of people from diverse social and cultural backgrounds.</li> <li>• Ability to liaise with all levels of Shire organisation including Councillors.</li> <li>• Developed team development and leadership skills.</li> <li>• Developed public relations and interpersonal skills.</li> </ul>

## CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements for the job.

### SUPERVISOR:

---

*Print name*

*Signature*

*Date*

As occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

### EMPLOYEE:

---

*Print name*

*Signature*

*Date*

## POSITION DESCRIPTION REVIEW HISTORY

CREATED/REVIEWED BY	DATE
MIRS (StephenThomson)	10/01/2019