



Applicant Information Package

Plant Operator / General Hand



PLANT OPERATOR / GENERAL HAND

The Shire of Kent is seeking applications from experienced Plant Operators. A minimum HR drivers licence is required, however a HC licence is preferred. This position will also require the successful applicant to undertake other duties as required, as per the position description.

Conditions of employment will be as provided by the Local Government Industry Award 2010 with a salary range starting at \$68,000, and a 9 day (88hr) fortnight being applicable.

Housing may be available, if required, at a subsidised rental.

The successful applicant will work under the direction of the Works Manager / Leading Hand and will join an enthusiastic and committed works team.

Contact Michelle Bamess on 9829 1051, or email dceo@kent.wa.gov.au for a position description and application package, or visit www.kent.wa.gov.au

Applicants are encouraged to contact Works Manager, Gary Mathewson, on 0429 993 987, for further information about the position.

Applications should consist of a covering letter, outlining relevant experience and skills, and resume. All applications are to be marked Private and Confidential and addressed to the Chief Executive Officer.

All applications must be received via email to ceo@kent.wa.gov.au or post at the Shire of Kent, 24-26 Richmond Street NYABING WA 6341 **by 4.00pm Wednesday 12 February 2020.**

RICK MILLER
CHIEF EXECUTIVE OFFICER



Position Title:	PLANT OPERATOR / GENERAL HAND
Department:	Public Works and Services
Award:	Outside Staff EBA
Classification Level:	Level 3
Reports To:	Works Manager/ Leading Hand
Supervises:	N/A
Position Summary and Objectives:	<ul style="list-style-type: none"> – <i>Maintain a high standard of roads and infrastructure throughout the 2 town sites and Shire</i> – <i>As part of the Works team, implement road construction or maintenance and infrastructure maintenance activities in the Shire.</i>
Duties and Responsibilities:	<p>Road Maintenance and Construction:</p> <ul style="list-style-type: none"> ✓ Operate Multi Tyred and Steel Drum Roller and other road construction plant and machinery (e.g. trucks, loader, backhoe, bobcat), as part of maintenance and construction activities as required and as instructed. ✓ Assist in inspection, repair or replacement of any roadside infrastructure, e.g. replace or repair Signpost or Guideposts ✓ Assist in road and maintenance construction duties such as road preparation, pipe laying preparation, spreading of gravel, removal of soil and installation of culverts. ✓ Operate plant safely ensuring you are aware of underground and overhead services. ✓ Perform any labouring duties/activities required as part of the Works Crew. ✓ Provide relief for any other team member operating other plant or driving trucks, as per skills, competence and licences held. ✓ 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 team objectives. ✓ Perform routine plant maintenance duties as required. ✓ Maintain and accurately complete records of work, plant 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"> • Accurately follow instructions and perform work as directed. • Work effectively within the team to achieve objectives. • Liaise with supervisor, team, CEO/Deputy CEO and general public.
Required Skills and Attributes to perform this role:	<p>General</p> <ul style="list-style-type: none"> ✓ Ability to physically perform duties as outlined above (and willingness to perform a Pre-Employment Medical Examination and Drug and Alcohol Test to confirm) ✓ Current National Police Clearance (not less than 6 months old) with a demonstrated absence of any relevant criminal history. ✓ Experience and Knowledge ✓ Essential ✓ Possession of a minimum current HR licence, HC preferred. ✓ Possession of current Construction Safety Card (White/Blue Card). ✓ Demonstrated understanding of Occupational Safety and Health principles and how to work within Equal Opportunity requirements ✓ Skills and experience safely operating Roller and other road construction plant and machinery (e.g. Trucks, Loaders, Backhoe, Bobcat) ✓ Experience in the routine maintenance of road plant and equipment. ✓ Working knowledge of water binding ✓ Skills, Abilities and Qualities ✓ Ability to safely, effectively and efficiently operate plant and equipment and hand tools.



