Job Vacancy

Plant Operator Labourer

- Permanent Full time I Great team and excellent working conditions
- Award: Local Government Industry Award 2020
- Salary Range: Level 5 to 7 dependent on experience - $2,021.50 to $3,153.80 per fortnight plus superannuation and allowance

About the Job

The Shire of Irwin has an exciting opportunity for an experienced Plant Operator Labourer to join our Rural Maintenance team. This position undertakes operational activities associated with road infrastructure services for the Shire of Irwin, including operation and maintenance of plant and machinery. The Plant Operator Labourer participates as an active member of the team in performing other duties including general operation of other plant types, maintenance and labour.

About You

You will have:

- Demonstrated experience in road construction and maintenance techniques with specific experience performing gravel road maintenance; and
- Experience in the safe use of plant and equipment associated with road construction and maintenance and the work, health and safety principles and procedures for maintain a safe working environment.
- Good verbal communication and customer service skills;
- Basic knowledge of traffic management standards and procedures;
- Current WA Manual "HC" Driver's Licence; and
- Blue/White Construction Safety Card.

Candidates with previous experience in local government or in civil construction who hold a HR licence will be highly regarded.

Applications

- You will need to submit a covering letter of no more than 2 pages providing details of your skills and experience and how they are suitable to the selection criteria. Please submit your current resume which should include two recent referees.
- Visit our website to view the Position Description where details of the selection criteria may be found and to find out more about the Shire of Irwin.
- Applications from Australian citizens and residents or candidates who hold the relevant visa to work in Australia will be considered.
- Email your application to hr@irwin.wa.gov.au.

Applications close on Monday 23 May 2022

Canvassing Elected Members during the recruitment process will disqualify your application.

The Shire of Irwin is an innovative Local Government committed to providing equal opportunity in employment.

The Shire of Irwin reserves the right to commence shortlisting immediately and candidates deemed suitable may be invited to fulfil alternative opportunities within the Shire.

Shane Ivers
Chief Executive Officer
Shire of Irwin

Position Description

Plant Operator Labourer

1. POSITION IDENTIFICATION

Job title	Plant Operator Labourer
Job Level	Level 5 – 7
Job Status	Permanent Full Time
Award	Local Government Industry Award 2020
Department	Infrastructure and Development
Location	Shire of Irwin, Depot, Bailey Street, Dongara, Western Australia
Reporting Line	Coordinator Rural Maintenance
Direct Reports	Nil
Relationships	Operations Staff
	Councillors
	Contractors
Extent of Authority	Nil
Date reviewed:	May 2022

2. POSITION OBJECTIVES

The Plant Operator Labourer undertakes operational activities associated with road infrastructure services for the Shire of Irwin, including operation and maintenance of plant and machinery. The Plant Operator Labourer participates as an active member of the team in performing other duties, including general operation of other plant types, maintenance and labour duties as reasonably directed within capabilities of skills and experience.

Working under the supervision of the Coordinator Rural Maintenance, this role assists to ensure works are completed to the required standard and in a timely manner, in accordance with set programs, budgets and in compliance with all relevant legislation, Shire policies, procedures and applicable Australian Standards.

3. POSITION RESPONSIBILITIES

- Maintain the Shire's unsealed rural roads through the safe and timely operation of plant and specialised road maintenance equipment including: rollers, loaders, trucks, graders, bobcats, excavators and other machinery as required within specifications and construction guidelines;
- Coordinate materials and equipment for the maintenance program, including the removal and reinstatement of guide posts;
- Ensure regular maintenance is carried out and damage or faults reported on plant and equipment, and relevant daily log books are completed;
- Assist the Coordinator Rural Maintenance in the planning and coordination of the annual works programs and designated projects;
- General operation of plant and hand tools to carry out maintenance and/or labour duties, as required.
- Report ongoing asset maintenance requirements, such as vegetation trimming, directly to the Coordinator Rural Maintenance as part of daily observations/operations;
- Ensure requests (internal/external) allocated by the Coordinator Rural Maintenance are responded to and actioned professionally and in a timely manner to manage the Shire's public liability and provide services in accordance with the Shire's Customer Service Charter;
- Secure all vehicles, plant and equipment in a safe and appropriate area when on site and in the Depot compound;

