

SHIRE OF JERRAMUNGUP

Job Application Package

Plant Operator



Thank you for your interest in the position of Plant Operator. To assist your application please read the following information and position description carefully prior to submitting an application. Your application should include:

- **Cover Letter**
A brief covering letter introducing yourself and describing your compatibility with the desirable skills and experience of the role.
- **Resume**
You should attach a copy of your current resume, listing academic and/or professional training, qualifications and memberships as well as relevant employment experience.
- **Referees**
You should include the names and contact details of at least two work referees who can provide information on your work performance, at least one of these should be your current or most recent supervisor. We will seek your permission prior to contacting any listed referees and will only do so once the interview process has been completed.

Lodgement of Applications

You may hand deliver, post or email you application. Please do not submit originals of documents, as applications are not returned. Relevant licences and certificates will be photocopied if you progress to the interview stage.

Hand Deliver

You can hand deliver your application to the Shire's Administration Office at 8 Vasey Street, Jerramungup, between 8.30am and 4.00pm, Monday - Friday.

Postal Submissions

Please mark your application 'Confidential Application for Employment' and send to:

Manager of Works

Shire of Jerramungup
PO Box 92
JERRAMUNGUP WA 6337

E-mail Submissions

Please ensure that email submissions are in Microsoft Word or PDF format and file size does not exceed 4MB. Please email your application to council@jerramungup.wa.gov.au.

Late Applications

Ensure your application is received before 3 March 2021, applications received after this date are not considered.

What happens next?

Short listed applicants will be contacted by telephone and given information about the next stage of application. Unsuccessful applicants will be notified in writing.

Medical Examinations

It is an essential requirement that the successful applicant is able to undertake manual labouring tasks in a safe manner. Prospective employees will be required to undergo a pre-employment medical and drug and alcohol screening. Employment medicals will be arranged by the Shire if you proceed to the final employment application stage.

Police Clearance

If offered the position, prospective employees are required to obtain and supply a Police Clearance Certificate.

Award

This position is covered by the Shire of Jerramungup Works Enterprise Agreement and a competitive salary will be determined dependent on experience with regular overtime available. Subsidised staff housing may be available within Jerramungup town site.

Superannuation

The Shire will make superannuation contributions of 9.5% in accordance with the *Superannuation Guarantee Administration Act 1992* and the *Superannuation Guarantee Charge Act 1992*. The Shire also offers additional superannuation payments through a co-contribution policy. The Shire will contribute 9% of additional superannuation payments when an employee makes their own additional 6% contribution.

Please note that this policy is subject to review and amendment by Council.

Equal Employment Opportunity

The Shire is an equal opportunity employer that actively seeks to include, welcome and value contributions from all people. All employment is decided on by an applicant's capacity to meet the position requirements.

Queries?

Should you have queries about any aspect of the position, or the submission of the application, please contact Murray Flett, Manager of Works, on (08) 9835 1022.



Position Description – Plant Operator

Works Department Operator

Shire Enterprise Bargaining Agreement 2019

Reports to - Manager of Works

Position Summary:

Assist the road maintenance and construction crews in delivering the annual road construction and maintenance works program. The position has a strong focus on the operation of specialist plant and multi-function equipment to a high skill level. The successful applicant must demonstrate that they can meet the requirements in the selection criteria.

Selection Criteria

Essential Competencies:

- Minimum HC Class Drivers Licence.
- Proven experience in plant operation, road construction and maintenance works.
- Safe operation and user maintenance of plant equipment such as loaders, rollers, excavators and HC trucks.
- Ability to work co-operatively and communicate effectively within the Works team and the Shire.
- Ability to work independently with initiative to solve problems without regular supervision.
- Ability to actively pursue professional development and skills improvement.
- Ability to undertake manual handling tasks and physical workloads.
- Commitment to, and enthusiasm for providing exceptional customer service to the local Community.

Desirable Competencies:

- Experience in the operation of graders.
- White Card.
- Basic Worksite Traffic Management accreditation.
- Construction Safety Awareness certification.
- First aid qualification.
- Training in Conservation and Land Management.
- Knowledge of *Environmental Protection Act 1986* and *Environmental Protection (Clearing of Native Vegetation) Regulations 2004*.

Training

Training may be available for motivated applicants who can demonstrate the capacity to deliver long term value to the organisation and the ability to be a positive team member.

<p>Key Responsibilities</p>	<ul style="list-style-type: none"> • Maintain roads, pathways, car parks, air strips, refuse sites and other infrastructure as required. • Maintains and protects ancillary infrastructure including drainage, signs, guideposts and service authority installations. • Maintains environmentally responsible practices with regard to declared rare flora, dieback, clearing, weeds, drainage and erosion. • Maintains appropriate traffic management at the worksite. • Undertakes structured training and participates in the development of procedures for efficiency in the workplace. • Must have competent oral and written literacy, numeracy and public relations skills. • Is responsible for the safe operation and maintenance of minor to medium plant and single-function equipment relevant to the work area to a high standard. (eg loader, roller, excavator, trucks). • Basic dimensional control of work requiring a degree of accuracy with respect to design. • Completes own timesheets daily, ensuring the correct allocation of labour, plant, stock and materials is recorded. • Any other duties as directed from time to time by the Supervisor of Works, Manager of Works and Chief Executive Officer. • Must comply with the safety procedures and directions agreed between management and employees with nominated or elected safety and health representatives. • Must, in accordance with Council procedures for accident and incident reporting, report potential and actual hazards and accidents/incidents to their supervisor and/or safety and health representatives. • Must where appropriate complete Job Safety Analysis for workplace activities.
<p>Accountabilities</p>	<ul style="list-style-type: none"> • Reports to the Supervisor of Works. • Comply with all State and Federal laws, acts and legislations. • Be knowledgeable of and comply with the <i>Occupational Safety and Health Act 1984 (WA)</i> and <i>Occupational Safety and Health Regulations 1996 (WA)</i>. • Compliance with the Shire's Code of Conduct, Employment Bargaining Agreement, any management directives, policies and procedures. • Allocated tasks and reporting requirements are consistently completed within the agreed timeframes. • Demonstrate a spirit of cooperation toward other employees and the achievement of the Shire objectives. • Each employee is responsible for delivering an exceptionally high quality customer service to the Community.