



Town Services Officer

Part-Time Position (3 days a week)

Salary: Level 2 – 3 (depending on skills and qualifications)

\$33.48 – \$36.16 per hour

The Shire of Jerramungup is seeking a motivated and hands on individual to join our Town Services team in the position of Town Services Officer.

Primarily based in Bremer Bay, this role also provides support across the Jerramungup townsite.

This is an ideal opportunity for someone seeking meaningful, practical work, a flexible part-time arrangement, and the chance to contribute to the presentation and maintenance of our local communities.

Days of work can be negotiated.

A LR Drivers licence is highly desirable.

About the Role:

As a Town Services Officer, you will work as part of a small and supportive team, playing a key role in maintaining Council-owned assets to a high standard for both residents and visitors.

Key responsibilities include, but are not limited to:

- Maintenance of Council parks, gardens, landscaped areas and coastal reserves
- Upkeep of ovals, road reserves and public open spaces
- General maintenance of Council buildings and properties
- Use and maintenance of plant, equipment and tools in a safe manner

The position offers great benefits, including:

- 15% employer contributed superannuation;
- A small and supportive team environment;
- Overtime as approved;
- Working conditions allowance;
- Housing allowance (as per Council Policy);
- Training and development opportunities; and,
- A great employee Health and Wellbeing Program including flu shots, skin cancer checks and an Employee Assistance Program.

Dependent on qualifications, skills and experience, a Level 2 – 3 salary will be offered to the suitable applicant.

Conditions of employment are in accordance with the Shire of Jerramungup Works and Services Industrial Agreement 2024.

PROSPECTIVE APPLICANTS

A copy of the information package and position description must be obtained to assist in preparation of your application. The information package and position description is available by contacting the Shire Administration Office on (08) 9835 1022 or via website www.jerramungup.wa.gov.au. For further job specific enquiries please contact Jamie Turner, Team Leader – Parks & Gardens on (08) 9835 1022.

APPLICATIONS

Applications close **4:00pm on Thursday, 4 June 2026** and are to be addressed to the **Chief Executive Officer, Shire of Jerramungup, PO Box 92, JERRAMUNGUP WA 6337**. Applications must contain all requirements listed in the information package. They may be submitted in hard copy or by email to hr@jerramungup.wa.gov.au.

****Please note only shortlisted candidates for this role will be contacted.****

The Shire of Jerramungup reserves the right to close this vacancy earlier, should a suitable applicant be identified.

If no suitable applicant is identified, the position will remain open until it is filled.

The Shire of Jerramungup is a family friendly and equal opportunity employer committed to workplace equality and diversity. We value the unique diversity that Aboriginal and Torres Strait Islander people, people with disability, people from culturally diverse backgrounds, and members of our LGBTQIA+ community, women and youth bring to our workforce.

We strongly encourage people from diverse backgrounds to apply.

People with disability will be provided with reasonable adjustments in our recruitment processes and in the workplace.



