

PLANT OPERATOR (DANDARAGAN)

INFORMATION PACKAGE

June 2016

Shire of Dandaragan
Advert - Plant Operator (Dandaragan)



PLANT OPERATORS x 3
(Location - Dandaragan)

Applications are invited from interested persons for three positions as Plant Operators located in Dandaragan.

The three Plant Operator positions operate from Council's Operations Centre in the Dandaragan townsite. The successful applicants will work within a team that is engaged in a variety of tasks involving the construction and maintenance of Council's roads and other assets. The applicant should have sound skills and experience in heavy plant. The position of Plant Operator is required to hold a HC licence.

The position is classified as a Level 4 with an annual salary of up to \$49,915 per annum plus superannuation. The salary will be dependent upon qualifications and experience and is paid in accordance with the Local Government Industry Award 2010. Housing is available within the Dandaragan townsite at a subsidized rent amount and a water subsidy.

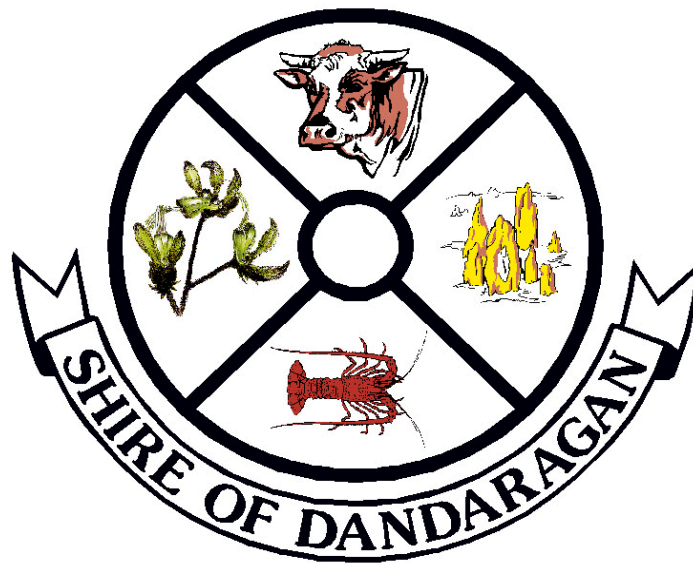
An Information Package outlining details of the position is available by contacting Gemma Richardson on 9652 0800, or via e-mail to grichardson@dandaragan.wa.gov.au or off the Shire's website www.dandaragan.wa.gov.au/employment.

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 - PLANT OPERATOR" to the Chief Executive Officer, Shire of Dandaragan, PO Box 676, Jurien Bay WA 6516.

Applications close at **4.00pm Wednesday 20 July 2016**.

The Shire of Dandaragan is an equal opportunity employer.

Tony Nottle
CHIEF EXECUTIVE OFFICER



Position Description

PLANT OPERATOR (Dandaragan)

June 2016

**Shire of Dandaragan
Position Description - Plant Operator (Dandaragan)**

JOB SPECIFICATIONS / DUTY STATEMENT

1.0 TITLE: Plant Operator

2.0 LEVEL: Level 4 Local Government Industry Award 2010

3.0 DEPARTMENT: Infrastructure

4.0 POSITION OBJECTIVES:

4.1 Objectives of Position:

4.1.1 Construct, repair and maintain the Shire's roads and infrastructure assets, in particular, assets within Dandaragan.

4.2 Within Section:

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

5.0 REQUIREMENTS OF THE POSITION:

5.1 Skills:

5.1.1 Ability to work in a team to achieve common goals.

5.1.2 Ability to use heavy machinery confidently and safely.

5.1.3 Ability to follow instructions.

5.1.4 Ability to work unsupervised.

5.2 Knowledge:

5.2.1 Knowledge of operating heavy machinery.

5.2.2 Knowledge of depot procedures and safety measures.

5.2.3 Knowledge of the safe and effective operation of machinery eg mowers, chainsaws, elevated platform, skid steers, loaders, trucks, tractors, brush cutters, water pumps.

5.2.4 Developing knowledge of landfill management practices.

5.3 Experience:

5.3.1 Experience in similar role with other local governments or private sector.

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5.4 Qualifications and Training:

- 5.4.1 Current 'HC' class driver's licences.
- 5.4.2 Current Chainsaw Certificate.
- 5.4.3 Construction Safety Awareness Training Card.
- 5.4.4 Capable of operating skid steers, loader, backhoe and trucks.

