

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 8.30 am and 4.00 pm, Monday – Friday.

Postal Submissions

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

Chief Executive Officer

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 4pm, Friday 17 November 2023, 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.

Probationary Period

All successful applicants will be required to complete a six month probationary period and review process, prior to being offered permanent employment with Shire.

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 11% 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 Chief Executive Officer Martin Cuthbert, on (08) 9835 1022.