



Casual Maintenance & Construction Worker Application Pack

October 2024

Celebrating our diversity

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Casual Maintenance and Construction Worker – F240200

Casual, \$42.58 per hour (inclusive of casual loading)

The Position

The Shire of Manjimup is seeking highly efficient and effective individuals to assist the Shire's Works team. This role is responsible for:

- Actively contributing to the Works team to effect a high standard of maintenance and construction work of roads, signage, bridges, drainage, vegetation and other local government infrastructure;
- Assisting with the delivery of works department projects and maintenance activities, through the completion of on-ground tasks, so that they are delivered efficiently, effectively, within budget and finished to a high standard;
- Safely and efficiently operating light plant, vehicles, hand and power tools, road construction plant and equipment including trucks, rollers, loaders and backhoes, and undertaking manual tasks as required;
- Daily inspections and maintenance of plant and equipment including reporting of deficiencies and faults;
- Assisting with after-hours call outs to maintain operation of the Shire's infrastructure;
- Listening to and carrying out all work instructions in a safe and responsible manner.

The Person

To be successful in this role you will need:

- Ability to work under limited supervision and as part of a team.
- Previous experience working with a range of road construction and bridge plant, hand and power tools.
- Working knowledge of work health and safety principles and practices.
- Self-motivated with a focus on outcomes that provide a benefit to the community.
- Current HR class drivers licence (essential).
- Basic Chainsaw Operators and Worksite Traffic Management certificates (desirable).

To Apply

Well, what are you waiting for? Jump on to www.manjimup.wa.gov.au for all the information about the position, including the position description and how to apply. You can also find information on the Shire of Manjimup and the benefits of the local community. To get further information, including the position description, please contact Emily O'Neil, Human Resources Manager, by phone (08) 9771 7751 or email hr@manjimup.wa.gov.au

Closing Date: 5.00pm Friday, 15 November 2024

The Shire of Manjimup reserves the right to commence interviews prior to the closing date for applications.

Shire of Manjimup Information

The Noongar people are the Traditional Custodians of the lands on which the Shire of Manjimup is located and there are three Noongar language groups that span this area being the Bibbulmun, Minang and Kaniyang.

The Shire of Manjimup, with an area of 7,028 square kilometres, is the largest shire in the South West region of Western Australia and is part of the Warren Blackwood sub-region. With over 4,000 residents in the urban centre, the town of Manjimup is the most populated town in the Warren Blackwood sub-region.

Within the Shire there are the four main townships of Manjimup (the regional centre), Northcliffe, Pemberton and Walpole, and the six smaller settlements of Deanmill, Jardee, Palgarup, Quinninup, Tone River and Windy Harbour.

