



**MAINTENANCE GRADER  
OPERATOR/ROAD TRAIN OPERATOR**

**INFORMATION PACKAGE**

February 2024



**MAINTENANCE GRADER OPERATOR/ROAD TRAIN OPERATOR  
FULL TIME POSITION  
\$65,000 - \$75,000  
(LOCATION - JURIEN BAY/DANDARAGAN)**

**Time for a "Sea Change"?**

A great opportunity is available for an enthusiastic and motivated maintenance grader operator and 2 road train operators who are looking to work and live in one of the State's most desirable coastal locations based in Jurien Bay, only 500m from the main beach in town.

This role is an integral part of our business, working 76 hours each 9-day fortnight, with the opportunity for overtime, and is an ideal position for applicants seeking a great work life balance.

If this valued role appeals to you, an information package is available on the Shire's website [www.dandaragan.wa.gov.au/employment](http://www.dandaragan.wa.gov.au/employment) or contact Sharon McArdle HR Coordinator [cghr@dandaragan.wa.gov.au](mailto:cghr@dandaragan.wa.gov.au) or on (089652 0800).

## POSITION DESCRIPTION

<b>Position Title</b>	Maintenance Grader Operator/Road Train Operator
<b>Tenure</b>	Permanent full time
<b>Primary Place of Employment</b>	Jurien Bay Depot-Dandaragan Depot
<b>Award</b>	Level 4 of the Shire of Dandaragan Industrial Agreement (formerly the Local Government Industry Award 2020 as of 1 January 2023)
<b>Department</b>	Infrastructure Services
<b>Accountable to</b>	Operations Supervisors – Dandaragan and Jurien Bay
<b>Accountable for</b>	N/A
<b>Internal Liaison</b>	Executive Manager Infrastructure Operations Supervisor - Dandaragan Operations Supervisor - Jurien Bay
<b>External Liaison</b>	N/A

### POSITION OBJECTIVES:

Construct, repair, and maintain the Shire's roads and infrastructure assets.

Maintain the Shire's gravel roads and shoulders.

### REQUIREMENTS OF THE POSITION:

<b>Skills</b>	<b>Essential</b>	<b>Desirable</b>
Ability to work in a team to achieve common goals	✓	
Ability to use heavy machinery confidently and safely	✓	
Ability to follow instructions	✓	
Ability to work unsupervised	✓	
<b>Knowledge</b>	<b>Essential</b>	<b>Desirable</b>
Knowledge of operating heavy machinery	✓	

<b>Knowledge (continued)</b>	<b>Essential</b>	<b>Desirable</b>
Knowledge of depot procedures and safety measures	✓	
Knowledge of the safe and effective operation of graders.	✓	

<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>
Experience in similar role with other local governments or private sector	✓	
<b>Qualifications and Training</b>	<b>Essential</b>	<b>Desirable</b>
Current 'HC' class driver's licence	✓	
Construction Safety Awareness Training Card	✓	
Capable of operating other machinery		✓
Current Chainsaw Certificate		✓
Basic Worksite Traffic Management		✓

## **KEY DUTIES / RESPONSIBILITIES:**

### **General**

- Construct, repair and maintain the Shire's roads and infrastructure throughout the Shire.
- Maintain Shire owned vehicles and machines in good condition.
- Carry out traffic control duties.
- Operate various types of earthmoving plant and equipment.
- Grade gravel roads throughout the Shire as required.
- Maintenance of street verges, roads, drainage, and signs.
- Maintain Dandaragan Operations Depot in a neat and tidy condition.
- Other duties as required and directed by the Operations Supervisor.

### **WORK HEALTH AND SAFETY:**

- To be responsible for ensuring own safety and health and that of other people in the workplace.
- Report all accidents, incidents and hazardous situations arising in the course of work.
- Use personal protective clothing and equipment as and when required.
- To comply with Work Health and Safety legislation and the Shire's Work Health and Safety policies and procedures.

**EXTENT OF AUTHORITY:**

Operates under the general direction of the Operations Supervisor in accordance with policies and procedures.

