



## MEDIA RELEASE

### **TITLE: EMPLOYMENT OPPORTUNITY – PLANT OPERATOR/GENERAL HAND – FULL TIME AND CASUAL OPPORTUNITIES AVAILABLE**

The Shire of Woodanilling is seeking an enthusiastic and versatile person to join the outside workforce as a Plant Operator/General Hand.

Truck driving experience, with loader/excavator experience desirable. The successful applicant will be required to undertake other duties as directed by Council’s Executive Manager of Infrastructure. A minimum of a “HR” driver’s licence is required or willing to be obtained.

Benefits include 11.5% superannuation with Council Contributions available – Conditions Apply. The crew work a 4 day week having every Monday off.

Plant operator experience and knowledge of Local Government works experience will be highly regarded.

For all position related requirements please refer to the Position Description – Plant Operator/General Hand attached. Further position related enquiries can be directed to Phil Burgess on (08) 9823 1506 or email to [shire@woodanilling.wa.gov.au](mailto:shire@woodanilling.wa.gov.au)

Written applications addressing skills, experience, qualifications and attributes needed to perform the role and including the names of two referees addressed to the undersigned, should be sent to [shire@woodanilling.wa.gov.au](mailto:shire@woodanilling.wa.gov.au) or mailed to Shire of Woodanilling, PO Box 99, Woodanilling, WA 6316.

The Shire of Woodanilling reserves the right to commence interviewing prior to the application close date and close this position for applications early should a suitable candidate be found.

We embrace diversity and encourage applications of diverse backgrounds to join us in servicing our community for the future. The Shire of Woodanilling is an Equal Opportunity Employer and is committed to creating an equitable and diverse workplace. We are actively encouraging people with disability, people from culturally diverse backgrounds and Aboriginal and Torres Strait Islanders to apply for available positions.

**Paul Hanlon**  
**CHIEF EXECUTIVE OFFICER**





# **PLANT OPERATOR / GENERAL HAND**

## **POSITION DESCRIPTION**



1. POSITION DETAILS	
<b>Position:</b> Plant Operator / General Hand	<b>Position classification:</b> MEA Level 4-6
<b>Directorate:</b> N/A	<b>Employment type:</b> Permanent
<b>Department:</b> Infrastructure	<b>Location:</b> Shire of Woodanilling based at the Woodanilling Depot
2. ORGANISATIONAL RELATIONSHIPS	
<b>Responsible to:</b>	Executive Manager Infrastructure
<b>Supervision of:</b>	Nil
<b>Internal and External Liaison:</b>	
Internal	Executive Manager Infrastructure Other Infrastructure employees
External	Nil
3. POSITION OBJECTIVES	
<ul style="list-style-type: none"> <li>Carry out a variety of tasks, as set by the Executive Manager Infrastructure, associated with the annual works program.</li> <li>Operate and maintain all associated plant in accordance with the Shire of Woodanilling's policy and procedures.</li> <li>Assess possible hazards and advise management/supervisor accordingly.</li> <li>Maintain infrastructure to a high standard by completing works efficiently and effectively.</li> <li>Complete works as directed to assist the Shire of Woodanilling in achieving its goals.</li> <li>Demonstrate a commitment to work safely, effectively and efficiently by ensuring all duties are carried out in a professional manner consistent with the Code of Conduct and Shire of Woodanilling policies and procedures.</li> </ul>	
4. KEY DUTIES / RESPONSIBILITIES	
<ul style="list-style-type: none"> <li>Operation of the following items of Council's Plant and equipment including front end loaders, backhoes, grader, six wheel tandem tip trucks, self-propelled vibrating rollers, self-propelled multi tyred rollers, ride-on mowers, chainsaws and other small items of equipment.</li> <li>Provide skilled machine operation of the Shire of Woodanilling's plant and equipment and skilled labour.</li> <li>HR truck licence or ability to obtain is highly desirable.</li> <li>Assist with the delivery of all road construction and maintenance programmes, including transporting materials, bitumen spraying and sealing, patching, drainage construction, footpaths and kerbing, verge mowing and other duties involving manual labour.</li> <li>Perform maintenance or labouring duties where necessary to achieve team objectives.</li> <li>Perform daily prestart checks and regular maintenance tasks.</li> <li>Maintain plant in a clean, tidy and roadworthy condition.</li> <li>Work without direct supervision.</li> <li>Maintain daily time sheets and other records as required.</li> <li>Accept responsibility for the quality and standard of work performed including that of other employees.</li> <li>Provide a high standard of service with customers, contractors, other staff and members of the public.</li> </ul>	

- Accept responsibility for materials, tools, equipment, vehicles and plant in use by self and others within the work team.
- Undertake required training to maintain service skills.
- Assist in other areas as directed by Executive Manager Infrastructure.
- Due to workload, you may be required to work overtime and weekends with minimal notice.
- During critical incidents (eg: weather, fire, man-made events), you may be required to work on plant or undertake labour outside normal working hours.