6.0 KEY DUTIES / RESPONSIBILITIES:

6.1 General

- 6.1.1 Construct, repair and maintain the Shire's roads and infrastructure throughout the Shire.
- 6.1.2 Maintain Shire owned vehicles and machines in good condition.
- 6.1.3 Carryout traffic control duties.
- 6.1.4 Operate various types of earthmoving plant and equipment.
- 6.1.5 Maintain Dandaragan Operations Depot in a neat and tidy condition
- 6.1.6 Maintenance of street verges, roads, drainage and signs.
- 6.1.7 Grade gravel roads throughout the Shire as required.
- 6.1.8 Other duties as required and directed by the Operations Supervisor - Dandaragan may include but not limited to:
 - Maintain the general appearance of the Dandaragan townsite.
 - Assist in the maintenance of the Shire's parks, gardens and road assets in Dandaragan.
 - Mowing lawn areas as instructed by the Operations Supervisor - Dandaragan.
 - Maintenance of playground equipment and street / park furniture.
 - Landscaping as required in around townsites.
 - Prepare the cemetery for funeral services.

6.2 Occupational Safety & Health:

- 6.2.1 To be responsible for ensuring own safety and health and that of other people in the workplace.
- 6.2.2 Report all accidents, incidents and hazardous situations arising in the course of work.
- 6.2.3 Use personal protective clothing and equipment as and when required.

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6.2.4 To comply with Occupational Safety and Health legislation and the Shire's Occupational Safety and Health policies and procedures.

7.0 ORGANISATIONAL RELATIONSHIPS:

7.1 Responsible to: Operations Supervisor - Dandaragan

7.2 Supervision of: Nil

7.3 Internal and External Liaison:

Internal: Executive Manager Infrastructure
Operations Supervisor - Dandaragan
Operations Supervisor - Jurien Bay

External: Ratepayers and residents
Community groups
Service authorities

8.0 EXTENT OF AUTHORITY:

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

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

9.0 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.

10.0 AWARD:

General conditions of employment are offered on the basis of the Local Government Industry Award 2010.

11.0 SELECTION CRITERIA:

11.1 Essential:

11.1.1 Minimum two (2) years previous experience on heavy plant and equipment.

11.1.2 Previous experience using other plant / equipment relevant to road construction / maintenance operations.

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- 11.1.3 Ability to work cooperatively and effectively in a team based environment.
- 11.1.4 Well-developed interpersonal skills, self-motivation, and reliability in completing assigned tasks.
- 11.1.5 Ability to organise and prioritise work commitments.
- 11.1.6 Plant operations certificates.
- 11.1.7 Possession of a current WA 'HC' class driver's licence.
- 11.1.8 Current Federal Police clearance.

11.2 Desirable:

- 11.2.1 Traffic Management Accreditation.
- 11.2.2 Chainsaw Certificate.
- 11.2.3 Occupational Safety and Health training.
- 11.2.4 Elevated Work Platform Certificate.
- 11.2.5 Skid steer experience.
- 11.2.6 Previous local government experience in a similar position.
- 11.2.7 Senior First Aid Certificate.

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CERTIFICATION

I agree that the details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job. I understand that this position description is indicative at this point in time and it is envisaged that the position may be reviewed in the next 12 months.

Revised by:

_____ Signature of Supervisor

_____ Signature of Employee

Date: ____/____/____

Shire of Dandaragan
Conditions of Employment - Plant Operator (Dandaragan)

1. EMPLOYMENT TITLE

The positions will have full time employment as Plant Operators.

2. START PLACE

Start place of employment is the Dandaragan Operations Depot.

3. HOURS OF WORK

76 hours per fortnight. Eight days from 7.00am to 4.00pm with half an hour for lunch and the Thursday before payday will be 7.00am to 3.30pm with half an hour for lunch. Rostered days off will be Fridays, with crews being split into two to allow some service by staff on each Friday.

4. WORK CYCLE

Council currently allows a nine day fortnight.

5. CLASSIFICATION LEVEL

The positions are classified Level 4 of the Local Government Industry Award 2010.

6. SALARY

Description	Amount
Salary	\$48,523
Adverse Working Conditions	\$1,392
Leave Loading	\$672
Superannuation (SGC + 3%*)	\$6,239
Total Package	\$56,826

7. ADVERSE WORKING CONDITIONS ALLOWANCE

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

8. LEAVE LOADING

Leave loading of 17.5% will be paid at the time of taking annual leave.

