



APPLICATION PACKAGE

For the position of

GENERAL HAND LABOURER

FULL-TIME

Applications for this position close on
30 August 2024

The Shire reserves the right to close the position early.

Employment Application Package -

Shire of West Arthur
PO Box 112
31 Burrowes Street
Darkan WA 6392
T: (08) 9736 2400
E: shire@westarthur.wa.gov.au



Thank you for your interest in this position with the Shire of West Arthur.

Enclosed is a copy of the position description to assist you in preparing a written application.

If you would like to find out more about the position, please contact the Shire's Works Admin Officer, Cassandra Squires, on 0418 858 422 or at worksadmin@westarthur.wa.gov.au.

Preparing Your Application

Applicants are required to address selection criteria. Applications should include a cover letter, information about previous employment, experience, education, training, qualifications, or volunteer roles that relate to this position and at least two recent relevant referees.

Please include your referee's name and relationship to you (e.g., Supervisor), company name, and daytime telephone numbers. Written references are not required. The selection panel may contact referees as part of the selection process for this position.

This information may be provided in a resume or on an application for employment form available from the Shire website at <https://www.westarthur.wa.gov.au/your-shire/employment/current-vacancies.aspx>

Applications can be delivered to the Chief Executive Officer, Shire of West Arthur, 31 Burrowes Street, Darkan, WA, 6392, or lodged electronically to shire@westarthur.wa.gov.au

Employment Application Package -

Shire of West Arthur
PO Box 112
31 Burrowes Street
Darkan WA 6392
T: (08) 9736 2400
E: shire@westarthur.wa.gov.au



Position Identification

Title	GENERAL HAND LABOURER		
Classification	FULL-TIME		
Agreement/Award	Local Government Industry Award 2020	Level	3 + 15% Over Award
Department	WORKS AND SERVICES		
Date Effective	TBA		

Reporting Relationships

Responsible To (immediate Supervisor)	Manager Works & Services
Supervision of	Nil
Internal and External Liaison	Manager Works & Services/Mechanic/Other Staff/ Ratepayers

Position Objectives

- Perform labouring duties for 70% of work time as required.
- Operate assigned plant as directed and maintain assigned plant for 30% of work time as required.
- Maintain a high standard of workmanship within Shire guidelines.
- Assist in completing the Shire's annual work, maintenance program, and gardening maintenance.
- Assess possible hazards and recommend and initiate appropriate solutions.
- Ensure all work is carried out to a high standard, as instructed by direct supervisors, Manager Works and Services, and that lost time is kept to a minimum.
- Monitor equipment usage, ensure equipment is maintained and looked after, and report plant abuse.
- Work as part of a team to complete duties as required.
- Liaise with Manager Works and Services / Supervisor and other staff harmoniously and productively.
- Maintain infrastructure to a high standard by completing work efficiently and effectively.
- Complete activities as directed to assist the Shire in achieving its goals.

Key Responsibilities

- 1 *Road Maintenance*
 - Tree pruning and road seal maintenance.
 - Culvert maintenance and replacement.
 - Other duties as requested.
 - Operate plant safely and productively.
 - Maintenance of guideposts, signs, footpaths etc.
- 2 *Construction*

Ensure that:

 - Warning signs are placed to MRWA specifications.

Employment Application Package -

Shire of West Arthur
 PO Box 112
 31 Burrowes Street
 Darkan WA 6392
 T: (08) 9736 2400
 E: shire@westarthur.wa.gov.au



- Clearing is carried out to specified requirements.
- Guideposts and signs are in the correct positions.
- Daily plant maintenance is carried out on all machines.
- Work sites are neat and tidy after completion of work.
- Operation and instruction of operation of machinery is carried out as required.

3 Culvert Construction

Ensure that:

- Bases are to design levels.
- Headwalls and wing walls are built to a satisfactory standard.
- Work sites are neat and tidy after completion of work.

4 General Duties

- Rubbish removal and refuse site maintenance.
- Parks and garden maintenance.
- Other duties as directed by the Manager of Works and Services.

Skills, experience, qualifications, and attributes required

Qualifications and/or training and/or licences	Essential	Desirable
"C" class Motor Vehicle licence	✓	
"HR" class Motor Vehicle licence		✓
"MC" class Motor Vehicle licence		✓
Basic time management and organisational skills		✓
White Card required before starting	✓	

Experience and knowledge	Essential	Desirable
Sound knowledge of the operation of plant	✓	
Working knowledge of concrete and paving techniques		✓
Knowledge of Work Health & Safety Act 2020 and EO Legislation		✓
Working knowledge of road construction techniques		✓
Working knowledge of water binding		✓
Ability to translate design levels		✓
Basic traffic management		✓

Employment Application Package -

Shire of West Arthur
PO Box 112
31 Burrowes Street
Darkan WA 6392
T: (08) 9736 2400
E: shire@westarthur.wa.gov.au



Skills and attributes	Essential	Desirable
Ability to operate assigned plant in a safe and productive manner	✓	
Report any problems or faults.	✓	
Communication skills to deal with the general public, staff and supervisor	✓	
Must be physically fit	✓	
Developed public relations and interpersonal skills	✓	

Certification

The details of this document accurately state the duties, responsibilities, and other job requirements. This position description is indicative at this point in time. It is envisaged that the position may be reviewed in the next 12 months.

Probationary Period

A standard probationary period of three (3) months applies to all new appointments. The probation period may also be extended if necessary.

Salary

Hourly rate Level 3 LGIA (includes 15% over the award, with potential increase after 12 months.

Adverse Working Conditions Allowance (paid on hours worked, not paid on leave).

Housing allowance is for staff not living in subsidised Shire housing. The Shire provides a rental subsidy of \$60 per week (Pro-rata) for employees working full-time or permanently part-time.

Conditions of employment are according to the Local Government Industry Award 2020 (LGIA 2020) and Council Policy, including four weeks of annual leave per annum and relevant sick and carers leave.

Superannuation

A superannuation of 11.5% by the Statutory Occupational/Guarantee Fund shall apply. Salary sacrificing is available. The Shire pays an additional 1.5% superannuation to employees, who contribute 5%.

Hours

The hours for this position are generally Monday to Friday, 7.00 am to 4.00 pm, with a rostered day off each second Friday of the fortnight. There is an opportunity for overtime to be worked, increasing the total salary.

Uniform

A uniform is provided when required, including three pairs of trousers, three shirts, two jumpers, or a jumper and jacket.

Housing

Not Available

Employment Application Package -

Shire of West Arthur
PO Box 112
31 Burrowes Street
Darkan WA 6392
T: (08) 9736 2400
E: shire@westarthur.wa.gov.au



Employment Medical

The successful applicant will be required to provide a medical declaration and may be required to undergo a medical examination before an offer of employment is made.

Supporting Documents

Originals of supporting documents must be made available (e.g., motor vehicle licence/s and qualifications where applicable).

Relocation Expenses

Nil

Location Amenities

The Shire is well serviced with various recreational facilities and amenities, including a supermarket, primary school, swimming pool, post office, childcare, playgrounds, community resource centre, visiting medical practitioners, hotel, café, and sporting facilities.

Further information is available from the Shire's website or the Shire Office.