



Town Maintenance – Casual General Hand



APPLICATION INFORMATION

Closing Date: 4.00pm Wednesday 28 August 2024



Temporary Position Vacant – Casual Town Maintenance – General Hand

Applications are invited from interested individuals for the position of full time Town Maintenance – General hand at the Shire of Wyalkatchem

We are seeking applicants who will be reliable, able to work autonomously, capable of working unsupervised as well as work within a small team who have an interest in parks and gardens.

The position will be responsible for carrying out maintenance and construction work to town streetscapes, parks, gardens, sporting grounds, drainage and other general duties.

Employment conditions in accordance with the Local Government Industry Award 2010, level 4.

For more information regarding the position and to review the position description, please visit our website www.wyalkatchem.wa.gov.au

To apply for the position, candidates are requested to submit their applications, including a cover letter and a copy of their resume to:

Admin/ Parks and Garden Leading Hand, Shire of Wyalkatchem.

PO Box 224 Wyalkatchem, WA 6485 or email adminwork@wyalkatchem.wa.gov.au

Applications close: Wednesday 28 August 2024.

The Shire of Wyalkatchem is an Equal Opportunity Employer and welcomes diversity.

**Sabine Taylor
Chief Executive Officer**



SHIRE PROFILE

The Shire of Wyalkatchem is located 194km north-east of Perth and 35km east of Dowerin. The district of Wyalkatchem has an area of 1,743 square km, a local roads network of 682km and a population of 516. The local economy is driven by agriculture, with wheat and sheep dominating. The town has all major services including a General Practitioner Doctor, District High School, District Hospital, Police, St John Ambulance and Volunteer Fire Brigades.

As well as the Hotel and Districts Club, there is a number of retail outlets including an IGA, Pharmacy, News/lotto/café, Tyre Shop, Butcher Shop, Community Resource Centre, Australia Post and National Australia Bank.

Agricultural services are delivered through Elders and Nutrien, and the Community Resource Centre delivers Library, Department of Transport and Visitor Centre services, as well as a range of community activities. The district is well served by sporting and community groups and has excellent facilities for bowls, tennis, football, hockey, golf and swimming.

The Shire of Wyalkatchem has two public playgrounds; a number of facilities with garden areas; and a major oval with football, turf cricket wickets and hockey grounds.

The local government has invested heavily in recent years to improve works plant, increase housing for the aged and improve the standard of sporting and community facilities. The future is exciting and this is a great time to be part of the team.

Council's Vision: That Wyalkatchem is an inclusive, dynamic community where all share in a thriving economy and a sustainable, safe and valued environment.

Council's Values:

- Community;
- Accountability;
- Respect;
- Excellence;
- Safety First.

All team members are expected to contribute positively to the achievement of **Our Purpose** by observing the Code of Conduct, Council's Policies and the promise of our **Corporate Values**: Support for the **Community** and each other; **Accountability** for your actions and contributions to building the team; **Respect** for self, your colleagues, for the institution of local government, for the people we serve and for our industry partners; the pursuit of **Excellence** in everything we do and pride in a job well done; and for the creation and maintenance of a **Safety First** workplace, by being personally accountable for safe work practices and contributing to a workplace where the health and safety of all team members, visitors and the community is our primary concern.



REMUNERATION DETAILS

EMPLOYMENT CONDITIONS

| | |
|------------------------|---|
| Location | This position is based at the Shire of Wyalkatchem |
| Industrial Agreement | Local Government Industry Award 2010, Level 4 |
| Salary | Depending on qualifications and experience |
| Hours of Work | P days per fortnight 7am – 4pm |
| Rostered Day off | One RDO per fortnight |
| Fit for work | Council has a fitness for work policy which includes drug and alcohol testing. By accepting employment, employees agree to abide by this policy which may include undergoing random drug and alcohol tests. |
| Pre-Employment Medical | All new staff are required to complete a pre-employment medical prior to commencement. Full documentation for the requirements of the position will be given to the Medical Practitioner prior to examination and costs will be paid for by the Shire of Wyalkatchem. Existing medical conditions will not preclude an appointment. |
| Police Clearance | The successful applicant will be required to provide a National Police Clearance. |
| Closing Date | 4pm Wednesday 28 August 2024 In the interest of fairness and equality, late applications will not be accepted. |