Exercises a significant degree of autonomy and responsible for prioritising own work.

**TRAINING, CONFERENCES, SEMINARS:**

The Council actively promotes self-improvements within its workforce and membership of appropriate institutes.

**AWARD:**

General conditions of employment are offered on the of the Shire of Dandaragan Industrial Agreement (formerly the Local Government Industry Award 2020 as of 1 January 2023)

## **CONDITIONS OF EMPLOYMENT**

### **EMPLOYMENT TITLE**

This position will have employment as the **Maintenance Grader Operator /Road Train Operator** commencing as soon as possible on a permanent Full-Time basis.

### **PRIMARY PLACE OF EMPLOYMENT**

This position's primary place of employment is at Jurien Bay Depot- Dandaragan Depot, Dandaragan.

### **HOURS OF WORK**

76 hours in a 9-day fortnight. Eight days from 7.00am to 4.00pm with half an hour for lunch and the ninth day will be 7.00am to 3.30pm with half an hour for lunch. Start and finish times may vary from time to time. Time in lieu may be accrued with prior approval of the supervisor.

### **CLASSIFICATION LEVEL AND SALARY**

The position is classified Level 4 based on the Shire of Dandaragan Industrial Agreement (formerly the Local Government Industry Award 2020 as of 1 January 2023).

### **REMUNERATION PACKAGE and EMPLOYEE BENEFITS**

The Shire offers a Competitive Remuneration package including a range of benefits which as an employee of the Shire, you may avail yourself subject to any eligibility criteria being met. Some of the current benefits available to staff include:

- flexible work practices
- salary packaging (including rent)
- study assistance
- health and wellbeing program
- monthly rostered days off as per the Shire's internal policy
- 2 additional public service days off per annum as per the Shire's internal policy

### **ADVERSE WORKING CONDITIONS**

As per the Award, an additional hourly allowance will be paid for each hour in which you work under adverse working conditions. Level 1 will be paid for your hours of work.

### **SUPERANNUATION CO-CONTRIBUTION SCHEME**

The Shire of Dandaragan contribution to employee's superannuation will be to a maximum of the Superannuation Guarantee Contribution. Employees are eligible for an additional superannuation contribution through a co-contribution scheme. The Shire will match, dollar for dollar, any contribution up to a maximum of 3% of an employee's salary, that the employee makes to their superannuation either by an after-tax contribution, salary sacrifice, or combination of both.

## **ANNUAL LEAVE**

You will be entitled to four weeks per annum in accordance with the Local Government Industry Award 2020 and the National Employment Standards. Leave loading of 17.5% will be paid at the time of taking annual leave.

## **PERSONAL / CARER'S LEAVE**

You will be entitled to 10 days per annum in accordance with the Shire of Dandaragan Industrial Agreement (formerly the Local Government Industry Award 2020 as of 1 January 2023).

## **MEDICAL EXAMINATION**

Short-listed applicants or the preferred applicant will be requested to undertake a pre-employment medical including a substance and alcohol screening, paid for by the Shire. Any offer of employment will be conditional upon the applicant being assessed as fit for the proposed employment.

## **POLICE CLEARANCE**

Provision of a police clearance not more than three months old will be required to support eligibility for this position. Applications can be submitted via online at: <https://smarteform.auspost.com.au/aponlineforms/servlet/SmartForm.html?formCode=auspost-npc-avk>

## **PROBATION**

A standard probationary period of three will apply to this position primarily to give time to assess the incumbent's knowledge of, and suitability to, the role employed.

## **POLICIES AND PROCEDURES**

You are required to comply with all policies and procedures of the Shire of Dandaragan including policies, practices, standards, specifications, instructions, and procedures as amended from time to time. Such policies and procedures operate independently of this document and are not incorporated into this document.

## **HEALTH AND SAFETY**

You must take appropriate steps during the course of your employment to ensure that your own safety and the safety of your colleagues and the general public are not compromised. This includes complying with safety legislation and Council policy.

