

Shire of Pingelly



Employment Application Package





Application Package

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

Position Title: Plant Operator Labourer

Applications close at

How to Apply

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

1. Covering Letter

The covering letter gives you the opportunity to introduce yourself to the selection panel and must include the title of the position.

Your letter should be addressed to the Chief Executive Officer and give details of how you may be contacted during office hours (Monday-Friday 8.30am to 4.30pm). Please provide a convenient telephone number should you be invited for an interview or if there are any queries regarding your 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 two A4 pages.

Before applying, read through the selection criteria of the position description and ask yourself whether you meet each requirement.

2. A resume containing:

- ❖ personal details – e-mail address, name, postal address, contact telephone number/s;
- ❖ summary of work experience including dates and details of tasks performed in each position, commencing with the most recent;
- ❖ education and training 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 can provide comments on your work performance.



Submitting your Application

Your application is the first step towards securing an interview and therefore should be of the highest standard possible.

All applications should be neat and legible for ease of reading by the panel. If applying in writing, please staple together all information; do not enclose your application in a folder.

Please note that providing false or deliberately misleading information within an application may result in your application being disregarded, or may be grounds for dismissal should you be successful in gaining the position.

1. Email your application

vanessa.ward@pingelly.wa.gov.au

2. Posted application

Mail your application to:

Shire of Pingelly
17 Queen Street
PINGELLY WA 6308

3. Deliver in person

Hand deliver your application by visiting our Administration Office at:

Shire of Pingelly
17 Queen Street
PINGELLY WA 6308

Please ensure you have included the name of the position you are applying for on the front of the envelope or in the email.

Equal Employment Opportunity

The Shire of Pingelly is an equal opportunity employer. All applications for a position will be assessed against the selection criteria included in the Position Description.



Addressing the Selection Criteria

If you are required to address the selection criteria in the job advertisement, please include a separate document with your application. The 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.

The selection criteria describe the skills, knowledge, qualifications and experience needed to do the job. Written answers to selection criteria are used to select the best applicant on merit. The essential and desirable selection criteria for each position are contained in the position description. It is recommended that your statements in response to each of the selection criteria are approximately half a page

Provide example/s to demonstrate how you applied (or would apply) the selection criteria. **Remember** that you are competing with other applicants for this position. If you do not show how you meet these criteria, your application is unlikely to be considered further.

Closing date and late applications

Vacancies with the Shire of Pingelly are advertised for a specific period and close at 5:00pm on the closing date shown in the advertisement.

In fairness to all applicants, late applications cannot be considered.

Selection Process

If you apply via email, your application will be acknowledged with a reply email within one working day. All other applications will be acknowledged within seven working days of the advertised closing date.

All applications received by the nominated closing date and time will be rigorously assessed against the quality of the application and information provided by the appointed selection panel. This short listing process is performed to identify the most competitive applicants for interview. You should be aware that you may not necessarily be considered by the panel, even if you appear to be suitable from your application.

If your application is nominated on the shortlist you will be contacted by telephone to make arrangements for an interview.

If you are not contacted for an interview, you will receive correspondence confirming your application has not been successful.



Interviews

The interview panel usually consists of two or three individuals.

All interview questions will be job related, i.e. 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, the 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.

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 situations 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 is a Supervisory role, consider your specific responsibilities as a Supervisor.

After the Interview

If you are the successful applicant for the position you will be contacted with a job offer. This offer will be confirmed in writing.

You will be asked to:

- attend a pre employment medical or sign a medical declaration, as well undergo a drug and alcohol screening
- produce a current national police clearance. A criminal conviction does not automatically exclude you from consideration for employment. Applicants who have a record of conviction are invited to discuss its relevance or otherwise to the position being applied for, with the Interview Panel.
- provide documentary proof of motor driver's license.

You may be asked to:

- provide some documents (for example, qualifications, birth certificate, evidence of citizenship/resident status).
- attend other pre employment checks (for example checks for child related employment)
- documented evidence of legal entitlement to work unrestricted in Australia (if relevant).

