



Applicant Information Package

Leading Hand – Construction Grader



LEADING HAND / GRADER OPERATOR (Final Trim)

88 hours – 9 Day Fortnight - \$82,900pa

Are you ready to lead a professional safety orientated team using modern plant and equipment? Do you have the leadership experience and skills to build roads/drainage and supervise a highly motivated Construction Works Team? *If you do*, a rare opportunity has opened up for a highly sort after position to join the Shire of Kent.

The successful applicant will have extensive experience in the road construction industry and the ability to operate a wide range of plant and machinery. Experience in grader operations to final trim is highly desirable. You will have good people skills and have the ability to provide on the job training and direction to other team members.

This is a fulltime permanent position with conditions of employment as per the Shire of Kent Enterprise Agreement. Housing, if required, will be available at a subsidised rental.

An application information package must be obtained by contacting Michelle Barness on 9829 1051, or email dceo@kent.wa.gov.au.

The information package will provides details on how to apply and you will need to send in, employment application form, cover letter, CV and statements addressing the required skills and attributes to the perform the role(Essential and Desirable).

Applicants are encouraged to contact Works Manager, Gary Mathewson, on 0429993987, to discuss the position.

All applications are to be marked Private and Confidential and addressed to the Chief Executive Officer.

Applications must be received via email ceo@kent.wa.gov.au or post to the Shire of Kent, 24-26 Richmond Street NYABING WA 6341 **by 4.00pm Tuesday 30 April 2019.**

RICK MILLER
CHIEF EXECUTIVE OFFICER

Position Title:	LEADING HAND / GRADER OPERATOR (Final Trim)
Name:	
Department:	Works and Services
Award:	Shire of Kent Enterprise Agreement
Position Classification Level:	Level 4 (depending on qualifications and experience)
Reports To:	Works Manager
Supervises:	Works Construction Team
Position Summary and Objectives:	<ul style="list-style-type: none"> • Assist the Works Manager, in the planning, coordination and efficient delivery of the annual Works programme (road construction/maintenance drainage) • Lead the Works team in the construction or maintenance of infrastructure to a high standard. • Operate grader and other machinery to a high standard and in a safe manner. • Act as Works Manager during periods of leave.
Duties and Responsibilities:	<p>Team supervision and work planning:</p> <ul style="list-style-type: none"> • Direct team to ensure all works are completed to a high standard, efficiently and within budget. • Ensure a safe work environment and safe work practices by the team at all times, including risk assessment, issue reporting and resolution. • Provide guidance and direction to develop a multi-skilled works team (able to operate all machinery) • Ensure maintenance of all plant and equipment at the required service intervals and in a timely manner as needed. • Liaise with Works Manager to ensure all supplies are available when required. <p>Road Maintenance and Construction:</p> <ul style="list-style-type: none"> • Operate Grader, truck, loader, roller, backhoe, excavator proficiently and safely as part of maintenance and construction activities. • Grade to level and cross sections with required compaction, within acceptable tolerances. • Perform final trim grading to roads ready for sealing. • Perform maintenance grading (in Winter) as required. • Cut and maintain table drains. • Rip, scarify or spread materials for road construction and maintenance. • Check survey and set out levels, where applicable, using appropriate equipment. • Communicate with other relevant operators on tipping of materials. • Operate plant safely ensuring you are aware of underground and overhead services. • Perform any other duties/activities required as part of the Works Team. • Provide relief for any other team member operating other plant or

	<p>driving trucks, as per skills, competence and licences held.</p> <ul style="list-style-type: none"> • Operate any machinery or tools with care and in the correct manner as instructed. <p>Labouring / General Duties:</p> <ul style="list-style-type: none"> • Perform any labouring or Maintenance duties in the Workshop, Garden and Building Maintenance departments as and when required, in order to achieve department objectives. • Perform routine plant maintenance duties as required. • Maintain and accurately complete records of work and timesheets. <p>Behaviour and conduct:</p> <ul style="list-style-type: none"> • Perform duties efficiently, responsibly and ethically and in accordance with the Shire's Code of Conduct. • Contribute positively to the team and support the team's efforts • Actively participate in the Risk Management program, Organisational Performance Review and Evaluation Program. <p>Occupational Health and Safety and Risk Management</p> <ul style="list-style-type: none"> • Comply with the Shire's Risk Management and OHS procedures • Actively participate in the Continuous Improvement Program. • Take responsibility for your own health, safety and fitness at work • Perform work in a safe and healthy manner and abide by all Shire and legislative safe work procedures, instructions and Injury and Safety Management Practices. • Store and maintain safety items or equipment in the proper manner, as instructed. • Ensure your actions do not endanger others in the workplace. • Correct or report unsafe situations and use safety equipment and devices as specified. • Participate in all safety activities to ensure the safety and health of staff is maintained.
Level of Authority:	<ul style="list-style-type: none"> • Follow lawful instructions and perform work as directed. • Work effectively within the team to achieve objectives. • Liaise with, Works and Parks teams, Works Manager, Deputy CEO, CEO and general public.
Required Skills and Attributes to perform this role: Essential Criteria	<p>General</p> <ul style="list-style-type: none"> ✓ Ability to physically perform duties as outlined above (and willingness to perform a Medical Examination to confirm) <p>Experience and Knowledge</p> <ul style="list-style-type: none"> ✓ Possession of a current HR licence, (HC preferred) ✓ Advanced skills and demonstrated experience expertly and safely operating Grader to a final trim standard and other plant. ✓ Good knowledge of water binding, concrete and paving techniques, road construction and drainage techniques, floodways and environmental guidelines in a rural environment. ✓ Experience in the routine maintenance of road plant and equipment. ✓ Knowledge of Occupational Safety and Health principles and how to work within Equal Opportunity requirements