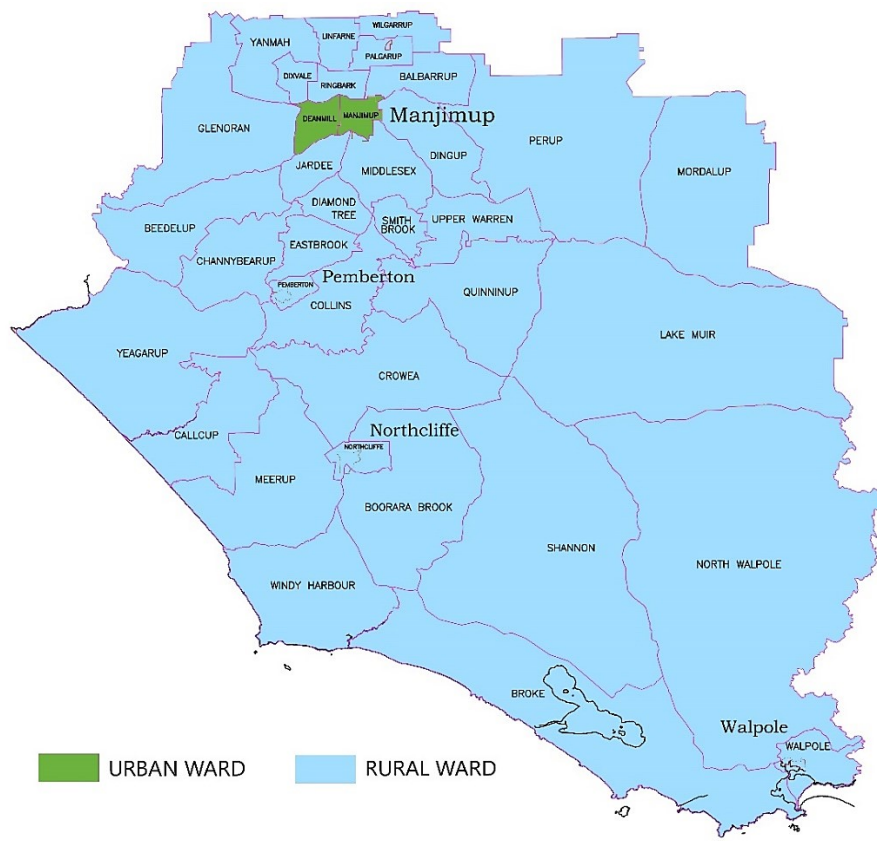


Image: The electoral Ward boundaries, towns and localities of the Shire of Manjimup.

Manjimup possesses areas of ecological, historical, agricultural, commercial and industrial interest. Within a short drive of the town, you can visit the King Jarrah, the Diamond Tree Lookout Tower and the Four Aces. Water attractions include historic Fonty's Pool, the Donnelly River and Glenoran Pool.

Watch this video tour of all our region has to offer:

www.facebook.com/shireofmanjimup/videos/1807679652632922

Our Community Vision

- We are a thriving region offering an excellent quality of life that is safe, liveable and welcoming.
- We value and care for our natural environment, which sustains both economic and recreational pursuits.
- Our industries are recognised for their resilience, quality and innovation and for their contribution to the state of Western Australia.
- Our economic diversity provides business and employment opportunities for all.

Our Mission

- The Shire of Manjimup is a professional, effective and helpful organisation with a genuine commitment to facilitating good governance and achieving the community's vision.
- We provide services and facilities, as well as manage legislation and develop policy, and we play a lead role in our Shire being an enjoyable and enviable place to live, work and visit.
- We care about our community – its wellbeing, its prosperity and its sustainable future.

Working at the Shire

The Shire of Manjimup employs over 180 employees throughout the region. There are a diverse range of job roles within the Shire that can offer you variety, career progression and professional challenges. And remember, no matter which position you work in, you will be making a direct impact on the wellbeing of visitors, business and residents in our community. Now is an exciting time to join our organisation and be part of the team that is responsible for making our Shire what it is today and what it will be in the future.

Working for the Shire also comes with some added benefits. Some of the benefits available to employees may include:

<p>A comprehensive healthy lifestyle and wellbeing program</p> <ul style="list-style-type: none">• HIF and HBF private health discounts• Influenza vaccinations• Health seminars and exercise sessions• Executive health assessments• Employee assistance program <p>Financial Reward</p> <ul style="list-style-type: none">• Superannuation up to 16.5%• Relocation expenses	<p>Professional and Personal Development</p> <ul style="list-style-type: none">• Training and development• Study assistance• Study leave <p>Flexible Working Arrangements</p> <ul style="list-style-type: none">• Flexible working hours• Rostered day off• Hour bank
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Note: The benefits listed above are not available to all employees (i.e. dependent on position and requirements of the job). They are also subject to change. Please contact Human Resources on (08) 9771 7777 for more information.

Organisational Values

It is important to ensure that the foundation moving forward is solid and that our development as an organisation has a continuous and justifiable set of underlying themes. This will ensure that our development as an organisation can be based on a culture and a set of beliefs and values that we can all embrace as a team.

