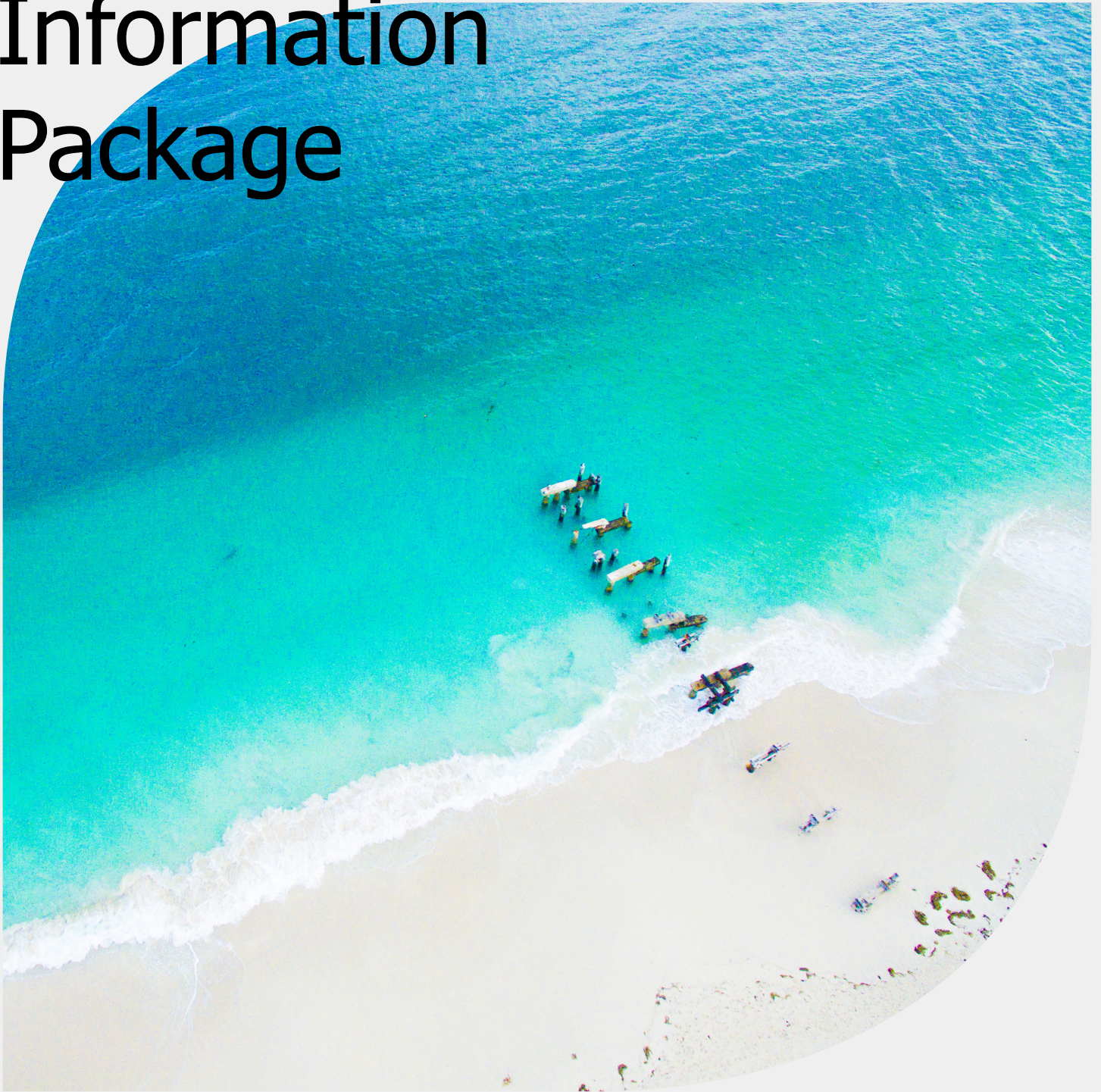


Employment Information Package



GENERAL HAND OPERATIONS

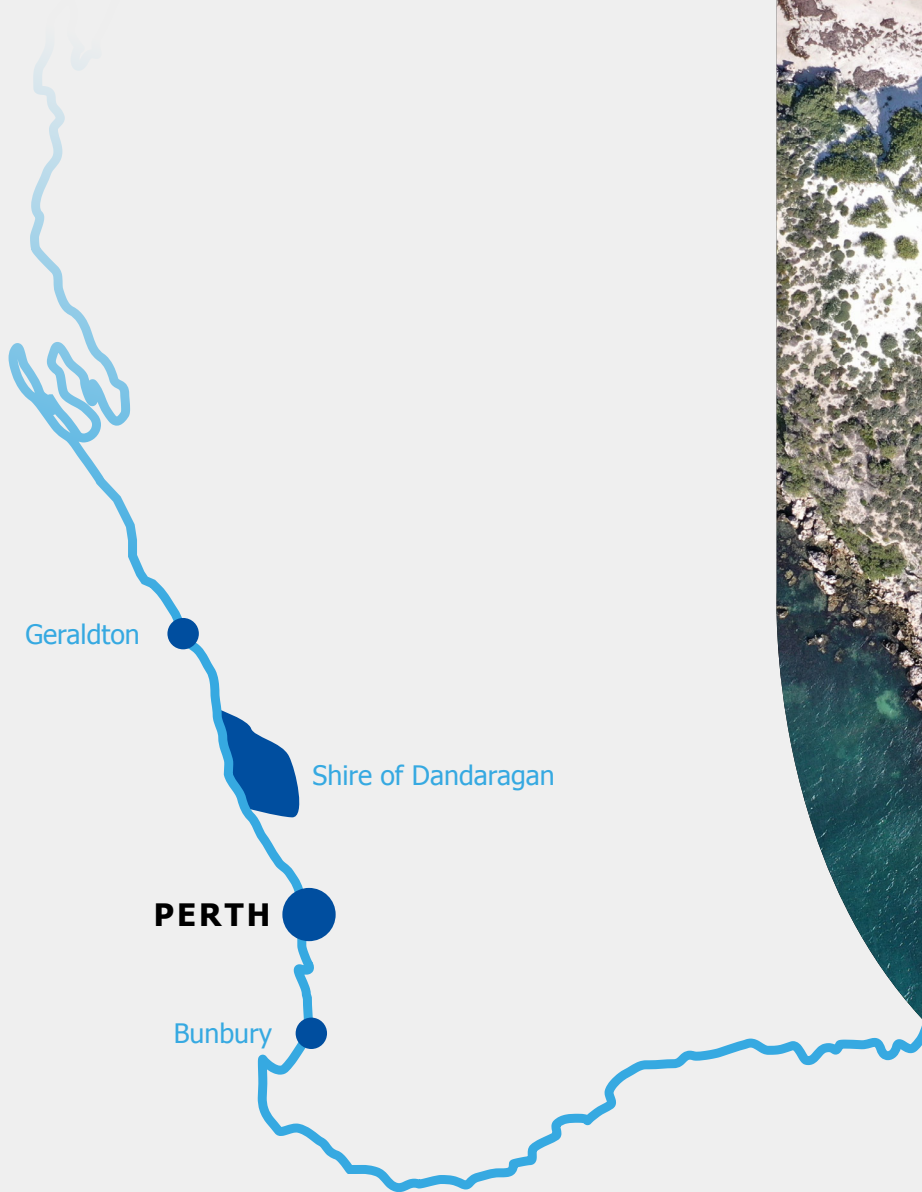
Enquiries:

Lauren Miles
Human Resources Coordinator
08 9652 0800
hr@dandaragan.wa.gov.au

Applications close 1 October 2025

The Shire of Dandaragan reserves the right to close this advertisement prior to the closing date.