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



Declaration

Application for the Position of Plant Operator Labourer Declaration, Authorisation & Waiver

I certify that:

- The information contained in this application and the supporting documentation is, to the best of my knowledge and belief, true and accurate in every detail.
- I understand that the Shire of Pingelly reserves the right to verify all information in the application.
- I understand that any materially false or misleading information will be sufficient reason for my rejection as an applicant, or my dismissal if employed.

I authorise the Shire of Pingelly, or its appointed agents, to make whatever background checks are considered necessary or desirable in order to satisfy itself of my suitability for the position, and to check the accuracy of any information contained in my application or supporting information.

I also acknowledge that any information obtained from any background or reference checks is confidential and I undertake not to seek any access or information concerning such checks.

.....
Signature of Applicant

.....
Date

Note: The Shire undertakes that any information obtained during any background check will only be used for the purpose of verifying information contained in the Application and determining the Applicant's suitability for the position. Any such information obtained will be treated as strictly confidential and will only be made available to the selection panel at the time, and for the purpose of selecting the suitable Applicant.



SHIRE OF PINGELLY

PLANT OPERATOR / LABOURER 2 x CASUAL

An opportunity exists for a self-motivated, enthusiastic, team focused individual to join our Team. The position of Plant Operator is responsible for operating and maintaining trucks and other plant and machinery items to assist in the completion of road maintenance and construction projects. The role will also be required to regularly perform a range of labouring duties associated with road maintenance functions, including pothole repairs, signage maintenance and general maintenance of roads, roadsides, footpaths, kerbs, drainage, bridge structures and other assets.

Our ideal candidate will demonstrate:

- Demonstrated experience and skills in civil infrastructure related works such as plant operation, road construction and maintenance.
- Well-developed communication skills, and the ability to deal with the public in a professional manner
- Demonstrated commitment to organisational values and associated behaviours
- 'HR' class driver's licence
- High work ethic, with the commitment to maintaining set standards

A total salary package will be negotiated dependent on qualifications, skills and experience as per the Shire of Pingelly Employee Collective Agreement 2020. The salary package includes a cash component of \$50,839 to \$57,122 and training.

Potential applicants are encouraged to contact the Executive Manager Technical Services; Darryn Watkins by phoning 0427 852 426 to further discuss this position. The position description and application package are available on the Shire's website at www.pingelly.wa.gov.au, by emailing vanessa.ward@pingelly.wa.gov.au or by phone (08) 9887 1066.

Potential applicants are encouraged to apply as soon as possible, as there is no closing date for this position. Applications will be assessed on an ongoing basis until a candidate is appointed.

The Shire of Pingelly is an equal opportunity employer, who is committed to providing an inclusive workplace. We encourage applications from people with disability, Aboriginal and Torres Strait Islanders, and people from diverse cultural and linguistic backgrounds.