## 5. SKILLS and EXPERIENCE

### Qualifications:

- Current HR, MC class Motor Driver's Licence
- Current Worksafe Construction and Safety Awareness Training Card
- National Police Clearance prior to employment

### Experience:

- Previous experience in the provision of all facets of municipal works, including construction, maintenance and advanced plant operation skills.
- Grader skills would be an advantage.
- Experience in the safe operation and user maintenance of vehicles and machinery.
- Experience in civil engineering work including relevant plant operation.

### Skills:

- Satisfactory level of general labouring and plant operation skills.
- The ability to assess possible hazards, make recommendations and initiate agreed actions
- Satisfactory level of communication (written and verbal) skills

### Knowledge

- Knowledge of the local community
- Knowledge of Work, Health & Safety Act
- Basic understanding of quality control techniques
- Good working knowledge of Municipal Engineering

## 6. EXTENT OF AUTHORITY

Perform duties as directed, under the general direction of the Executive Manager Infrastructure within policies, procedures and legislative requirements.

## 7. OHS REQUIREMENTS

- Follow all Work Health and Safety guidelines, policies and procedures.
- Ensure own safety and avoid adversely affecting the safety and health of any other person through any act or omission at work.
- Ensure compliance with Safe Work Method Statements (SWMSs) and Job Safety Analysis sheets (JSAs).



Approved by the Chief Executive Officer

Date: 04 / 07 / 2024

# EMPLOYMENT INFORMATION PACK

Shire of Woodanilling





## ABOUT THE SHIRE OF WOODANILLING

Thank you for your interest in working for Shire of Woodanilling.

The Shire of Woodanilling is predominantly a sheep and grain producing area and it is the economic mainstay of the area.

The town site of Woodanilling is situated on the Great Southern Highway, roughly 252 kilometers from Perth and can be reached via the Albany Highway. It is a comfortable two and a half hour drive from the city center and a picturesque escape.

Wool and grain production have long been the main industry in Woodanilling but in recent years, a meat abattoir, agroforestry, a dolomite fertilizer business and other agricultural based export markets have been added to the mix.

Woodanilling is a neat and tidy town with wide tree-lined streets and exquisite heritage buildings, some

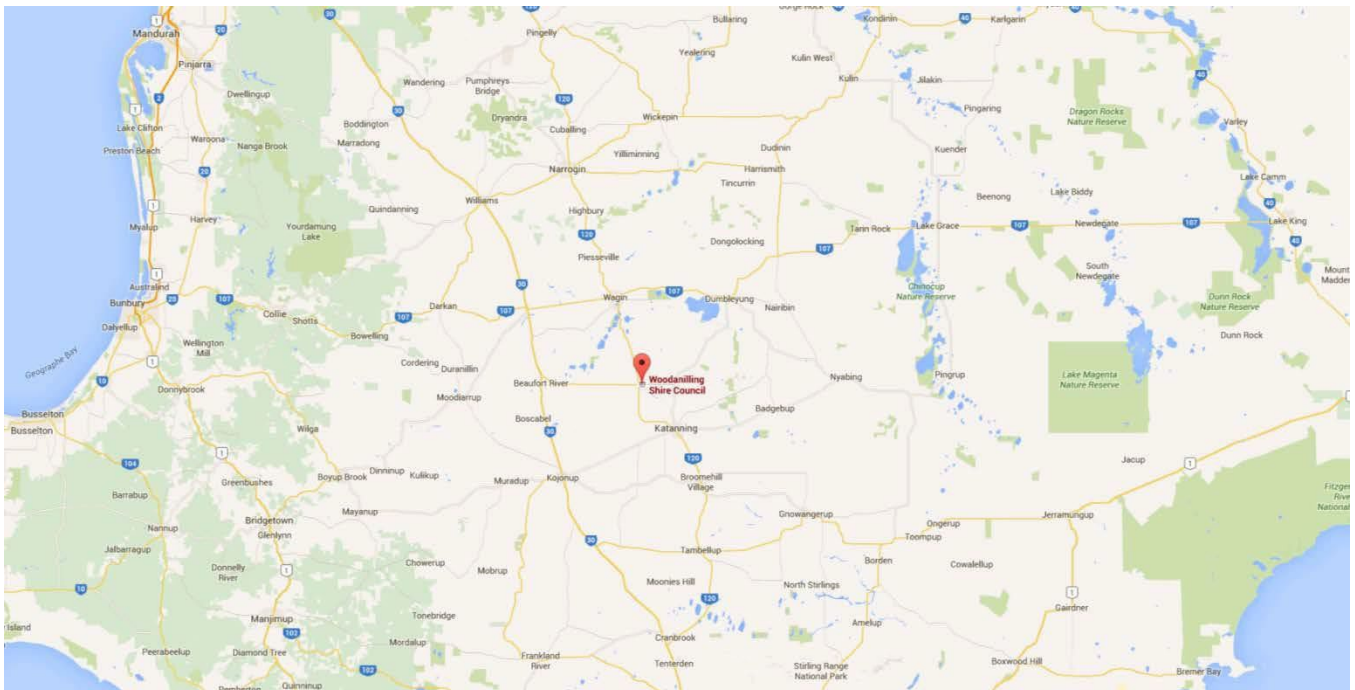
which are over 100 years old. The town offers visitors an array of attractions, plenty of free parking and the beautiful Centenary Park has public accessible toilets, a children's playground and free barbeque facilities.

