



SHIRE OF CUBALLING

Information Package

for the position of

Grader Driver Plant Operator

Works Directorate

**Applications for this position must be received by
4pm Thursday 20th May 2021**



GRADER DRIVER PLANT OPERATOR

The Shire of Cuballing is looking for a self motivated person to take on the role of Grader Driver/Plant Operator in a small works crew. The successful applicant will work under the direction of the Works Supervisor, be an experienced grader operator with knowledge of road maintenance practices and be prepared to work with an experienced works team. Applicants with road construction final trim grading experience will be looked upon favourably.

The position is offered at level 4 or level 5 of Local Government Industry Award 2010 (depending on skills and experience) at \$27.23/\$32.54 per hour. Other benefits included subsidised housing, regular overtime, service bonus and up to 15% super.

Further information is available on www.cuballing.wa.gov.au or by contacting Nicole at enquiries@cuballing.wa.gov.au or 08 9883 6031.

For a confidential discussion about the position, please call Manager Works & Services Bruce Brennan on 0427 836 063.

All enquiries and applications will be treated with utmost confidentiality.

Applications close with the undersigned by 4pm Thursday 20th May 2021.

Gary Sherry
Chief Executive Officer

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.

2. **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.

3. **Referees**

- a. Provide the names and contact details of two work related referees.
- b. 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 the position has a supervisory role, think about your special responsibilities as a supervisor.
- 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.

SALARY PACKAGE

Grader Driver/Plant Operator

1 INITIAL PROBATIONARY PERIOD:

The negotiated contract of employment will be offered with an initial probationary period of three months.

2 SALARY:

Depending on skills, experience and qualifications, a wage will be negotiated up to \$72,200 per annum in line with the salary package included below.

3 HOURS OF WORK:

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 totaling 4½ hours of overtime each fortnight. These hours are worked as a nine day fortnight.

4 LEAVE:

Provision of Annual, Sick and Carer's Leave will be in accordance with the Local Government Industry Award

5 LONG SERVICE LEAVE:

Thirteen weeks after ten years continuous Local Government service, transferable between Local Authorities within Western Australia.

6 SUPERANNUATION:

The Council makes superannuation contributions of 9.5% of the base salary plus matching contributions of up to 6%, providing the employee makes voluntary contributions of 6% or more. The combined total of the Shire of Cuballing contribution is up to 15.5% of the specified salary.

7 RESIDENTIAL ACCOMMODATION

Council's strong preference is for the Officer to reside within the Shire of Cuballing.

Council offers subsidised rental of suitable accommodation in the town of Cuballing.

8 RELOCATION EXPENSES REIMBURSEMENT:

Council will meet the cost of the officer's relocation expenses up to \$2,500. Removal expenses are restricted to household goods, furniture and personal effects with receipts produced to claim reimbursement. The reimbursement is conditional upon repayment being required at 100% if the officer leaves within 12 months and 50% if the officer leaves within 24 months.

9 POLICE CLEARANCE:

Applicants are required to provide a National Police Clearance Certificate before commencing employment. Council will refund the expenses of obtaining this clearance.

10 MEDICAL EXAMINATION:

Applicants are required to attend a pre-employment medical prior to commencing employment. Council will refund the expenses of obtaining this medical.

11 TELEPHONE ALLOWANCE

A mobile phone is provided for the Officer's business.