SELECTION CRITERIA

The following selection criteria are identified as being required to achieve the outcomes in the context of this position. Applicants will need to provide evidence of their capability to transfer their knowledge and skills to achieving the outcomes of this position.

Essential

Knowledge and experience in the maintenance of parks, gardens, reserves, verges and lawns.

Experience in operating small plant equipment related to horticulture, irrigation and turf management.

Demonstrated understanding of relevant plant and equipment maintenance requirements.

Demonstrated ability to work effectively as part of a team.

Demonstrated ability to follow instructions and carry out work in a timely manner.

Developed problem solving skills, analytical thinking and attention to detail.

Developed time management and organisational skills.

Developed interpersonal, verbal and written communication skills.

Knowledge of Occupational Health and Safety Regulations.

Desirable

Previous experience working in Local Government.

Experience in horticulture including water reticulation and turf maintenance.

Understanding of bore water pumping equipment, water pumps and pressure feed systems.

Western Australian HR, HC or higher class Driver's Licence.

Hold a St John Ambulance First Aid Certificate.

Other Requirements**Police Clearance:**

To be valid within the last three months – It is a requirement of this position for an applicant to provide a National Police Certificate. This certificate remains the property of the applicant; however, a notation of sighting the original certificate will be kept on the employee's personal file.

Western Australian Applicants are to provide a National Police Certificate via WA Police. Interstate applicants are required to provide a Federal Police Certificate via the Australian Federal Police.

Hold a current "C" class driver's license.

SELECTION CRITERIA

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

Application:

Your application should include a covering letter explaining your interest in the position and a current resume detailing your qualifications, experience and suitability for the position. It is essential that the information you provide is clear, concise and relevant, so that the selection panel can readily assess your application. It is up to you to demonstrate to the panel that you understand the requirements of the position and that you have the necessary knowledge, experience and qualifications to successfully carry out the duties required of the position.

Covering Letter:

A covering letter introducing yourself and explaining why you are applying for this position.

Selection Criteria Responses:

This is the most important part of your application. To be eligible for consideration, a person must meet all the essential selection criteria as part of the shortlisting process.

This should include demonstrated capabilities by providing evidence of how you meet the selection criteria; providing specific details; and where possible, include an indicator of success or a result.

An easy way to do this is to use the STAR model – that is:

Situation: provide a brief outline of the situation / setting

Task: outline what you did

Approach: outline how you did it

Result: describe what the outcomes were

Resume (Curriculum Vitae) which includes:

- Personal details – name, address and telephone number
- Your education and training achievements
- Your work history including employment dates and details of the duties, performance and achievements
- Any activities you have undertaken outside of work, which you consider are relevant to the position

Referees:

Applicants should provide the names and contact details of two current referees in their application. The most valuable referees will be those that can comment on work experience that is relevant to this position.

Referee details should be provided on the understanding that they may be contacted shortly after the close of applications without any prior notification to the applicant.

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.

Police Clearance:

After the interview process, the preferred applicant will be required to provide a current police clearance.

Contact Number:

Please ensure that you provide a convenient telephone number so that you can be contacted if you are invited for an interview, or there are any queries regarding your application.

Late Applications:

In fairness to all applicants, late applications cannot be received unless permission has been sought prior to the closing date.

Equal Opportunity:

Council maintains an Equal Opportunity Policy in assessing all applications for any advertised position and provides a smoke free work environment.

Website:

The Shire maintains a website www.wyalkatchem.wa.gov.au which contains substantial information.