	<ul style="list-style-type: none">✓ Ability to work with levels✓ Basic time management and organisational skills✓ Ability to effectively communicate and work well as part of a team✓ 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">✓ Experience in the operation of other road construction plant and machinery (e.g. backhoe, bobcat, Loader)✓ Working knowledge of road construction activities and process.✓ Previous experience working at a local government in the Works Section.✓ First Aid and Resuscitation qualification✓ Basic Worksite Traffic Management and Traffic Controller certificate✓ Load Restraint Certificate✓ Possession of other relevant operators certificates

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 this position, include all of the following attachments with a copy of your resume:

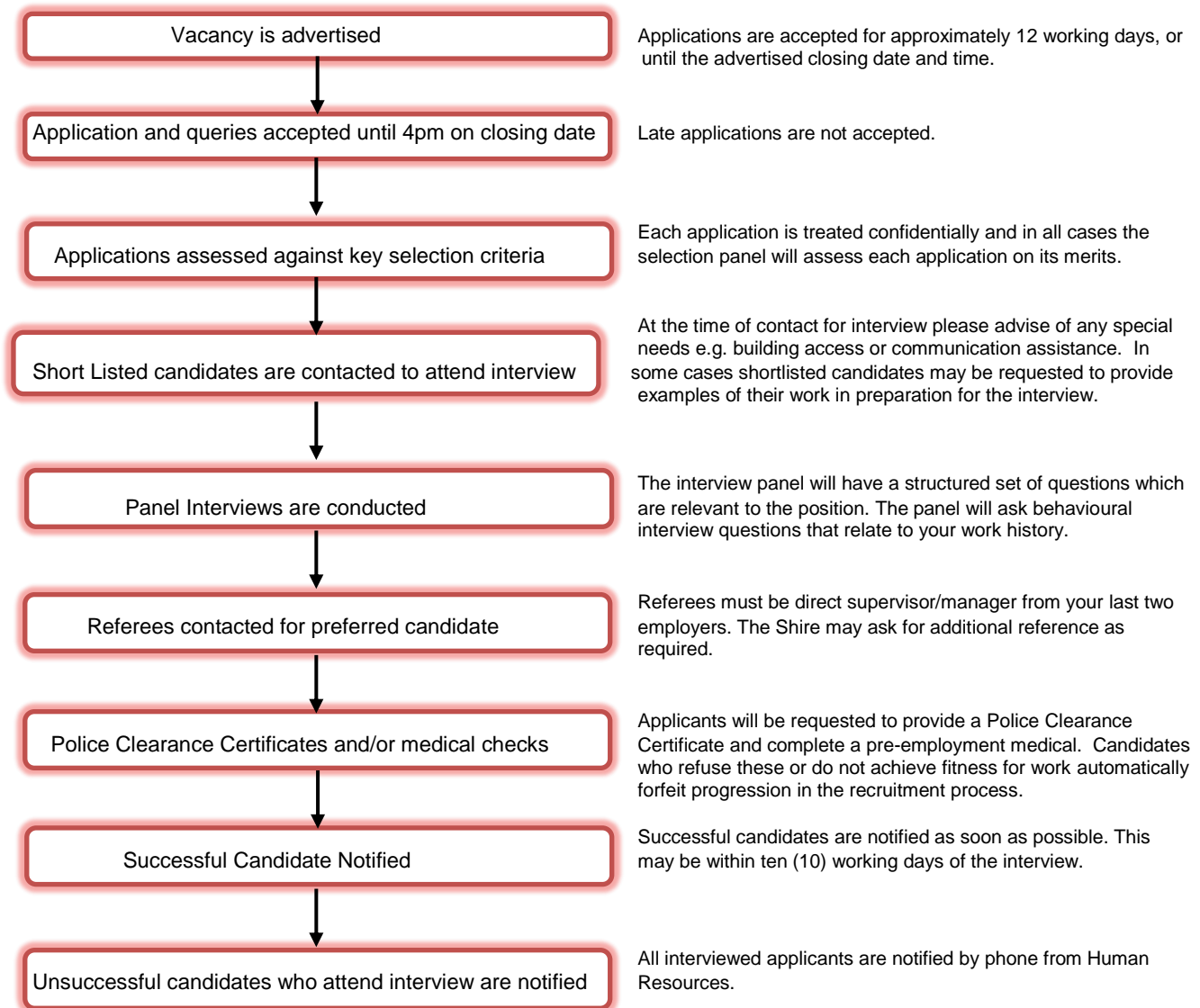
1. A Cover Letter introducing yourself and explaining why you are applying for this position.
2. A current resume with the details of your previous work history, qualifications, and other competencies including knowledge, skills and abilities you think are relevant to the position.
3. Referees: A minimum of two referees must be obtained from direct reports, being either a supervisor or manager responsible for overseeing the day to day performance of the candidate from the last two employers. The Shire reserves the right to request up to a maximum of two additional reference checks if required.
4. The completed Application for Employment form should be completed and submitted with your application for the position. This helps panel members to clearly and easily learn more about your background.

