

**Information Package**

**TRAINEE**

**PLANT OPERATOR/GENERAL HAND**

**Trainee Plant Operator/General Hand**

An exciting career opportunity for an enthusiastic self motivated person to join our works team.

The Trainee Plant Operator/General Hand will learn how to undertake a range of duties including road maintenance and construction, signage maintenance, plant operation, maintenance of footpaths, drainage, & bridges. The successful applicant will complete both on the job training and attend studies off site.

Out ideal candidate will demonstrate a positive customer focused attitude, willingness & ability to learn plant operating and civil maintenance skills and be eligible to obtain a HR license within one month of commencement.

The position is offered as a 24 month traineeship with the expectation of continuing employment upon successful completion of Certificate III in Civil Construction.

The position is offered at level 3 or 4 of Local Government Industry Award 2010 (depending on experience) with an over award payment totalling up to $53,147- $53,806 per annum ($26.89 - $27.23 per hour). Other benefits included regular overtime, 9 day fortnight, service bonus, training costs and up to 15.5% super.

Further information is available on www.cuballing.wa.gov.au or by contacting Nicole at enquiries@cuballing.wa.gov.au or phone 08 9883 6031. For a confidential discussion about the position, please call Manager of Works Bruce Brennan on 0427 836 063.

Applications close at 4pm Wednesday 29th July 2020.

Gary Sherry

Chief Executive Officer

PO Box 13

Cuballing WA 6311

Information for Applicants

Thank you for your interest in the advertised vacancy.

This documentation provides information to assist you in preparing your written application and to plan for the selection interview. Also enclosed is a Job Description Form.

Selection involves a written application, an interview and reference checks. Shortlisted applicants will also undergo a medical examination. A national (Federal) police clearance certificate is also required.

The essential selection requirements (Selection Criteria) are described in the Position Description Form and please apply only if you meet the essential requirements for the position.

Please ensure the Shire of Cuballing receives your application by the closing date in the advertisement. Late applications will not be accepted unless prior arrangements have been made with the Chief Executive Officer.

Your application should comprise of the following documents.

1. Covering Letter

A summary of your background and suitability for the position should be addressed in the covering letter, without over emphasising or going into too much detail.

1. Resume (Curriculum Vitae)

A Resume/Curriculum Vitae should comprise at least:

a. A summary of your employment history starting with the most recent position. Please include dates, name of employer, position title and give brief details of the tasks that were required in each position.

b. Include any relevant training courses you have attended in the last 2 to 3 years.

c. A photocopy of any relevant qualifications.

d. Any activities you have undertaken outside of work which are relevant to the position you are applying for.

1. Referees
2. Provide the names and contact details of two work related referees.
3. Describe nature of working relationship with referee.

c. Referees should be contacted for approval before nominating them.

d. It is preferable that one of your referees is your current supervisor. (This is optional)

e. Only referees who can comment on your work experience should be listed.

4. Preparing for the Interview

All interview questions will be work related - that is they will relate to the selection criteria for the position you have applied for.

The same questions will be asked for every interviewee.

To prepare yourself for the interview questions consider the following:

* Re-read the Position Description Form and the selection criteria.
* Focus on the Selection Criteria and think of examples of work situations where you applied the relevant skills and abilities.
* Focus on the duties of the position and think about how you would carry them out. Think about any problem you might encounter and how you would resolve them.
* If you have any relevant reports or other work you have done which will provide examples of your skills and abilities, you should organise examples for presentation at the interview.

5. The Interview

The following points are recommended:

* Don't assume that panel members know your suitability for the job even though you may have worked with them or have previous experience in the position you have applied for.
* Answer questions fully without unnecessary details.
* Where possible, relate your answers to direct experiences you have had.
* Feel free to ask questions to the panel.

SHIRE OF CUBALLING

**TRAINEE PLANT OPERATOR/GENERAL HAND**

# Position Description

**1. TITLE:** Trainee Plant Operator/General Hand

**2. LEVEL:** Level 3 of Local Government Industry Award 2010 (Depending on Experience)

**3. DEPARTMENT:** Works Department

**4. BASIC FUNCTIONS:**

The position is a 24 month Traineeship undertaking Certificate III in Civil Construction and includes both on the job and offsite training.

Under the direction of the Manager of Works & Services, or in his absence, the Works Supervisor, complete road construction or road maintenance duties, cart materials i.e. gravel, blue metal, sand, culvert pipes etc., necessary to carry out road maintenance and construction throughout the Shire of Cuballing.

Assist with other work such as concreting footpaths, private works, tree lopping, rubbish removal, maintaining of parks, ovals and gardens and carting of non-road making materials as required.

**5. REQUIREMENTS OF THE POSITION:**

To be a member of the works crew charged with the requirement to maintain the Shire roads to a high standard and when not undertaking roadworks to perform other duties as required by the Manager of Works & Services.

1. **KEY DUTIES/RESPONSIBILITIES**

To ensure the equipment provided by Council to carry out roadworks, and which the position incumbent operates, is maintained and cleaned appropriately.