Julie Burton
Chief Executive Officer

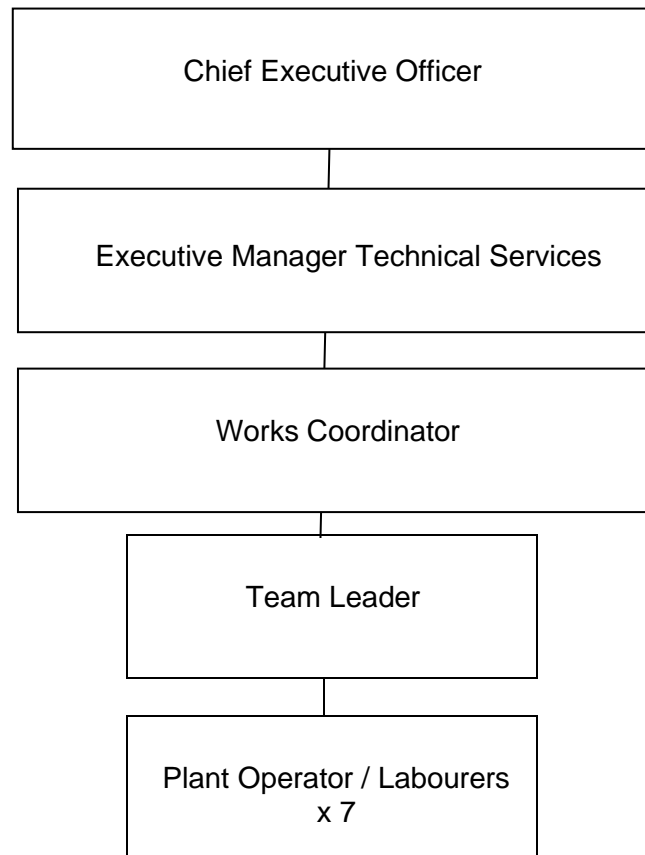
Position Description

Job Title: Plant Operator / Labourer (Asset)

Directorate: Technical Services

Level: 3 - 4

Reports to: Works Supervisor



ORGANISATIONAL VALUES

INTEGRITY: We are open, ethical and honest in our dealings and treat all people with dignity and respect.

COMMITMENT: We are committed to advancing the organisation, maintaining professional standards and our own professional development.

EFFECTIVE TEAMWORK: We complete our own tasks in a professional manner, willingly assist others, ensure team goals are achieved, support team decisions and make positive contributions to the workplace culture.

ACCOUNTABILITY: We are accountable and responsible for our own actions and decisions.

POSITION OBJECTIVES

To assist in the implementation of an overall Asset Management Plan for the Shire of Pingelly in accordance with Council's strategic and corporate plans for the benefit of the community

To participate in the Operations work programs, in consultation with the Works Supervisor and Team Leader to ensure all works is carried out to the highest standards

To assist supervising and oversee all operational resources, employees and contractors within Operations area and ensure that all works are carried out to deliver strategic outcomes

To liaise with the Team Leader on matters relating to Operations along with providing operational support and advise to other Shire employees in the relation to operational maintenance within the Shire of Pingelly

POSITION ACCOUNTABILITIES

Resources & People Management

Assist the Team Leader in the Operations area on a daily basis to ensure the Organisational Values

Ensure all Shire employees are inducted to the Shire's works site and equipment while outlining the responsibilities that pertain to them individually

Assist in monitoring employees performance along with providing feedback to the Team Leader where appropriate

Participate in the Performance Review and Assessment process to ensure the development and training as agreed for career and personal development initiatives

Participate in the mentoring of operation area employees to develop and maintain a sense of loyalty with team ownership including awareness of working with in a diverse workforce

Financial Planning & Management

Assist in the control and monitoring of budget expenditure for the operations area under general direction of the works supervisor

Assist in providing information to the Works Supervisor for consideration in the preparation of annual budget submissions for operations area

Participate in the delivery of the works programs to complement and achieve outcomes set out in the Integrated Planning Frame Work

Ensure that materials, parts and services are used in a productive and cost efficient manner according to ongoing needs of the operations area

Technical Outcomes

Demonstrate quality skills, maintain open lines of communication and be confident in sharing skills and knowledge in the workplace

Participate in the delivery of quality time management by using innovation and required change in process, technology, efficiency and cultural in the work place

Be responsible under general direction of the Team Leader for the successful outcomes of the operations area

Planning & Strategy Management

Ensure accountability and whereabouts of all operation tools and maintenance equipment relating to the operations area

Assist in the implementation of asset maintenance plans, processes and programs to deliver best practice outcomes for the operations area

Provide constructive information to the Works Supervisor on progress of the activities, operations, projects, works and actions undertaken by the operations area

Corporate Governance & Quality Management

Ensure the operations area complies with relevant statutory legislation regarding policy, compliance reporting, documentation and record keeping

Treat all councillor, stakeholders and customers with professionalism and dignity by ensuring all points of contact are dealt in a friendly timely efficient manner

Participate in undertaking duties including timesheets, and work requests records relating to the operations area

Occupational Health & Safety

Ensure that employees are not exposed to hazards and that accidents or significant incidents are properly and promptly reported

Ensure that relevant employees are consulted with regards to changes to premises, plant and equipment which may or will impact on their safety, health and the environment