LODGING YOUR APPLICATION

All applications must be received via email to ceo@kent.wa.gov.au or post at the Shire of Kent, 24-26 Richmond Street NYABING WA 6341 **by 4.00pm Wednesday 12 February 2020.**



The Recruitment/Selection Process



Please note only applicants short-listed for interview will be contacted. To those applicants not shortlisted, we extend our appreciation for considering the Shire of Kent as a potential employer.



Conditions of Employment

Industrial Agreement:

Salary and conditions of employment will be in accordance with the Local Government Industry Award.

Salary Sacrifice Package:

The Shire offers individualised Salary Sacrificing arrangements available through the Salary Packaging Guide.

Hours of Work:

Ordinary hours are between 7:00am and 5:30pm Mon – Fri. (3pm finish every Pay [2nd] Friday and following Monday RDO), 30min Lunch, [9 Day (88hr) Fortnight]

Overtime:

No overtime is payable unless you have prior approval, authorised in writing, from your Manager.

Annual Leave:

Employees will be entitled four (4) weeks annual leave (pro rata) each year with 17.5% loading.

Personal Leave:

You will be entitled up to ten (10) Personal / Carer's leave days per year.

Long Service Leave:

Thirteen (13) weeks after ten (10) years continuous Local Government service, transferable between Local Authorities in Western Australia.

Personal Protective Equipment (PPE):

Employees are provided with PPE, such as Hi Vis workshirts, steel capped safety boots, safety glasses, gloves helmets etc, in order to provide a safe and presentable workplace, create a sense of identity and teamwork, identify and promote the organisation in public and to reduce the cost to the employee of providing work clothing.

Superannuation:

Superannuation Guarantee: Council currently contributes 9.5% of fortnightly salary.

Additional superannuation contributions (optional):

Council currently contributes up to an additional 3% (to a total of 12.5%) of fortnightly salary when an employee contributes 5% of their fortnightly salary.

Probationary Period:

A three-month probationary period is applicable to this position. At the successful completion of this period your continuity will be recommended to the Chief Executive Officer for confirmation. The period of probation can be extended by the manager/supervisor for an additional period of no greater than three months.



Conditions of Employment (cont.)

Performance Appraisal:

Appraisals are undertaken annually by the Manager.

Police Clearance Certificate:

The preferred applicant for this position will be asked to obtain a National Police Clearance Certificate through WA Police. People with criminal records are not automatically barred from applying for this position. Each application will be considered on its merits.

Pre- Employment Medical:

The preferred applicant for this position will be asked to complete a medical questionnaire and will be required to undertake a pre-employment medical examination prior to an offer of employment being confirmed. Full documentation for the requirements of the position will be given to the Medical Practitioner prior to the examination and costs are paid for by the Shire of Kent. Pre-existing illnesses will not exclude potential candidates from the recruitment process.