Introduction



Just 2 hours
from Perth



Working near pristine beaches, rugged cliffs, and the iconic Pinnacles probably makes each workday seem like a holiday. And it's true, it is a bit like that - but that's only the half of it. While there is no doubt a relaxing and welcoming atmosphere at the Shire of Dandaragan, it's not a job you get when you've checked out and are looking to do the bare minimum. It's a place with real career progression, a place that stimulates you the perfect amount, and it's a place where you can make a real difference in your community. Work/life balance is something that's on a lot of people's minds lately, but with a job at the Shire of Dandaragan, it's not something you ever have to worry about.

Why not check out the region at visitturquoisecoast.com.au

What makes Dandaragan a great place to work?



Location

Stunning natural landscapes and outdoor recreational activities are right at your doorstep. You can experience new places, cultures and social atmospheres wherever you go. And, there's a laid-back atmosphere and friendly community at every turn. In such a lovely area surrounded by natural beauty, is it any surprise the people are just as nice?



Community

Beyond making a significant impact in the local community, you'll also be a part of the community. As well as shorter commutes and more personal time, the local community also contributes to the more relaxed lifestyle.



The Shire offers excellent job stability, whilst also offering plenty of opportunities for career growth and progression, so it never feels like you're stuck. We also offer competitive wages and benefits to similar industries, as well as flexible working arrangements - such as options for remote work and accommodations for appointments.



GENERAL HAND OPERATIONS (FULL-TIME JURIEEN BAY)

The Shire of Dandaragan are seeking a motivated and reliable General Hand – Operations to join our Infrastructure Services team based in Jurien Bay. If you enjoy working outdoors, take pride in maintaining public spaces, and want to be part of a supportive and progressive team, this could be the perfect opportunity for you.

About the Role

As a General Hand, you will be responsible for maintaining the Shire's parks, gardens, roads, verges, and public infrastructure, primarily in Jurien Bay and Cervantes. This is a permanent full-time position working a 9-day fortnight (76 hours per fortnight), offering a great work-life balance.

Key Responsibilities

A General Hand responsibilities will include the general maintenance of parks, gardens and ovals across the Shire. You will be involved in mowing, landscaping, and monitoring irrigation systems to ensure public spaces are well-kept and functional. The role also includes maintaining roads, verges, drainage systems, and signage, as well as operating machinery and equipment safely and efficiently. A strong focus on adhering to Occupational Safety & Health standards is essential to ensure a safe working environment for yourself and your team

How to Apply

To be considered for this position, each of the following must be submitted with your job application:

1. **A cover letter** - outlining how you meet the requirements of the role
2. **A current resume**
3. **A completed application form** - found within this Information Pack.

If this valued role appeals to you, an information package is available on the Shire's website www.dandaragan.wa.gov.au/employment or contact Lauren Miles HR Coordinator hr@dandaragan.wa.gov.au or on (089652 0800).

Applications close at 4:00pm 1 October 2025

The Shire of Dandaragan is an equal opportunity employer.

Brent Bailey
CHIEF EXECUTIVE OFFICER

Shire of Dandaragan
Position Description - General Hand Operations

POSITION DESCRIPTION

Position Title	General Hand Operations - Jurien Bay
Tenure	Permanent full time
Primary Place of Employment	Shire's Operations Centre, Carmella Street, Jurien Bay
Award	Level 4 of the Local Government Officers Award 2020 Industrial Agreement (formerly the <i>Local Government Industry Award 2020</i> as at 1 January 2023).
Department	Infrastructure Services
Accountable to	Operations Supervisor – Jurien Bay
Accountable for	N/A
Internal Liaison	Executive Manager Infrastructure Operations Supervisor - Jurien Bay
External Liaison	Ratepayers and residents Community groups Service authorities

POSITION OBJECTIVES:

Maintain the Shire's infrastructure assets, in particular, assets within Jurien Bay.

Maintain the Shire's parks and gardens, town roads, street verges and waste facilities.