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9. HOUSING

Available if required at a subsidised rent amount.

10. WATER SUBSIDY

A water subsidy is available through renting a Shire house.

11. SUPERANNUATION*

The Shire of Dandaragan contribution to employee's superannuation will be to a maximum of the Superannuation Guarantee Contribution plus 3%. To qualify for the additional 3%, the employee must contribute a minimum of 5% towards their superannuation from their ordinary earnings either by an after tax contribution or salary sacrifice or a combination of both.

12. LEAVE ENTITLEMENTS

Annual leave is provided for in the National Employment Standard. You are entitled to four (4) weeks paid annual leave, which is accrued progressively during a year of service according to the employee's ordinary hours of work. Leave loading of 17.5% will be paid at the time of taking annual leave.

Personal / carer's leave is provided for in the National Employment Standard. You are entitled to ten (10) days of paid personal / carer's leave, which is accrued progressively during a year of service according to the employee's ordinary hours of work.

You are entitled to two (2) days unpaid carer's leave for each permissible occasion when a member of the immediate family or household requires care or support.

You are entitled to two (2) days paid compassionate leave for each permissible occasion when a member of the immediate family or household is seriously ill or dies.

Long service leave is provided for in the National Employment Standard and the Local Government (Long Service Leave) Regulations. After ten (10) years of service you are entitled to thirteen (13) weeks long service leave.

Rostered days off are allocated to employees each fortnight. They can be changed to another date. However, they cannot be accumulated and therefore must be taken within 28 days of accruing. They cannot be taken in advance of their due date and will not be paid out in cash.

13. POLICY MANUAL

Shire of Dandaragan has a comprehensive policy manual. The successful applicant/s will be required to familiarise themselves with this document to gain an understanding of Council's position and direction on a wide range of issues.

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14. PROBATION

All positions with the Shire are subject to a three month probationary period. Once your three month probation is complete you will receive a letter of permanency.

15. MEDICAL EXAMINATION, POLICE CLEARANCE & OTHER QUALIFICATIONS

You will be required to undergo a medical examination prior to the position being offered to you. You can arrange this yourself and the Shire will reimburse you the costs involved.

You will also be required to provide us with a current Federal Police clearance prior to you commencing in the position.

You will also be required to provide us with a copy of your driver's licence and any qualifications and training you have relevant to the position.

