



General Hand Plant Operator Application Package



9 Lynch Street Corrigin WA 6375
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General Hand Plant Operator

The Shire of Corrigin is seeking a capable and reliable General Hand Plant Operator to join the road construction and maintenance team. The ideal candidate will have a current MC, HC or HR driver's licence and be experienced in operating large plant and equipment.

The General Hand Plant Operator will be responsible for operating trucks, plant and equipment and manual labouring duties to ensure that the road construction, maintenance and civil works programs are completed efficiently and to a high standard.

The General Hand Plant Operator position starts at Level 4.1 of the Shire of Corrigin Enterprise Agreement 2018 and attracts a starting salary of \$55,020.60. Generous additional benefits are provided including up to 14.5% superannuation, uniform allowance, rostered days off and plenty of training opportunities.

The Shire of Corrigin is located 235km south east of Perth in the Central Wheatbelt with a population of approximately 1,200 people. The main industries of this progressive farming community are cereal cropping and livestock production.

Corrigin is well serviced with health and medical facilities including a hospital, doctor, dentist and visiting allied health professionals. Several manufacturing businesses are located in Corrigin as well as supermarkets, cafes, a hardware store, hotel and other retail outlets. The town has excellent recreation facilities including a recreation centre, 50m pool, hydrotherapy pool, indoor netball and squash courts, football and hockey field, tennis courts, golf course, bowling greens, parks and playgrounds. Families in the town are supported with a district high school and day care centre.



General Hand Plant Operator Application Information

Please read the Application Package information carefully.

Thank you for expressing interest in this position with the Shire of Corrigin. Further information about the position is available by contacting the Human Resources Officer, Ms Tanya Ludlow on 9063 2203. To find out more about working at the Shire of Corrigin go to <http://www.corrigin.wa.gov.au/>

Your application should consist of:

- A cover letter addressed to the Chief Executive Officer.
- A resume setting out your personal details, contact details, employment history with details of the duties (with your most recent employment first) and other relevant information such as personal interests.
- The details of your educational history/academic qualifications and identifying information such as institution, and dates attended.
- Information addressing all the selection criteria in a structured format. Please provide sufficient information to allow an assessment of your skills, knowledge, experience and suitability for the position. A short paragraph for each of the following criteria is sufficient:
 - Previous experience in truck driving and operating plant.
 - Experience in the operation of construction equipment.
 - Excellent communication skills.
 - Ability to work as a team
 - Well-developed organisation skills.
- Two referees including contact information and relationship to you as the applicant.
- Please provide information concerning your anticipated commencement date if successful.

Include any additional information that you believe may be relevant to the application interview or your appointment so that we can take that into consideration in selecting the best applicant.

Applications should be marked ***Private and Confidential - General Hand Plant Operator Application*** and emailed or posted to:

Ms Tanya Ludlow
Human Resources Officer
Shire of Corrigin
PO Box 221
CORRIGIN WA 6375
hr@corrigin.wa.gov.au



Preferred candidates will be required to attend an interview in Corrigin with a selection committee comprising of the Manager of Works and up to two staff members.

The Shire of Corrigin is an equal opportunity employer.



Referee and Reference Checks

The Council has an obligation to satisfy itself of your qualifications 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.

You may provide additional material or information that you wish to support your application.

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.

Pre-Start Requirements

A Police Clearance will be required prior to confirmation of employment.

A pre-employment medical assessment and drug and alcohol screening will be required prior to confirmation of employment. The Shire of Corrigin will nominate an approved Doctor and pay for the cost of the medical assessment for the successful applicant.

The Shire of Corrigin has a Fit to Work Policy which includes drug and alcohol testing. By accepting employment with the Shire of Corrigin employees must agree to abide by this policy which may include undergoing random drug and alcohol tests.

Probationary Period

Appointment to this position is subject to a three month probationary period.

Conditions of Employment

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| Location | Shire of Corrigin Depot Walton Street, Corrigin. |
| Salary | Shire of Corrigin Enterprise Agreement 2018 Level 4.1 - \$55,020.60 per annum - plus 25% casual loading if applicable. |
| Normal Hours | Monday to Friday, 7.00am to 4.00pm with half hour lunch break. Outside staff work a nine day fortnight and have a Rostered Day Off every two weeks on a Monday. |
| Annual Leave | Four weeks annual leave for each 12 months of service, including 17.5% leave loading. Not applicable to casual employees. |
| Long Service Leave | 13 weeks after 10 years continuous local government service, transferable between local authorities within Western Australia. |
| Public Holidays | In addition to WA gazetted public holidays Shire of Corrigin employees are entitled to two additional Local Government public holidays on 2 January and Easter Tuesday as per Council policy. |
| Other Leave | Sick, carer's and compassionate leave as per the Shire of Corrigin Enterprise Agreement 2018 and National Employment Standards. Not applicable to casual employees. |
| Superannuation | Superannuation of up to 14.5% based on 10% superannuation guarantee contributions and an additional 4.5% contingent upon the employee's matching contributions. Salary Sacrifice is available on the employee's contributions. Employee contributions and matching contributions are not applicable to casual employees. |
| Uniform Allowance | \$300 per annum for the purchase of corporate uniform plus personal protective clothing and equipment including boots, at the conclusion of the three month probation period. |
| Employee Wellbeing | All permanent full time and part time employees are offered one of the following incentives to a maximum value of \$250 per financial year: <ul style="list-style-type: none">• Season pass for individual or family (immediate family and dependent children under 16) for the Corrigin Swimming Pool.• Corrigin heated pool entry passes or aqua aerobics classes.• Reimbursement of local Corrigin sporting team membership fees for active participation eg football, netball, hockey, cricket, tennis, golf, bowls, etc.• Reimbursement of local personal training or fitness programs or classes. |