- Maintain a safe and tidy worksite;
- Contribute individually or in team environment within other sections of the workforce including general operation of other plant types, maintenance and/or labour duties, as required; and
- Undertake other duties as directed by the Coordinator Rural Maintenance and/or line management within known skills, knowledge and capabilities.
- Other duties, as reasonably directed, may include (but are not limited to) the following:
  - Operating the grader or other equipment (including in response to emergency events);
  - Road sweeping;
  - Verge slashing;
  - Verge spraying; and
  - General town maintenance.

4. CORPORATE ACCOUNTABILIITES

Human Resource Management & Leadership

Participates in performance management processes; participates in leadership and development activities including induction, recruitment, and succession planning.

Occupational Safety and Health (OSH)

Ensuring duty of care compliant with OSH legislation and follow all safety and injury management processes appropriately, including reporting injuries, accidents and near misses.

Risk Management

All employees are responsible for effective risk management practices and ensuring that management is aware of risks associated with business operations.

Ethical Behaviour

Demonstrates a positive commitment and compliance with all legislation covering all forms of workplace discrimination, harassment, victimisation and bullying; compliance with the Shire's Code of Conduct and all policies.

Records Management

Ensures all documents are recorded in accordance with the Shire's Record Keeping Plan and policies and procedures. Ensures confidentiality is maintained at all times.

Strategic Vision

Articulates a clear picture of the future direction of the team and describes how current decisions will impact the ability to achieve this. Creates realistic schedules and assesses opportunities and problems to assist in achieving the Shire's strategic objectives as required.

Values

Creates and maintains a positive working environment while upholding the Shire's ACTS:

5. JOB COMPETENCIES

Qualifications and experience

- Demonstrated experience in road construction and maintenance techniques with specific experience performing gravel road maintenance; and
- Experience in the safe use of plant and equipment associated with road construction and maintenance.

Knowledge and skills

Essential

- Practical competency in operating road construction and maintenance plant and equipment.
- Practical competency in operating other plant and equipment associated with road construction and maintenance.
- Good verbal communication and customer service skills.
- Basic level of numeracy and literacy skills.
- Basic time management skills.
- Basic attention to detail and an awareness of working in high profile areas.
- Basic knowledge of traffic management standards and procedures.
- Knowledge of occupational safety and health principles for maintaining a safe working environment including plant and vehicle pre-starts, risk analysis and job safety assessments (JSAs).
- Current WA Manual “HC” Driver’s Licence.
- Basic First Aid Certification.
- Blue/White Construction Safety Card.

Desirable

- Previous experience in a similar role within Local Government.
- Current Traffic Management Certificate - Basic Worksite Traffic Management & Traffic Controller.

Attributes

- High level of personal integrity, confidentiality and initiative.
- Ability to maintain productive and efficient output in a busy work environment.
- Ability to work in a team environment and individually.
- Ability to embrace, accommodate and implement change.
- Ability to prepare and interpret financial information in accordance with asset management principles.
- Committed to ongoing professional development.
- Committed to learning and personal development; and
- Committed to the organisation.

6. CONDITIONS OF EMPLOYMENT

- Australian Working Rights (copy of Birth Certificate, Australian Passport or Australian Citizenship)
- Possess a current White Card
- Possess an unrestricted HC manual class WA Drivers Licence
- Holder of a National Police Clearance less than 6 months old (employer reimbursed)
- Able to undertake a pre-employment medical assessment (employer reimbursed)

7. CERTIFICATION

As the occupant of this position, I have noted and agreed to the values, statement of duties, responsibilities and other requirements as detailed in this document. This position description may be subject to change as required; any change of duties shall be discussed with the undersigned.