	Skills, Abilities and Qualities <ul style="list-style-type: none"> ✓ Ability to lead and supervise a road construction team. ✓ Ability to translate design levels and read road/drainage construction plans. ✓ Good time management and organisational skills, with an ability to plan the workload of and work well as part of a tight knit team. ✓ Good communication and interpersonal skills, to be able to deal with the general public, staff and supervisors. ✓ A desire to fully complete tasks to a high standard and show initiative in the workplace and be a “self-starter”.
Desirable Skills:	<ul style="list-style-type: none"> ✓ Knowledge of the operation of other road construction plant and machinery (eg backhoe, bobcat, loader, excavator) ✓ Previous experience working at a local government in the Works Section. ✓ First Aid qualification
Acknowledgement and Agreement:	Incumbent Signature: _____ <div style="text-align: right;">Date: _____</div>
Manager	Manager Name: Manager Signature: _____ <div style="text-align: right;">Date: _____</div>

INFORMATION FOR APPLICANTS

Thank you for your interest regarding employment with the Shire of Kent.

OUR HUMAN RESOURCES MISSION:

As an employer the Shire of Kent is dedicated to providing the highest quality of customer service delivered with a sense of individual pride and aligned to the staff values of the Shire. It is the mission of the Council to support the optimisation of its business operations through its most valuable resource – it's STAFF.

HOW TO APPLY:

To apply for employment with the Shire of Kent you are required to submit the following:

- Provide a covering letter
- Fill out the Application for Employment form
- Attach a current copy of your resume
- Statement of Claims addressing Selection Criteria

COVERING LETTER

The covering letter should serve as an introduction to the application, with the heading "JOB APPLICATION". You should explain why you are applying for the position and you may like to give a brief summary outlining your application. Your covering letter should be no longer than one A\$ page.

APPLICATION FOR EMPLOYMENT FORM

The "Application for Employment Form" should be completed. This helps panel members to clearly and easily learn more about your background.

RESUME (CV)

Your resume should include:

- Personal details (name, email address, postal address, contact phone numbers;
- Summary of work experience including start and finish dates, your tasks and achievements in each role and reason for leaving the position, commencing with the most recent;
- Your education and training achievements relevant to the position, including photocopies of relevant formal qualifications;
- Any activities you have undertaken outside of work which are relevant to your application; and
- Details of at least two referees who are able to comment of your work performance.

ADDRESSING THE SELECTION CRITERIA

If you are requested to address the selection criteria in the job advert, you may need to include a separate claim for the position with your application. The best way to set out your statement is to list each criterion and then clearly explain under each one how you meet it. For each criterion describe your skills, knowledge and experience and show how they could be used in the job you are applying for.

It should be noted that if you are not required to respond to the selection criteria to apply for the advertised position, should you be shortlisted, you may be required to respond to some selection criteria as outlined in the position description.

Provide an example to demonstrate how you applied (or would apply) the selection criteria. If needed describe the process step by step and say how you knew you were successful.

Remember that you are competing with other applicants for this position. The information you provide in answering the criteria will inform our decision in inviting you for an interview.

If you don't show how you meet these criteria, your application is unlikely to be considered.

CLOSING DATE AND LATE APPLICATIONS

Vacancies with the Shire of Kent are advertised for a specific period and close at time and date shown in the advertisement.

In fairness to all applicants late applications cannot be considered unless prior consent has been given to such a request. Permission must be sought before the closing date for applications by calling 08 9829 1051.

The acceptance of late applications will also be at the discretion of the Chief Executive Officer, in consultation with the relevant manager.