The Shire of Woodanilling is 1126 square kilometers and contains 84.36km kilometers of sealed roads and 453.47 kilometers of unsealed roads, has one square kilometer of parks and gardens and 160 dwellings.

The localities within the Shire are: Beaufort River, Boyerine, Cartmetcup, Glencoe, Kenmare Westwood and Woodanilling.

*The Shire of Woodanilling is an equal opportunity employer. If you are being considered for a position and you have a disability or medical condition that may impact on your ability to carry out the duties of the position, we will discuss this with you in confidence prior to making our selection decision.*

## MAP





## SHIRE OF WOODANILLING VALUES

Shire of Woodanilling takes pride in providing a workplace where all employees demonstrate behavior consistent with our values.

"Council and Community – Hand in Hand"

In Dealing with Individuals, Landowners, The Community and Organisations The Council Will:

- Be fair;
- Be honest, open and accountable;
- Respect the views and rights of individuals and groups;
- Be receptive as everyone in the community counts;
- Will recognise the increased awareness that a small community brings.
- Will provide an atmosphere of energy, excitement, optimism and positiveness.
- Will facilitate group discussion and help to overcome stumbling blocks and conflict.

The Shire Of Woodanilling Aspires To:

- Be the best Local Government for our community
- Work hand in hand with our community
- Be a leader of small local governments

By:

- Fostering community spirit and cohesion
- Excellent customer service
- Provision of high quality facilities and services
- Representing community views at an influential level

## HOW TO APPLY

Complete the Application Form at the end of this package, include a brief covering letter telling us why you are interested in the position and a summary of your suitability; an application addressing the selection criteria; a completed

application form; and your résumé. Please check the advertisement for details of requirements.

You will need to send this information to us by the due date and time as stated in the advertisement. Please note that late applications may not be accepted.

Submitting your application in one of the following ways, email is the preferred method but via post or in person will be accepted. .

*Email:* [Shire@woodanilling.wa.gov.au](mailto:Shire@woodanilling.wa.gov.au)

*Post:* PO Box 99 Woodanilling WA 6316

*In Person:* 3316 Robinson Rd Woodanilling

Please take care to ensure all information provided in the application is accurate and honest. False or misleading information may result in an application's dismissal.

## PROGRESS OF YOUR APPLICATION

All applications received are confirmed with an acknowledgement email.

You will be contacted directly if you have been selected to progress to the next stage. The selection process can take some time. To check the progress of your application, please telephone the Shire Office.

If you are short-listed for interview, you will be contacted within 3 weeks of the closing date to let you know the interview day and time.

You will be contacted after the interview if you are required to undergo a medical assessment.

Standards relating to the recruitment, selection and appointment process have been set to demonstrate the Shire's commitment to equal employment opportunity.

## CONTACT

For more information please contact the Administration Office on (08) 9823 1506





<b>Position Applied For:</b>
<b>First Name:</b>
<b>Surname:</b>
<b>Preferred Name:</b>
<b>Address:</b>
<b>Town:</b>
<b>State:</b>
<b>Postcode:</b>
<b>Contact Number:</b>
<b>Email:</b>

<b>Details of Local Gov. Experience:</b> _____
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<b>Referee Details:</b>	<b>Name:</b>
	<b>Position:</b>
	<b>Phone:</b>
	<b>Email:</b>
	<b>Name:</b>
	<b>Position:</b>
	<b>Phone:</b>
	<b>Email:</b>
	<b>Name:</b>
	<b>Position:</b>
	<b>Phone:</b>
	<b>Email:</b>

<b>Should you be successful in obtaining employment with the Council, when would you be able to commence?</b> _____
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<b>Do you have any disabilities or illnesses which may require support to enable you to fulfil your role:</b>
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