## **RELIANCE ON QUALIFICATIONS**

The preferred applicant(s) acknowledges:

- that the Shire has relied on the qualifications and experience set out in your application for employment and related documents; and
- warrant the correctness of all information contained in that application and those documents.

## **IDENTITY CHECK**

The preferred applicant's identity will be verified using a 100-point identity check. The

relevant identification documents which can be used for a 100-point identity check are set out on the website of the WA Police Force. The original proof of identity documents from the applicant will be viewed, copied, and placed on the successful applicant's personnel file.

### **ELIGIBILITY TO WORK IN AUSTRALIA**

The preferred applicant's right to work in Australia will be confirmed by:

- viewing and taking a copy of the preferred applicant's original Australian passport or birth certificate; or
- using the Australian Government's Visa Entitlement Verification Online system to check the applicant's visa conditions, if the applicant is not an Australian citizen.

### **OTHER CONDITIONS OF EMPLOYMENT**

All other conditions of employment are in accordance with the Shire of Dandaragan Industrial Agreement (formerly the Local Government Industry Award 2020 as of 1 January 2023).

### **EQUAL OPPORTUNITY**

Council maintains an equal opportunity policy in assessing all applications for any advertised position and provides a smoke free work environment.



## INFORMATION FOR JOB APPLICANTS

Thank you for your inquiry regarding the position. These notes are provided to assist you in the preparation of your application and to help the selection committee judge your application amongst the many others that will be received for the position.

### SELECTION CRITERIA:

Criteria	Essential	Desirable
Minimum two (2) years previous experience operating graders/Road Trains	✓	
Previous experience in road maintenance other than mining	✓	
Understanding the different aspects of the road and how to achieve maintenance on each	✓	
Ability to be able to change cutting edges and ripper boots in a safe manner	✓	
Ability to be able to carry out minor maintenance e.g. oil checks and greasing	✓	
Criteria	Essential	Desirable
Possession of a current WA 'HC'/ "MC" class driver's licence	✓	
Current Federal Police clearance	✓	
Traffic Management Accreditation		✓
Chainsaw Certificate		✓
Previous local government experience in a similar position		✓
Senior First Aid Certificate		✓
Work Health and Safety training		✓

### WHAT TO INCLUDE IN YOUR APPLICATION

#### Your application should include:

- A covering letter introducing yourself and explaining why you are applying for this position.
- A current résumé with the details of your past employment experience, and other information including skills, experiences etc which you feel are relevant to the position.
- Your résumé should include the names and contact details of at least two employment references. It is recommended that you advise your referees that you have nominated them as the Selection Committee may wish to contact them at a later date. The referees you nominate should be able to comment on your recent work experience.
- Other information about you as an applicant eg. address, email address, contact numbers.

- Any other information about your skills, experiences etc which you feel are relevant.
- Do not include original documents eg. references, certificates etc.
- Completed Application Form located within this Information Package.

## **OTHER DOCUMENTS**

It is recommended that only copies of supporting documents be enclosed with your application to avoid loss or damage to originals. Nonetheless, Council may ask to sight the originals at a later time.

## **CONTACT NUMBER**

It is strongly recommended that you provide a convenient telephone number should you be invited for an interview or if there are any queries regarding your application.

## **LATE APPLICATIONS**

Late applications may be considered.

## **APPLICATION SUBMISSION**

Applicants must provide details on previous work experience, relevant personal details together with the name and phone numbers of two recent referees. Applications are to be addressed and marked "PRIVATE AND CONFIDENTIAL – **MAINTENANCE GRADER OPERATOR/ROAD TRAIN OPERATOR** to the HR Coordinator, Shire of Dandaragan, PO Box 676, Jurien Bay WA 6516.

Emailed applications to [cghr@dandaragan.wa.gov.au](mailto:cghr@dandaragan.wa.gov.au) will be accepted if they are received prior to the closing date.