LODGING YOUR APPLICATION

Applications marked 'CONFIDENTIAL – WORKS MANAGER' may be sent by post, email, fax or hand delivered to the following no later than **4pm Tuesday 30 April 2019**.

Mr Rick Miller
Chief Executive Officer
Shire of Kent
PO BOX 15
NYABING WA 6341

Facsimile: 08 9829 1083

Email: ceo@kent.wa.gov.au

Location Address: 24-26 Richmond Street Nyabing

Further information on the position may be obtained by contacting Rick Miller, Chief Executive Officer, on 0429 993 986.

THE INTERVIEW

The interview panel usually consists of three individuals. Whilst the Shire of Kent encourages diversity on selection panels, this does not necessarily mean that both genders will be represented on a panel. Selection panel members are expected to have a well developed understanding of the selection process, including equity issues.

Most interview questions will be job related, that is – they relate to the selection criteria and competencies for the position you are applying for. If there are no selection criteria for the position you are applying for, questions will be based on the knowledge, skills, experience and qualifications required for the position. The same questions will be asked of every candidate interviewed. There may however be questions related to how a person may deal with living within a small community or away from major population centres.

To allow the panel to fully assess your skills you may be asked to undertake selection tests that measure your level of competency in a skill set inherent to the requirements of the position, such as word processing, agenda preparations or development of a spreadsheet. You will be informed if selection tests are integral to the interviews you are attending.

To prepare yourself for the interview you should:

- Re-read your application, the position description and the selection criteria (if applicable).
- Focus on the selection criteria and think of examples of work situation where you applied the relevant skills and abilities, how you assessed the situation/s, what action you took and what outcomes you achieved.
- Think about the duties of the position and how you would carry them out. Consider any problems you might encounter and how you would resolve them.
- If the position has a supervisory role, consider your special responsibilities as a supervisor.
- If you have relevant pieces of work that display your skills and abilities, you should organise your work for presentation at the interview.

AFTER THE INTERVIEW

If you are short-listed for the position you will be telephoned and requested to attend a pre-employment medical. You may also be asked to provide some documents (for example, qualifications, birth certificate, evidence of citizenship/resident status). There may be some pre-employment checks (for example, medical).

If you are the selected applicant for the position the selection panel will contact you with a job offer. This offer will be confirmed in writing. The successful applicant will be subject to a three month probationary period.

If your application is unsuccessful following an interview, you will receive notification either in writing or over the phone.

If you have any further queries regarding Shire of Kent recruitment process please do not hesitate to contact the Deputy CEO, Michelle Bamess, on 08 9829 1051.

DETAILS OF THE SHIRE

COUNCIL

The Shire of Kent consists of 8 councillors representing the whole of the shire with no wards. Ordinary Meetings of the full Council are held on the third Wednesday of every month, with the exception of January. The annual revenue of the Shire is in excess of \$5,000,000.

SHIRE REGION

The Shire of Kent covers an area in excess of 6,500 square kilometres, and is predominantly an agricultural area with an average rainfall of 375mm (15 inches).

The principal centres in the Shire are Nyabing (Pop approx 300) and Pingrup (Pop approx 270). Nyabing is approximately 320km south east of Perth and Pingrup a further 40km east of Nyabing. Both communities are renowned as being close-knit, friendly, relatively crime free and family orientated.

EDUCATION AND FACILITIES

Both towns provide excellent education to Year 6, shopping and recreation facilities. Medical and further education facilities are available in Katanning, 60km to the west of Nyabing.

The Shire has excellent sporting facilities in both Pingrup and Nyabing, with most of these facilities being provided by the Shire, in conjunction with different sporting organisations.

The facilities include football, netball, hockey, tennis, golf and cricket, whilst Nyabing also has a Pistol Club and a Bowling Club.

The Pingrup Race Club also holds an annual race day in March of each year.

HISTORY

The Shire was first established in 1923 as the Kent Road Board, with a name change to the Nyabing-Pingrup Road Board in 1955. This name was retained until 1961 when it became a Shire, with a further name change in 1973 the current name of Shire of Kent.

The name 'Kent' apparently comes from the commissariat officer of Dr. T Wilson's expedition of 1829.

The Shire incorporates the two towns of Nyabing and Pingrup, with Nyabing being officially gazetted on 24 December 1912, and Pingrup on 9 May 1924.

The first white men to visit the area were sandalwood cutters with the first lease of 2000 acres being taken around Cairlocup lagoon by Jon Hassell in 1873.

OTHER FACILITIES

Both towns have hotel and accommodation facilities as well as digital television services to both towns. AM and FM radio signals can also be received in Nyabing.

A Telstra Next G network covers a large portion of the Shire including both towns.