Professionalism	We provide competent and effective services and encourage innovation and excellence in our people.
Courtesy	We are polite, approachable and helpful in our dealings with all people.
Integrity	We are honest and trustworthy and make fair and transparent decisions.
Reliability	We deliver services in an efficient and consistent way and honour our commitments.
Proactivity	We actively identify solutions to community issues by being consultative, open-minded, and showing bold leadership.

We expect you already operate in a way which models these values. We will look for evidence of this during the selection process.

How To Apply

Preparing your Application

Applicants who demonstrate that they meet the requirements for the advertised position, based on their application, will be considered for interview. For your application to be considered it **must** include:

1. Cover letter
2. Resume / Curriculum Vitae
3. Selection Criteria Statement
4. References
5. Supporting Documents

A cover letter

- A short statement highlighting relevant experience and expertise that relates to the position.

Your Resume (Curriculum Vitae)

- Contact Details - Name, address, email and telephone number.
- Education and Training achievements.
- Work history - including employment dates, details of the duties, performance and achievements.
- Any activities undertaken outside of work, which you consider are relevant to the position.

A Selection Criteria Statement

- This is the most important part of your application and must be provided as a separate document.
- Make sure that each selection criteria are addressed separately and that the information you provide is clear, concise and relevant, so that the selection panel members can readily assess your suitability for the position.

- It is up to you to demonstrate to the panel that you understand the requirements of the position and that you have the necessary skills, knowledge, experience and qualifications to successfully carry out the duties.
- Only applicants who best demonstrate they meet the competency requirements of the position will be interviewed.
- The selection criteria for this position can be found on the last page of this pack.

Your Referees

- The names and contact details (email and telephone number) of two referees who can preferably comment on work experience that is relevant to this position.

Other Supporting Documents

- Please provide **Only copies** of supporting documents with your application.

Applications

Applications should be sent, marked “Private & Confidential - CEO Manjimup” to:

info@manjimup.wa.gov.au

OR

Benjamin (Ben) Rose – Chief Executive Officer
 Shire of Manjimup
 PO Box 1
 MANJIMUP WA 6258

In fairness to all applicants, late applications cannot be received by the Shire of Manjimup unless permission has been sought from Council prior to the closing date. Canvassing of Councillors will disqualify an applicant.

Prior to appointment

The Shire of Manjimup will undertake confirmation of one or more of the following pre-employment conditions, based on the requirements of a particular position:

- Confirmation of right to work in Australia
- Academic qualifications check
- Reference checks
- Worker’s Compensation checks
- Pre-employment medical
- Criminal history check
- Working with Children check
- NDIS Worker Screening Check
- Compliance with any State Government Directions for COVID-19

The Shire of Manjimup is committed to the achievement of a diverse workforce and encourages applications from Aboriginal and Torres Strait Islanders, people from culturally and linguistically diverse backgrounds, young people, women and people with disabilities.

The Shire of Manjimup is an equal opportunity employer and provides a smoke free work environment.

The Shire of Manjimup complies with the requirements of the Human Rights and Equal Opportunity Commission Act (Clth) 1986 and applies the principles therein to the recruitment and selection process by selecting according to merit and by avoiding discrimination on the basis of race, gender, marital status, age, disability or any other legally protected attribute (so long as they do not contravene the inherent requirements of a position).

Casual Maintenance and Construction Worker

Directorate	Works and Services
Department	Works
Reports to	Works Supervisor
Direct Reports	Nil
Industrial Instrument	<i>Shire of Manjimup Enterprise Agreement (as amended)</i>
Classification	Level 3
Primary Location	Shire of Manjimup Works Depot

Position Benefits

Vehicle	<i>No</i>	Mobile	<i>No</i>
Laptop	<i>No</i>	Relocation expenses	<i>No</i>

Position Objectives

- Actively contribute to the Works team to effect a high standard of maintenance and construction work on Shire bridges, road and drainage networks.
- Through the completion of on-ground tasks, assist with delivery of works department projects and maintenance tasks so that they are delivered efficiently, effectively, within budget and finished to a high standard.
- Undertake project and maintenance activities so that they are delivered efficiently, effectively and within budget.