To operate the equipment in a responsible manner and to observe safety standards to ensure his/her colleagues or members of the public are not threatened by careless acts.

To co-operate with the other works crew members to ensure the works programme is completed efficiently and effectively.

Any other duties as required by the Manager of Works or Chief Executive Officer.

1. **CONDITIONS OF EMPLOYMENT**

**7.1 Award Classification**

Level 3 of the Local Government Industry Award 2010, plus allowances and overtime where applicable.

**7.2** **Superannuation**

a) Occupational superannuation (compulsory) - Council currently contributes 9.75% of salary.

b) Local Government superannuation (non-compulsory) - Council currently contributes up to 6% of salary on a one to one basis, employee contributing up to a maximum of 6%. All necessary requirements must be satisfied in accordance with the Local Government Superannuation Scheme.

**7.3** **Annual Leave**

Four (4) weeks per annum with 17.5% Leave Loading after 12 months service.

**7.4** **Long Service Leave**

After ten (10) years of service.

**7.5** **Sick Leave**

As per Local Government Industry Award 2010.

**7.6** **Hours**

The regular hours of work are 76 ordinary hours per fortnight as per the Local Government Industry Award 2010 with an additional amount of scheduled overtime totalling 4½ hours of overtime each fortnight.

These hours are worked as a nine day fortnight made up as follows:

Wednesday 7.00 am - 4.30 pm (½hr lunch) 9 hrs (Pay Day)

Thursday 7.00 am - 4.30 pm (½hr lunch) 9 hrs

Friday Rostered Day Off

Monday 7.00 am - 4.30 pm (½hr lunch) 9 hrs

Tuesday 7.00 am - 4.30 pm (½hr lunch) 9 hrs

Wednesday 7.00 am - 4.30 pm (½hr lunch) 9 hrs

Thursday 7.00 am - 4.30 pm (½hr lunch) 9 hrs

Friday 7.00 am – 4.00 pm (½hr lunch) 8.5 hrs

Monday 7.00 am - 4.30 pm (½hr lunch) 9 hrs

Tuesday 7.00 am - 4.30 pm (½hr lunch) 9 hrs

By agreement with staff, the normal start and finish times of work may be altered. This is most often done during summer with an earlier start and finish time.

When a Public Holiday falls on a Rostered day off the day following the Public Holiday will be taken as the Rostered day off.

**7.7** **Probationary Employment Period**

In accordance with Council Policy, a probationary employment period of three (3) months shall apply. Employee performance will be subject to Executive assessment prior to confirmation of continued employment.

**7.8** **Uniforms**

 In accordance with Council Policy a uniform allowance will be provided.

1. **ORGANISATION RELATIONSHIPS**

**8.1 Responsible to:** Manager of Works & Services

(or in his absence the Works Supervisor)

**8.2 Internal & External Liaison**

Internal - Manager of Works & Services

 Works Supervisor

Leading Hand

 Colleagues

 External - Local Residents

 Local Organisations

1. **EXTENT OF AUTHORITY** – Nil
2. **SELECTION CRITERIA**
* Willingness and ability to learn plant operating and civil maintenance skills.
* Eligibility to obtain a HR Licence within one month of commencement.
* Be physically fit and able to work in a wide range of weather conditions.
* Good customer service ethic.
* Commitment to contributing to safe work environment.
* Must have good oral, literacy and numeracy skills.
* Must be reliable and able to work within a small team.

**11. OCCUPATIONAL HEALTH & SAFETY**

* 1. **Risk Management**
		+ Comply with the Shire’s Risk Management Policy Procedures
		+ Actively Participate in the Risk Management Program and Organisational Performance review and Evaluation Program
		+ Actively participate in the Shire’s Continuous Improvement Program

### Employees Responsibilities

* + - Conform with the duty of care requirements, ensuring their own safety and that of others, through the prevention of any adverse acts or omissions.
		- Must comply with the safety procedures and directions agreed between management and employees with nominated or elected safety and health representatives
		- Must not willfully interfere with or misuse items or facilities provided in the interests of safety and health of Council employees
		- Must use, store and maintain items, equipment and facilities provided in the interests of safety and health (protective clothing, machine guards, first aid provisions etc) in a manner in which he/she has been properly instructed.
		- Must, in accordance with Council procedures for accident and incident reporting, report potential and actual hazards and accidents/incidents to their supervisor and/or safety and health representatives
		- Must cooperate with the employer in the carrying out of their obligations (S 20 OS&H act)
		- Must comply with the Council Work Injury Management Program

**12. MEDICAL EXAMINATION & POLICE CLEARANCE REQUIRED**

All employees are required, at the expense of the Shire of Cuballing, to undertake a Medical Examination prior to commencement of employment with a General Practitioner of their choice.

A current police clearance will also be required before employment commences.

**13. HOUSING**

Council housing is not available.

**Accepted**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Employee**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Approved by Works Supervisor**

**Reviewed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**