16. OTHER CONDITIONS OF EMPLOYMENT

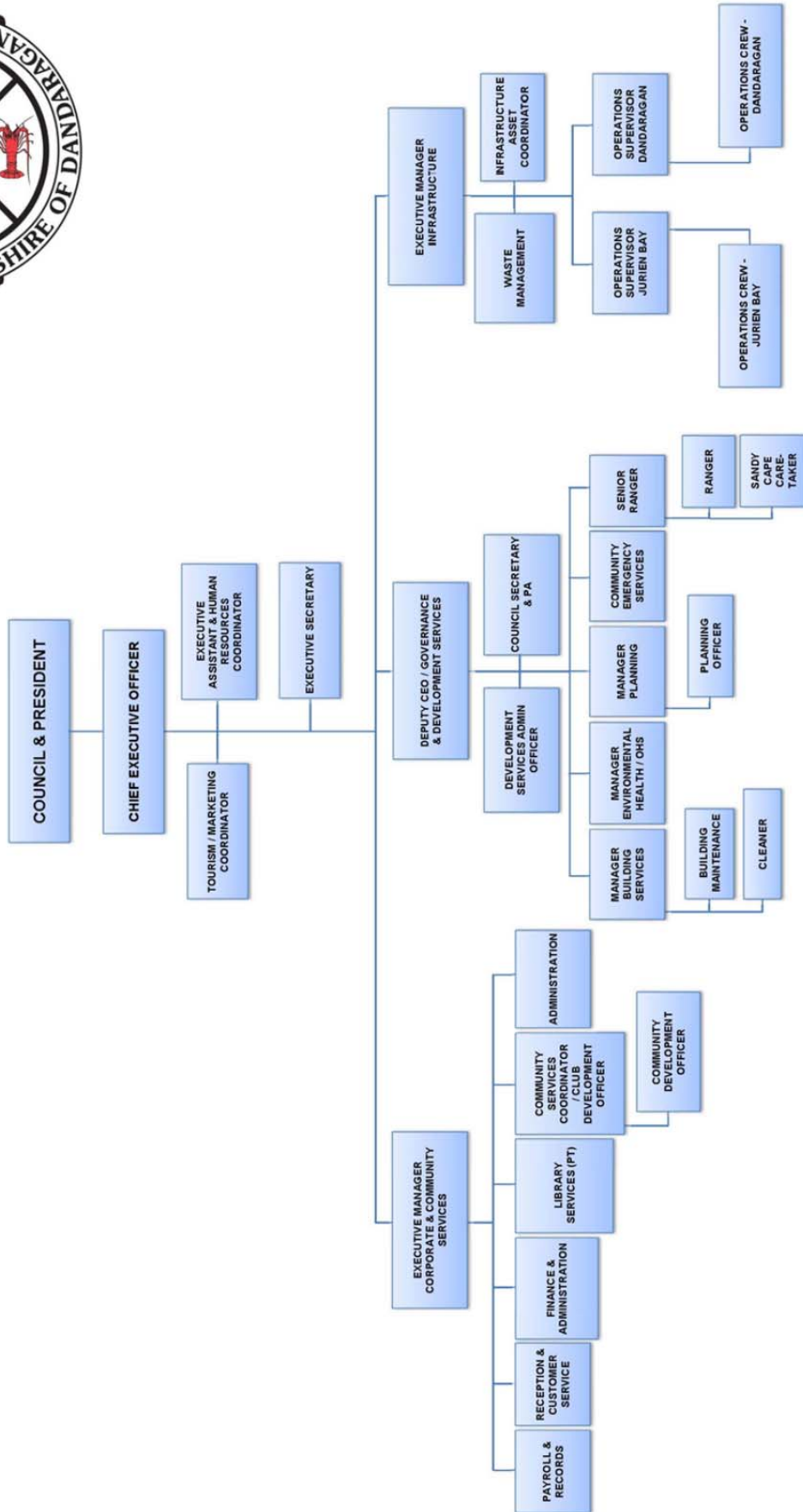
All other conditions of employment are in accordance with the Local Government Industry Award 2010.

Shire of Dandaragan Organisational Structure - Plant Operator (Dandaragan)



SHIRE OF DANDARAGAN ORGANISATIONAL STRUCTURE

(as at 20 October 2015)



Document ID: 60095

Dandaragan, Western Australia

From Wikipedia, the free encyclopedia

The name 'Dandaragan' was first recorded in 1850 as the name of a nearby gully and spring or watering hole known as 'Dandaraga Spring'. The word is indigenous Australian in origin and is thought to mean 'good kangaroo country'. The first recorded land lease was to William Brockman in 1848 with a 6,000 acre land lease at Muchamulla Springs. James Drummond settled in the area in 1850 and established a farm. The townsite was gazetted in 1958.

Distance from Dandaragan to:

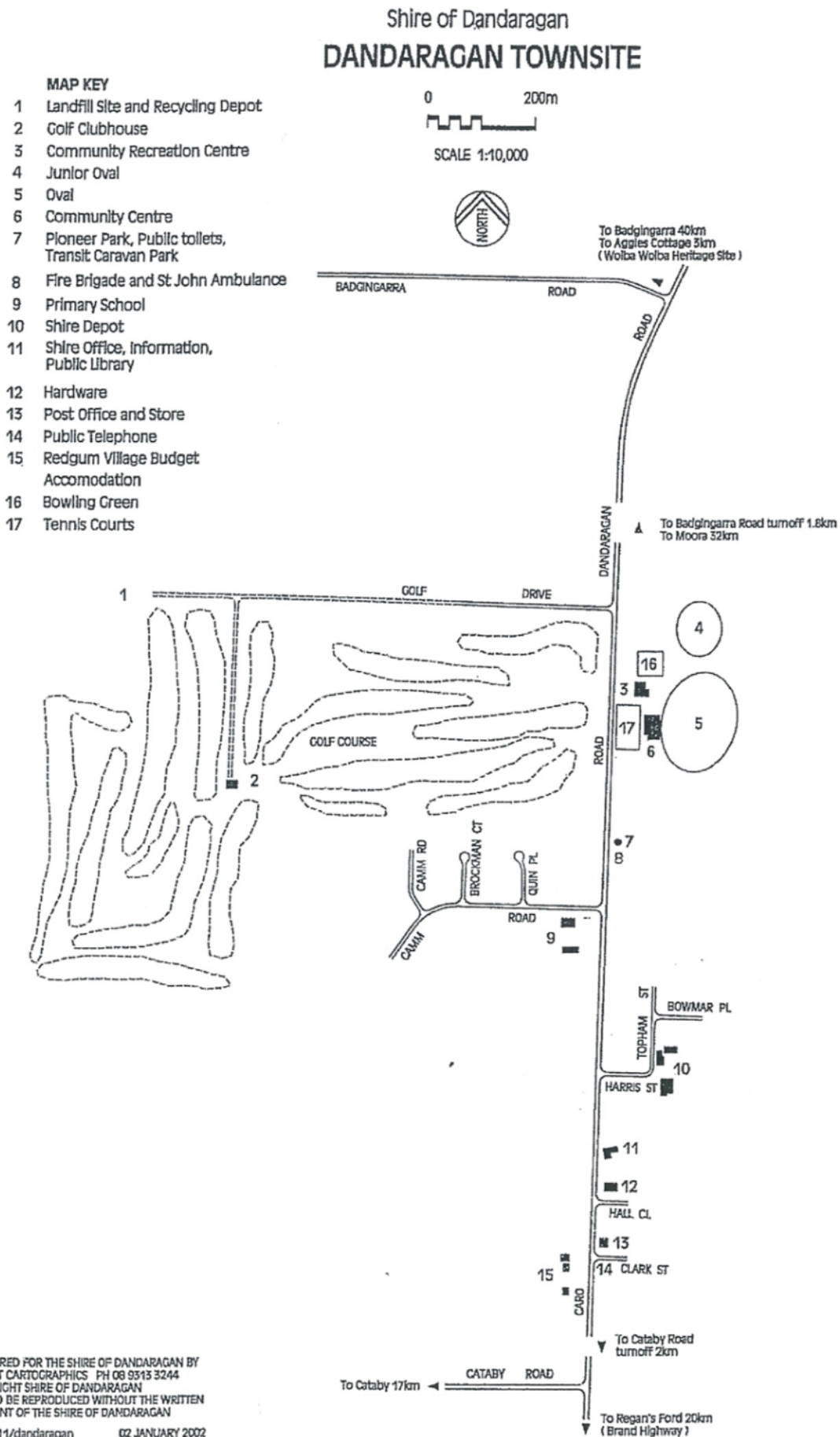
Moorabool:	29 km
Jurien Bay:	98 km
Perth CBD:	176 km