Martin Cuthbert
Chief Executive Officer
7 May 2026

GENERAL CONDITIONS OF EMPLOYMENT

SALARY	This position attracts an annual salary of \$66,157.13 – \$71,445.42 per annum (pro rata), dependent on qualifications and experience as per the Shire’s Industrial Agreement.
SUPERANNUATION	Council currently contributes 15% to the Statutory Occupational/Guarantee Fund.
VEHICLE USE	N/A
HOURS	<p>Primary hours of work in this role are: 6:30am – 3:30pm from Monday to Friday.</p> <p>Ordinary hours of work are between: 6:00am – 6:00pm from Monday to Friday.</p> <p>Additional hours may be required.</p>
REPORTING	The Town Services Officer will be required to report to the Team Leader – Parks & Gardens and/or Manager of Works at the Shire of Jerramungup.
UNIFORM ALLOWANCE	As per Council Policy.
ANNUAL LEAVE	4 weeks leave per annum in accordance with the Local Government Industry Award and National Employment Standards.
LONG SERVICE LEAVE	In accordance with the Local Government (Long Service Leave) Regulations.
RESIDENCY	Shire Housing Allowance available as per Council Policy.
EMPLOYMENT MEDICAL	The successful applicant will be requested to undertake a pre-employment medical, paid for by the Shire. Any offer of employment will be conditional upon the applicant being assessed as fit for the proposed employment.
POLICE CLEARANCE	Provision of a National Police Clearance not more than three months old will be required to support eligibility for this position.
SUPPORTING DOCUMENTATION	Originals of supporting documents must be made available on request (e.g. National Police Clearance, Motor Vehicle Licence/s and Tertiary Qualifications where applicable).
STUDY ASSISTANCE	Employees who have enrolled for technical or further education relevant to their position may have a portion of enrolment fees paid upon successfully completing each nominated subject (subject to CEO approval).

Guidance Notes for Prospective Applicants

The following notes are provided to assist in the preparation of your application and to help the Selection Panel assess your suitability for the position and prospective interview. Also enclosed is a copy of the respective Advertisement and Position Description, which includes the Selection Criteria.

APPLICATIONS	<p>The Shire is pleased to accept all applications whether handwritten or typed, providing they are neat and legible in presentation.</p> <p>All information, including a completed Application Form, should be stapled/secured in the top left hand corner. Please do not submit your application bound or in folders. Only <i>copies</i> of supporting documentation should be enclosed so as to avoid loss or damage to originals.</p> <p><u>All submissions must be received by the nominated closing date</u> – hard copy, emailed or faxed applications are accepted. In fairness to all applicants, late applications cannot be considered unless prior consent has been received from this office under restricted circumstances.</p>	
APPLICATION FORM	<p>All applicants are required to complete and sign the Application Form. When filling out the form, applicants should remember to nominate whether relevant information can be found within the attached CV/Resume (you do not need to list relevant work history, qualifications etc. twice). Please provide a convenient <u>daytime contact number</u> so that we may contact you should you be invited for an interview or if there are any queries regarding your application.</p>	
CURRICULUM VITAE / RESUME	<p>A CV/Resume outlining current contact details, previous employment history and qualifications should be provided.</p>	
ASSESSMENT	<p>The selection panel will assess your suitability to and understanding of the requirements of the position, and whether you possess the knowledge, experience and qualifications required to successfully carry out the duties of the position. It is impractical to interview all applicants and therefore only those who best meet the criteria will be considered for interview.</p>	
CLOSING DATE	<p>Applications close 4:00pm on Thursday, 4 June 2026</p> <p><i>The Shire of Jerramungup reserves the right to close this vacancy earlier, should a suitable applicant be identified.</i></p> <p><i>If no suitable applicant is identified, the position will remain open until it is filled.</i></p>	
REFERENCES	<p>You are required to nominate at least two contactable employment referees within your application. These referees should be able to comment on your recent work experience, skills and knowledge in relation to the selection criteria. Please provide names, relationship to you (eg. Supervisor), company name and daytime telephone numbers. If you do not wish current work referees to be contacted initially, please advise of this.</p>	
SENDING IN YOUR APPLICATION	<p>Applications should be clearly marked: “CONFIDENTIAL – Application Town Services Officer”</p>	<p>Applications should be addressed to: Mr Martin Cuthbert Chief Executive Officer Shire of Jerramungup PO BOX 92 Jerramungup WA 6337 Email: hr@jerramungup.wa.gov.au</p>
INTERVIEWS / FINAL RECRUITMENT PROCESS	<p>Applicants nominated for interview will be <u>personally contacted</u> as soon as practical after the advertised closing date. Those unsuccessful in progressing their applications further will be advised in writing at the conclusion of the recruitment process.</p>	

EQUAL OPPORTUNITY

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We strongly encourage people from diverse backgrounds to apply. Council maintains an equal opportunity policy in assessing all applications for any advertised position.