12 SUMMARY OF SALARY PACKAGE:

Position	Grader Driver Plant Operator			
Basis of Employment	Level 4 Local Government Industry Award 2010		Level 5 Local Government Industry Award 2010	
Component	Level 4		Level 5	
Salary - Level 5 Award (Per Hour)	23.0945	45,635	24.5431	48,497
Salary - Over Award (Per Hour)	4.1367	8,174	7.9924	15,793
Industry Allowance (Per Week)	30.72	1,597	34.04	1,770
Service Allowances (Per Week)	0.0000	-	0.0000	-
Annual Leave Loading	17.50%	746	17.50%	889
Overtime (4.5 Hours Per Week)	40.8468	4,411	48.8032	5,271
Total Salary		60,564		72,220
Superannuation	9.5%	5,754	9.5%	6,861
Superannuation	6%	3,634	6%	4,333
Uniform Allowance	No		No	
Communications-Mobile Telephone	No		No	
Relocation Expense	No	-	No	-
Limited Private Use of Vehicle	No	-	No	-
Subsidised Housing - \$90 Per Week	Yes	4,680	Yes	4,680
Total Package		74,631		88,094

SHIRE OF CUBALLING

GRADER DRIVER PLANT OPERATOR

Position Description

1. **TITLE:** Grader Driver Plant Operator
2. **LEVEL:** Level 4-5 of Local Government Industry Award 2010 (Depending on Experience)
3. **DEPARTMENT:** Works Department

4. **BASIC FUNCTIONS:**

To be a member of the works crew charged with the requirement to maintain the Shire roads to a high standard, and in particular operate a road grader, and when not undertaking roadworks, to perform other duties as required by the Manager of Works.

5. **REQUIREMENTS OF THE JOB:**

Under the direction of the Manager of Works, or in his absence, the Works Supervisor, operate a road grader completing road construction and maintenance works, complete other roadwork tasks, including, but not limited to, 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 tasks such as concreting footpaths, private works, tree lopping, rubbish removal, carting of non-road making materials as required.

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

6. **KEY DUTIES/RESPONSIBILITIES**

6.1 **Position Duties**

- Lead the construction team, where applicable, in all aspects of construction and maintenance of roads
- Competently operate a grader to final trim and a range of other plant and machinery
- Ensuring the safe use and security of materials, tools, equipment, vehicles and plant when in use
- Provide on the job training and guidance to employees under supervision
- Carry out labouring duties on road construction sites

6.2 **Occupational Health and Safety**

- Understand Occupational Safety and Health Policy and Procedures and Work Injury Management Program
- Conform with duty of care requirements, ensuring your own safety and that of others through the prevention of any adverse acts or omissions
- Comply with safety procedures and directions agreed between management and employees

- Not willfully interfere with or misuse items or facilities provided in the interests of safety and health
- Use, store and maintain items, equipment and facilities provided in the interests of safety and health in manner properly instructed
- Report potential and actual hazards and accidents/incidents, including near misses, in accordance with Shire procedures
- Cooperate with the Shire of Cuballing in the carrying out of their safety and health obligations under legislation

7. CONDITIONS OF EMPLOYMENT

7.1 Award Classification

Level 4/5 of the Local Government Industry Award 2010, plus allowances and overtime where applicable.

7.2 Superannuation

- Occupational superannuation (compulsory) - Council currently contributes 9.5% of salary.
- 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 – 4.00 pm	(½hr lunch)	8.5 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 - 4.30 pm	(½hr lunch)	9 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.

8. 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
Colleagues

External - Local Residents
Local Organisations

9. EXTENT OF AUTHORITY

Work in accordance with general direction Manager of Works & Services (or in his absence the Works Supervisor)

Advise other staff of procedure and minor tasks on work site as required.

10. SELECTION CRITERIA

10.1 Essential

- Demonstrated ability to and previous experience in the operation and maintenance of a Road Grader
- Demonstrated ability to operate and maintain Council's plant and equipment
- Hold a current MDL class HR
- Hold a Safety Awareness Card
- At least three years experience in road construction and road maintenance desirable but not essential.

10.2 Desirable

- Current certificate in Basic Worksite Traffic Management
- Current Traffic Controller accreditation
- Current Senior First Aid Certificate
- Chainsaw Operator Certificate

11. OCCUPATIONAL HEALTH & SAFETY

11.1 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

11.2 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

Accepted

_____ **Dated** _____
Employee

_____ **Dated** _____
Approved by Works Supervisor

Reviewed _____