Date:
Name:
Signature:

The Shire of Irwin

The Shire of Irwin are an equal opportunity employer with a variety of employment types including full and part time, casual, fixed term contract, apprenticeships and traineeships. All Shire job opportunities are posted on our website.

All applications are assessed against the Shire's core values and the requirements of the job described in the position description.

Applications

Consider Your Application

- Your application is the opportunity to showcase your personal attributes, skills, knowledge, experience and above all – your suitability for the job.
- It is important to be thorough in your research of the position before making application.
- Be sure you have read through the Job Vacancy Package which will contain the Position Description so you have a clear understanding of the job requirements.

Making Application

Your application will need to contain the following documents:

1. Covering letter: This is an opportunity to introduce yourself and highlight your capabilities and also your interest in this position
2. Resume: your recent reume is to be submitted which should include your name, address and contact details; your work history; education and training achievements.
3. Job Competencies: It is important to view the job competencies in the position description to address in detail your qualifications, skills and experience aligned with those listed.
4. Closing Date: Your application is to be received prior to the closing date in fairness to all applicants.
5. Canvassing of Elected Members will disqualify your application.

Selection Process

- The principles of the selection process are based on merit and equity which are applied to all applications by the selection panel.
- After the closing date, or earlier, candidates will be selected for interview based on their ability to demonstrate to our selection panel the required skills, experience and qualifications for the job advertised.
- If you are selected for an interview, you will be notified by telephone with a confirmation email to follow.
- Unsuccessful candidates who were interviewed will be notified by telephone.

Conditions of Employment

Successful candidates will be requested to undertake pre-employment screening which includes the following:

- A pre-employment medical assessment.
- A National Police Clearance Certificate less than 6 months old
- Reference check with past employers.
- Copies of qualifications

Good Luck in your application!

The Shire of Irwin

About the Shire

The Shire of Irwin is an inviting coastal community with a population of approximately 3,800 residents located on the picturesque Batavia coast of Western Australia. This breathtaking area spans over 2,223km and combines a spectacular blend of coastal and rural landscapes to create a one-of-a-kind, unforgettable experience. Forming the urban area of the Shire of Irwin are Dongara and Port Denison the twin towns located on the massive Arurine Bay beside the Irwin River and are 60 km south of Geraldton and 360 km north of Perth.

Once you feel the magical pull of the Shire, you'll never want to leave. **Find out more at this link here.**

Community

The Shire of Irwin is outfitted with an impressive array of essential facilities that proudly serve the community. The list is always growing but it currently includes:

- District high school
- Recreation Centre
- GP medical centre
- Nursing home care units
- Pathology
- Public hospital facility with emergency services
- St John Irwin ambulance
- The transfer station
- And other various local businesses

Activities

There are plenty of community and sporting groups that provide fantastic opportunities for people of all ages to get involved. The Shire of Irwin has a recreation centre with 24/7 gym facility and provides various activities that focus on your well-being. Youth activities include a newly refurbished skate park and pump track and after a good physical workout, relax and take in a movie at the Dongara-Denison Drive-In during the warmer months.

Events

Whether you're visiting or you live here, the Shire is home to more than a few amazing annual events that are always exciting for tourists and locals alike!

Tourism

With plenty of cafes and restaurants, caravan parks and camping grounds available, the Shire of Irwin commands a spectacular blend of beautiful beaches and agriculture. This slice of paradise is home to a plethora of attractions guaranteed to have something for everyone from surfing to nature walking trails along the Irwin River.

Industry

Dongara-Port Denison is historically known for its lobster fishing industry and broadacre farming. Nowadays, the region has evolved into diverse industries that include oil and gas production/exploration offering plenty of employment opportunities.

Development

There are several development opportunities within the Shire of Irwin, with the primary focus now being set on green energy. Not only is this an opportunistic time to join the Shire, but it's also guaranteed to be exciting. With one look at the Shire of Irwin, you'll see how well it's positioned for growth within a fast-growing and highly sustainable environment.