REQUIREMENTS OF THE POSITION:

Skills	Essential	Desirable
Ability to work in a team to achieve common goals.	✓	
Ability to use machinery confidently and safely.	✓	
Ability to follow instructions.	✓	
Ability to work unsupervised.	✓	
Knowledge	Essential	Desirable
Knowledge of general gardening maintenance techniques.	✓	
Knowledge of weed spraying and operation of spray unit.	✓	

Shire of Dandaragan
Position Description - General Hand Operations

Knowledge	Essential	Desirable
Knowledge of irrigation systems and sprinkler operation.		✓
Knowledge of the safe and effective operation of machinery e.g. mowers, chainsaws, elevated platform, skid steers, loaders, trucks, tractors, brush cutters, water pumps.		✓
Developing knowledge of landfill management practices.		✓
Experience	Essential	Desirable
Experience in similar role with other local governments or private sector.		✓
Qualifications and / or Training	Essential	Desirable
Current 'HR' class driver's licences - Essential.		✓
Chainsaw Certificate.		✓
Construction Safety Awareness Training Card.		✓
Capable of operating skid steers, loader and trucks.		✓

KEY DUTIES / RESPONSIBILITIES:

General

- Maintain the general appearance of the Jurien Bay townsite.
- Assist in the maintenance of the Shire's parks, gardens and road assets in Jurien Bay.
- Mowing lawn areas as instructed by the Operations Supervisor - Jurien Bay.
- Maintenance of street verges, roads, drainage and signs.
- Maintain the Shire's ovals by mowing, fertilising and water.
- Maintenance of playground equipment and street / park furniture.
- Landscaping as required in around townsites.
- Monitor and maintain reticulation systems.

Occupational Safety & Health:

- Participate in the development of a safe and healthy workplace.

Shire of Dandaragan
Position Description - General Hand Operations

- Comply with instructions given for your own safety and health and that of others, in adhering to safe work procedures.
- Cooperate with management in its fulfilment of its legislative obligations.
- Take reasonable care to ensure your own safety and health and that of others, and to abide by your duty of care provided for in the legislation
- To report any injury, hazard or illness immediately, where practical to your supervisor.
- Not place others at risk by any act or omission.
- Not wilfully or recklessly interfere with safety equipment.

EXTENT OF AUTHORITY:

Operates under the general direction of the Operations Supervisor - Jurien Bay 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.

Attendance at conferences, seminars and workshops is encouraged.

AWARD:

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

APPLICATION FORM

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



POSITION DETAILS	
Position Advertised:	
Location:	Jurien Bay

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 If no, please attach copy of a Visa validating permission to work in Australia.
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 (circle): C / R / RE / LR / MR / HR / HC / MC	

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

EMPLOYMENT REFERENCES	
Please provide details of at least two contactable work-related referees ie your present or most recent employers / supervisors.	
(Referee 1) Name:	(Referee 2) Name:
Position Held:	Position Held:
Company:	Company:

Contact No:	Contact No:
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How soon would you be able to commence work?	If currently employed, what is the minimum period of notice required:
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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:

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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, Seek, Shire website, local paper etc)

CHECKLIST

<input type="checkbox"/> Application Form Completed	<input type="checkbox"/> Cover Letter
<input type="checkbox"/> Position Selection Criteria Addressed	<input type="checkbox"/> Current CV / Resume Attached
<input type="checkbox"/> Required Documentation Attached	<input type="checkbox"/> Original/s will be provided at Interview (eg. police clearance, licences, etc)

APPLICANT DECLARATION

1. 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.
2. I understand that Shire 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.
3. I understand that Shire's recruitment and selection procedure involves a pre-employment medical examination by a Shire approved medical centre, at the Shire's expense, and that original results of this examination are required to be disclosed to this organisation.

Signature of applicant:

Date:



69 Bashford Street
Jurien Bay, WA 6516
08 9652 0800
www.dandaragan.wa.gov.au/employment