Code of Conduct:

Ensure professional conduct is of the highest standard in accordance with Council's Code of Conduct and policies as adopted and modified from time to time.

**APPLICATION FOR EMPLOYMENT FORM****Position Details**Position you are applying for: **PLANT OPERATOR / GENERAL HAND****Personal Details**

Title:	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Ms	<input type="checkbox"/> Miss
Gender:	<input type="checkbox"/> Male	<input type="checkbox"/> Female	Date of Birth (optional):	
Surname:			Given Name:	
Postal Address:				
Email Address:				
Mobile Phone:		Home Phone:		

Drivers Licence

Driver's Licence Class:	Expiry Date:
Driver's Licence Class:	Expiry Date

Nationality / Citizenships

Are you an Australian Citizen?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'NO' do you have a current visa?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Note: If successful you will be required to provide details.		

Education - University/TAFE/ Qualifications / Trade Certificates/Tickets / Short Courses etc

Qualification:	Graduation Date:	Expiry Date: (if applic)

Police Clearance: (only applicable if a requirement of Position)

Do you possess a Police Clearance:		<input type="checkbox"/> Yes	<input type="checkbox"/> No (if No please see below)
Date of Receipt (must be within 3 months)			
If 'NO' would you be willing to obtain prior to commencement?		<input type="checkbox"/> Yes	<input type="checkbox"/> No



Health: Please advise if you have ever suffered or currently suffering from the below

High / Low Blood Pressure:	<input type="checkbox"/>	Currently	<input type="checkbox"/>	Previously
Depression / Anxiety:	<input type="checkbox"/>	Currently	<input type="checkbox"/>	Previously
Allergies:	<input type="checkbox"/>	Currently	<input type="checkbox"/>	Previously
Dermatitis:	<input type="checkbox"/>	Currently	<input type="checkbox"/>	Previously
Arthritis:	<input type="checkbox"/>	Currently	<input type="checkbox"/>	Previously
Diabetes:	<input type="checkbox"/>	Currently	<input type="checkbox"/>	Previously
Epilepsy:	<input type="checkbox"/>	Currently	<input type="checkbox"/>	Previously
Eye/Ear defects:	<input type="checkbox"/>	Currently	<input type="checkbox"/>	Previously
Alcohol/Drug condition:	<input type="checkbox"/>	Currently	<input type="checkbox"/>	Previously

You may expand on any of the above: (Optional)

Do you have any concerns or restrictions that may limit your performance to the position you are applying for? ☐ Yes ☐ No

If 'YES' please give details:

Workers Compensation

Section 79 of the Workers Compensation and Rehabilitation Act 1981 gives the Worker's Compensation and Rehabilitation commission discretion to refuse to award compensation which would otherwise be payable, where it is proved that the worker has, at the time of seeking or entering employment in respect of which he/she claims compensation for a disability, wilfully and falsely represented himself/herself as not previously suffered from the disability.

Have you made a workers compensation claim? ☐ Yes ☐ No

If yes, please give details:

Any information provided will not preclude you from obtaining employment, but will assist the employer to manage any existing injuries/conditions.



References: Please provide two relevant work referee's

1. Referee Name: _____
Position Title: _____
Referee Workplace: _____
Referee daytime contact No: _____
Position you held: _____
Dates: _____

2. Referee Name: _____
Position Title: _____
Referee Workplace: _____
Referee daytime contact No: _____
Position you held: _____
Dates: _____

Disclaimer and Signature:

I declare that all information given is to be true and correct to the best of my knowledge. I have not withheld any information nor made any false or misleading representation required by this application. I understand that proof of identity and any other relevant information will be supplied should I be a successful candidate for the Shire of Kent.

Signature: _____ Date: _____

***We would like to thank you for taking the time to complete this form.
Please submit with your resume and application.***