State Electorate: Moore

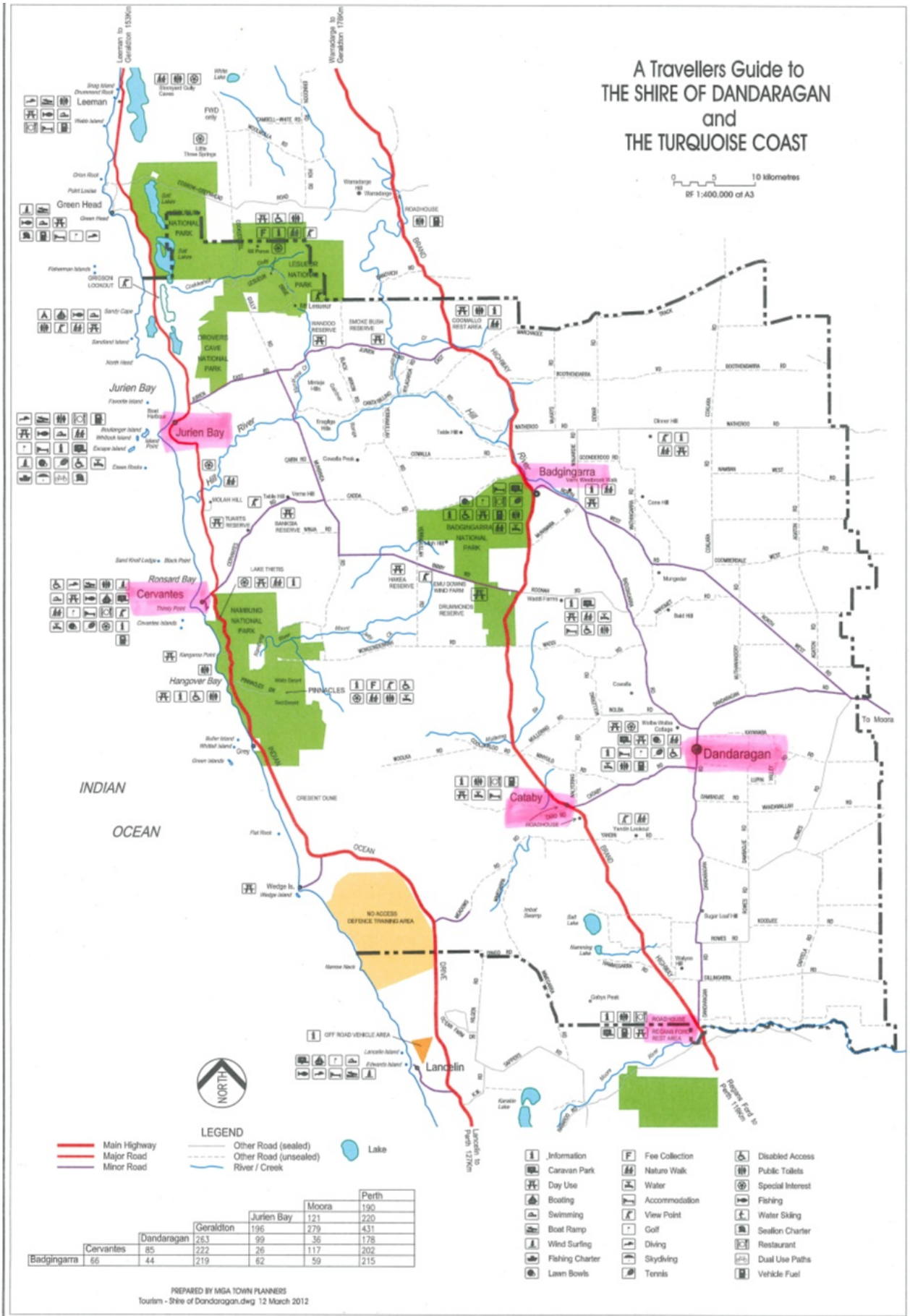
Federal Division: Durack

Shire of Dandaragan

Information on Dandaragan townsite - Plant Operator (Dandaragan)



Shire of Dandaragan Whole Shire Map - Plant Operator (Dandaragan)



Shire of Dandaragan
Important Information for Job Applicants - Plant Operator (Dandaragan)

1. 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.

2. REFEREES AND REFERENCES

While the names of referees may have been asked for in the advertisement those need not necessarily be supported by written reference at the time of sending your application. However, if you choose to enclose written reference, copies will suffice at this time subject to sighting originals at a later date.

It is recommended that you advise your referees that you have nominated them as the Council wishes to contact them at a later date. The referees you nominate should be able to comment on your recent work experience.

3. OTHER DOCUMENTS

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

IMPORTANT - Please remember to provide us with a current Federal Police clearance with your application. If you do not receive it prior to the closing date of the position please call the HR Coordinator on 08 9652 0800 and advise that you have applied for one and that it can be sent through once received.

4. CONTACT NUMBER

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

5. WRITTEN APPLICATIONS

The Council is pleased to accept all applications for the position and does not favour hand written applications over typed applications or vice versa. However, all applications should be neat and legible for ease of reading by the selection committee.

6. LATE APPLICATIONS

In fairness to all applicants, late applications cannot be received but the Council will accept late applications when consent to such a request has been given by the Chief Executive Officer. A faxed or emailed copy of an application sent before the closing date would also ensure acceptance of the application.

7. APPLICATIONS

Applicants must provide details on previous work experience, relevant personal

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Important Information for Job Applicants - Plant Operator (Dandaragan)

details together with the name and phone numbers of two recent referees. Applications are to be addressed and marked “PRIVATE AND CONFIDENTIAL - PLANT OPERATOR (DANDARAGAN)” to the Chief Executive Officer, Shire of Dandaragan, PO Box 676, Jurien Bay WA 6516.

Applications close at 4.00pm Wednesday 20 July 2016.

Emailed applications to grichardson@dandaragan.wa.gov.au will be accepted as long as they are received prior to the closing date and time along with faxed copies to 08 9652 1310.

8. FURTHER INFORMATION

If you require any further information in relation to this position please feel free to call Gemma Richardson, Human Resources Coordinator, on 08 9652 0800 or email grichardson@dandaragan.wa.gov.au.