Ensure that plant and equipment provided is in good condition and suitable for the purpose for which it is to be used

Ensure that there is competent and sufficient supervision to facilitate the work to be carried out in a safe manner as to avoid injury or harm to others and themselves

Ensure that any contractor engaged for the operations area operates in accordance with Council's required safety and environmental standards

(Note: The above key duties and responsibilities are in accordance with the broad banding principles of the Code of Conduct and Contract of Employment. This is not an exhaustive list of duties and responsibilities of the position as you may be required to undertake additional duties from time to time as directed by the Chief Executive Officer).

POSITION RESPONSIBILITIES

Overall Responsibility Nil

Principal Operational Responsibility Nil

Backup Responsibility Nil

Participation Responsibility

ROAD MAINTENANCE / CONSTRUCTION

Road and Seal Design
Road Construction Quality
Job Setup and JSA
Job Preparation
Mobilisation / Logistics
Loading / Unloading Machinery
Machinery Maintenance (Roadbuilding)
Occupational Safety and Health
Truck Driving MC (if Licence held)
Truck Driving HC (if Licence held)
Truck Driving HR (if Licence held)
General Plant Operation (if certified)
Drainage and Culverts
Verge Clearance
General Faults
Cemetery Activities
Signage

PARKS, GARDENS AND GENERAL TOWNSITE DUTIES

Waste management
Tree Management
Blowing Down Paved Areas

(Note: The above key duties and responsibilities are in accordance with the broad banding principles of responsibility for this position. This is not an exhaustive list of duties and responsibilities of the position as you may be required to undertake additional duties from time to time as directed by the Chief Executive Officer).

ORGANISATIONAL RELATIONSHIPS

Reports directly to:

- Works Supervisor

Internal Stakeholders:

- Chief Executive Officer
- Senior Management
- Senior Officers
- Works Supervisor and employees
- Other relevant internal stakeholders

External Stakeholders:

- Council
- Relevant external stakeholders, government authorities and departments

Work Place Location:

- This position commences in the Works Depot and/or other on site locations as required or directed by the Works Supervisor

EXTENT OF AUTHORITY

This position will be required to exercise a degree of autonomy but works under limited direction of the Works Supervisor, and within established guidelines and policies of Council and relevant statutory Act requirements. This position has the authority for the Coordination of Operation employees and contractors as required.

This position may give direction (either directly or indirectly) to:

- Business Unit employees and other Shire employees when requested
- Contractors services as required

Delegation

- Nil

This position is required to undertake problem solving by:

Exercising initiative/judgement within documented techniques, precedents and guidelines Assistance is available when required

This position may make recommendations on:

- Employee issues and operational concerns
- Suggested Capital and/or operational items for inclusion into budget submissions
- Operation in the Unit's structure and its effectiveness
- Recruitment and development of Unit staff
- Systems and procedures that impact on the provisions of quality service to internal/external customers

SELECTION CRITERIA OF QUALIFICATIONS, SKILLS & EXPERIENCE

Essential

- Demonstrated experience and skills in civil infrastructure related works such as plant operation, road construction and maintenance.
- Well-developed communication skills, and the ability to deal with the public in a professional manner
- Demonstrated commitment to organisational values and associated behaviours
- 'MR' class driver's licence
- High work ethic, with the commitment to maintaining set standards
- Be physically capable of carrying out labouring work
- Hold a current White Card

Desirable

- Qualifications in a relevant field
- Presentation of a National Police Clearance not more than three months old is required to support eligibility for this position
- Knowledge of cemetery operations and practices
- Hold a current Senior First Aid Certificate
- Hold a current Traffic Controllers/Management Certificate

This Position Description is indicative of the position at this point in time. This Position Description will be reviewed annually as part of the performance review cycle and it is envisaged that the will occur every twelve months.

POSITION DESCRIPTION ADMINISTRATION

Prepared By:	Chief Executive Officer
Manager:	Executive Manager Technical Services
Supervisor:	Works Supervisor
Reviewed Date:	March 2021