Key Duties and Responsibilities

- As directed, assist with a variety of tasks associated with the maintenance or construction of roads, signage, bridges, drainage, vegetation and other local government infrastructure.
- Operation of light plant, vehicles, hand and power tools.
- Operation of road construction plant and equipment including trucks, rollers, loaders and backhoes.
- Manual duties as required.
- Daily inspections and maintenance of plant and equipment including reporting of deficiencies and faults.
- Assist with after-hours call outs to maintain operation of the Shire's infrastructure.

Physical and Environmental Demands

- Site based, physically demanding role; bend, squat, lift, carry, climb ladders, walk on uneven surfaces, and walk up and down embankments. Operation of a chainsaw and other heavy tools will sometimes be required. Operation of earthmoving plant and trucks will sometimes be required.
- Driving and towing trailers is an essential requirement.

Extent of Authority

Operates under general direction of the Works Supervisor within established guidelines, procedures and policies of Council.

Skills, Knowledge, Experience and Qualifications

Skills and Knowledge

- Safely and efficiently operate trucks, plant, hand tools and undertake manual tasks as required.
- Work individually and as part of a team.
- Think ahead and act proactively.
- Listen to and safely carry out work instructions.
- Good understanding of infrastructure activities including bridge, road, drainage and path maintenance and construction.

Experience

- Operation of trucks and construction plant and equipment.
- Operation of a range of light plant such as compaction plates and hand tools including shovels, hammers, drills and pressure washers.

Qualifications

- Current "HR" driving licence.
- National Police Clearance.
- Current "HC" driving licence (desirable).
- Basic Worksite Traffic Management certificate (desirable).
- Traffic controllers certificate (desirable).
- Basic chainsaw operator's certificate (desirable).
- Construction Safety Awareness certificate (desirable).

Responsibilities Common to All Employees

Commitment to service delivery

- Seeks, listens to and acts on feedback.
- Works as part of a team, supports the achievement of team goals, co-operates and communicates with colleagues.
- Shows an appreciation for others – their skills and knowledge, their attributes and differences.
- Recognises and understands organisational changes, helps to make improvements happen and shares good practice.
- Makes a positive contribution to the Shire and demonstrates flexibility and resilience.
- Accepts responsibility for own health and wellbeing to perform the role.

Achieve results

- Does what is required from the role, including;
 - Meeting targets
 - Following procedures
 - Working with standards

- Providing required level and quality of service
- Maintaining records
- Contributing fully to all work situations
- Gets the facts right – ensures information is clear and correct.
- Supports colleagues to ensure wider organisational objectives are met and outcomes are achieved resourcefully.

Occupational Safety and Health

- Fulfil requirements of Council’s Occupational Safety and Health policy.
- Work with care for their own safety and health and that of others.
- Participate in developing safe work procedures and following them.
- Participate in training.
- Use equipment properly and report any faults/damage.
- Use personal protective equipment as directed.
- Report hazards and incidents to their Supervisor/Manager.
- Participate in personal return to work plans.

Selection Criteria

Essential

1. Ability to work under limited supervision and as part of a team.
2. Previous experience working with a range of road construction and bridge plant, hand and power tools.
3. Working knowledge of work health and safety principles and practices.
4. Self-motivated with a focus on outcomes that provide a benefit to the community.
5. Current HR class drivers licence (essential).

Desirable

1. Current “HC” driving licence (desirable).
2. Basic Worksite Traffic Management certificate (desirable).
3. Traffic controllers certificate (desirable).
4. Basic chainsaw operator’s certificate (desirable).
5. Construction Safety Awareness certificate (desirable).