General Hand Plant Operator Position Description

Incumbent

Name: **

Date Commenced: **

Industrial Instrument and Level

Shire of Corrigin Enterprise Agreement 2018, Level 4.1

Position Summary

To operate trucks, plant and equipment and undertake manual labouring duties in a competent manner to ensure that the road construction, maintenance and civil works programs are completed to the required standard.

Requirements of Position

Skills

Basic written and verbal communication skills.
Developed interpersonal and customer service skills.
Basic problem solving, conflict resolution and decision making skills.
Developed skills in the operation of construction equipment including loaders, trucks, rollers and other plant.

Knowledge and experience

Basic knowledge of organisation structure and function.
Working knowledge of occupational safety and health practices in a road construction/maintenance environment.
Developing knowledge of traffic management standards and procedures.
Demonstrated experience in road maintenance, construction and basic design.
Demonstrated experience in the operation of construction equipment including graders, loaders, trucks, rollers and other plant.

Qualifications and/or training

Current Certificate of Competency for relevant plant operation.
Hold a current MC, HC or HR driver's licence.

Key Roles and Responsibilities

The principle responsibility areas of this position are outlined in the table below:

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| Leadership |
| To assist the Manager Works and Services and Leading Hand Construction to maintain a strong work ethic of outside Staff. |
| Ensure that safe work practices are adhered to. |
| To assist the Manager Works and Services and Leading Hand to arrange contractors, materials and plant as required for the efficient execution of the works programs. |
| Plant Operation and Maintenance |
| Operate plant and equipment such as graders, loaders and trucks in a competent manner. |
| Maintain a high standard of plant and machinery operation and maintenance and ensure that regular maintenance is carried out. |
| Report and damage or faults in relation to the plant and machinery to the Manager of Works and Services as soon as possible. |
| Coordinate and repair of damage or rectify faults in relation to the plant and machinery within the Works and Services Section. |
| Operate plant and equipment in manner compliant with Occupational Safety and Health guidelines including: loading and unloading, load restraints and person protective clothing. |
| Road and Civil Maintenance |
| Undertake manual labouring tasks including road and footpath construction, drain and culvert cleaning as directed. |
| Operate plant and equipment for construction of roads, streets, footpaths and crossovers. |
| Assist with maintaining drainage and culverts. |
| Provide assistance with verge clearing when required. |
| Provide assistance with workshop and stock control when required. |
| Provide assistance with works requests. |
| Operate plant and equipment for construction of footpaths and crossovers. |
| Assist with erection of temporary and permanent signage including traffic management if certified. |
| Fuel management. |
| Occupational Safety and Health |
| Take reasonable care to ensure personal safety and health at work and that of other persons in the workplace. |
| Observe all safe working practices as directed by the supervisor and use of personal protective equipment as provided. |
| Report ALL accidents, incidents, near misses and hazardous situations arising in the course of work. |
| Other Duties |
| Undertake manual labouring duties and plant operation duties consistent with the level of this position and the principles of multi-skilling. |
| Attend bush fires, as directed, to operate machinery to assist in fire suppression. |
| Any other duties consistent with the level of this position and the principles of multi-skilling. |
| Assist with tree management and maintenance, blowing, brush cutting and slashing as directed. |
| Assist in maintenance of civic building and grounds including: Administration Office, Corrigin Recreation Centre, Pool and Depot if required. |

Key Performance Requirements

Level of compliance with Road Hierarchy, Maintenance and Renewal Policy.
Quality and effectiveness of relationships with staff, community groups, business owners, ratepayers and residents.
Quality and timeliness of the completion of tasks.
The standard of operation of plant and equipment including maintenance and general condition.
The level of compliance with occupational health and safety guidelines.

Key projects

Identify and implement effective strategies to improve the overall standard of road and civil works projects within the Shire of Corrigin.
Identify and implement efficient use of financial and physical resources and general maintenance expenditure to reduce overall expenditure.

Organisational Relationships:

Position is responsible to:

Manager Works and Services
Leading Hand Road Works Construction
Leading Hand Parks and Gardens

Position supervises:

May be required to supervise small work teams as assigned from time to time.

Key Relationships:

Internal: Chief Executive Officer
Deputy CEO
Manager Works and Services
Leading Hands
Administration and Works Staff

External: Councillors
Other Local Governments
General Public (including ratepayers and residents as appropriate)
Suppliers of goods and services, contractors

Extent of Authority

Operates under the direction of the Manager of Works and Services within established guidelines, procedures and policies of Council as well as statutory provisions of the Local Government Act 1995 (WA) and other legislation.

Public Responsibilities

To promote a favourable public image of Council operations and the Shire in general.