## **FURTHER INFORMATION**

If you require any further information in relation to this position please feel free to call Sharon McArdle HR Coordinator, on 08 9652 0800 or email [cghr@dandaragan.wa.gov.au](mailto:cghr@dandaragan.wa.gov.au)

## **WEBSITE**

The Shire maintains a website [www.dandaragan.wa.gov.au](http://www.dandaragan.wa.gov.au) which contains substantial information about the Shire and communities within it.

# APPLICATION FORM

*(Ensure to complete this form and attach to your application)*



POSITION DETAILS	
Position Advertised:	Maintenance Grader Operator/Road Train Operator
Location:	Shire of Dandaragan

PERSONAL DETAILS	
Surname:	Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss
Given Names:	Date of Birth:
Address:	
Suburb:	Postcode:
Daytime Contact No:	Email:
Nationality:	Are you a permanent resident of Australia, or have you been granted permanent residence? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If no, please attach copy of a Visa validating permission to work in Australia.</i>
Do you hold a current unrestricted Western Australian Motor Vehicle Driver's Licence : <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other: Licence Class ( <i>circle</i> ): C / R / RE / LR / MR / HR / HC / MC	

EMPLOYMENT HISTORY			
<input type="checkbox"/> <b>Refer to attached CV / Resume for complete details (<i>please tick if attached</i>)</b>			
Period of Employment	Name of Employer	Position Held	Reason for Leaving

EMPLOYMENT REFERENCES	
<i>Please provide details of at least two contactable work-related referees ie your present or most recent employers / supervisors.</i>	
<b>(Referee 1)</b> Name:	<b>(Referee 2)</b> Name:
Position Held:	Position Held:
Company:	Company:
Contact No:	Contact No:
How soon would you be able to commence work?	If currently employed, what is the minimum period of notice required:

**EDUCATION / TRADE DETAILS**

**Refer to attached Resume for complete details (please tick if attached)**

*Highest Level attained (eg. Year 10, 11, 12, TAFE, University):*

Year	Name of School / Institution	Certificate / Qualification Obtained

*Current Studies being undertaken*

Year Commenced	Name of School / Institution	Details

*Other Qualifications / Training (eg trade details, certificates / licences held, or other relevant information):*


**SUPPLEMENTARY DETAILS - HEALTH / MEDICAL ISSUES**

Do you consider your overall health to be:  Excellent  Good  Average  Fair  
Are there any reasons you may be unable to carry out the full requirements of this position?  No  Yes, please give details:

Are you currently receiving, or have you made claim for and received Workers Compensation or insurance benefits for any reason?  No  Yes Please provide details (eg. *year of injury, company worked for, period of time off work*)


**SUPPLEMENTARY DETAILS - CONVICTIONS**

Have you ever been convicted of any offence in any court or are you currently the subject of any charges pending? (*You do not need to give details of any conviction that has been declared spent under the Spent Convictions Act 1988*).  No  Yes  
Please provide details:

*A criminal record is not a barrier to the consideration of an application for employment. Applicants who have a record of conviction are invited to discuss its relevance or otherwise to the position being applied for.*

**HOW DID YOU FIND OUT ABOUT THIS POSITION**

How did you find out about this position? (ie. Facebook, newspaper, Shire website, local paper etc)

**CHECKLIST**

- Application Form Completed
- Position Selection Criteria Addressed
- Required Documentation Attached
- Covering Letter
- Current CV / Resume Attached
- Original/s will be provided at Interview (*eg. police clearance, licences, etc*)

**APPLICANT DECLARATION**

- I certify that the information contained in this application is to the best of my knowledge and belief, true, accurate and current in every detail, with no impending issues or claims apparent that may affect consideration of this application or the requirements of any position for which I am applying.
- I understand that Council reserves the right to verify all information on this application and that any false or misleading statements will be considered sufficient cause for the application to be rejected, or for immediate dismissal if appointed.
- I understand that Council's recruitment and selection procedure involves a pre-employment medical examination by a Council approved medical centre, at Council's expense, and that original results of this examination are required to be disclosed to this organisation.

**Signature of applicant:** .....

**Date:** .....