



SHIRE OF
Kent

NYABING • PINGRUP

worth the journey

Application Package

Plant Operator / General Hand

Closing date: 4:00 pm Friday 7 February 2025



PLANT OPERATOR / GENERAL HAND

The Shire of Kent is seeking applications from experienced Plant Operators. A minimum HC drivers licence is required, however a MC licence is preferred. This position will also require the successful applicant to undertake other duties as required, as per the position description.

Conditions of employment will be as provided by the Shire of Kent Outside Workforce Enterprise Agreement 2021 with a base hourly rate of \$36.19, and a 9 day (88hr) fortnight being applicable.

Housing is available, if required, at a heavily subsidised rate.

The successful applicant will work under the direction of the Manager of Infrastructure and will join an enthusiastic and committed works team.

Contact Jarrad Blair via email hr@kent.wa.gov.au for a position description and application package, or visit www.kent.wa.gov.au

Applicants are encouraged to contact Manager of Infrastructure, Gary Mathewson, on 0429 993 987, for further information about the position.

Applications should consist of a covering letter, a statement addressing the selection criteria, and resume. All applications are to be marked Private and Confidential and addressed to the Chief Executive Officer.

All applications must be received via email to hr@kent.wa.gov.au or post at the Shire of Kent, 24-26 Richmond Street NYABING WA 6341 **by 4.00pm Friday 7 February 2025.**

Christie Smith
CHIEF EXECUTIVE OFFICER



POSITION DESCRIPTION

Role title:	Plant Operator / General Hand
Department:	Infrastructure Services
Level:	Level Four Shire of Kent Outside Workforce Enterprise Agreement 2021
Position Objective:	The objective of this position is to operate plant and equipment to support road and infrastructure construction and maintenance, contribute to road and infrastructure improvement as part of the Works Team, and ensure high-quality maintenance of parks, reserves, and roadsides within the Shire.
Stakeholder Engagement:	As part of the Works team, the role engages predominantly with its Supervisor and other team members. The position has occasional contact with contractors and general public and is expected to respond to general queries in a polite and courteous manner.
Direct Supervisor:	Team Leader – Construction
Direct Reports:	Nil
Total Number of Reports:	Nil

Acknowledgement

<i>Employee Signature</i>	<i>Date</i>
<i>Manager Signature</i>	<i>Date</i>
<i>HR Signature</i>	<i>Date</i>

Date position registered

--

Key Responsibilities

Plant Operator:

- Operate a variety of plant and machinery, including trucks, graders, excavators, and front-end loaders, to assist in construction and maintenance projects.
- Perform road construction and maintenance tasks, such as road preparation, pipe-laying preparation, gravel spreading, soil removal, and culvert installation.
- Utilise machinery for horticultural and turf maintenance activities within streetscapes, parks, and reserves.
- Conduct routine daily maintenance and checks on tools, equipment, and machinery to ensure they remain in safe working order.
- Ensure all roadside safety procedures are strictly adhered to during plant operations.

General Labour:

- Undertake general labouring duties as required to support operational activities.
- Assist with the inspection, repair, or replacement of roadside infrastructure as directed.
- Respond professionally and courteously to enquiries from the general public and external stakeholders.
- Perform other reasonable duties as assigned, within the scope of the position and aligned with the incumbent's skills, knowledge, and experience.

Selection Criteria

Essential

1. Demonstrated advanced experience in operating plant and machinery, including trucks, commonly used in road and infrastructure construction and maintenance.
2. Proven experience in the safe operation of streetscape machinery, such as tractors and slashers.
3. Experience in implementing traffic management practices.
4. Intermediate knowledge of civil engineering works, including road construction and maintenance, as well as streetscape and parks maintenance activities.
5. Sound understanding of work health and safety principles, particularly regarding the safe operation of plant and machinery.
6. Effective verbal and written communication skills, with the ability to convey information clearly and professionally.
7. Ability to work effectively both independently and collaboratively as part of a team to achieve organisational objectives.
8. Possession of a minimum HC class driver's licence, MC preferred.

Desirable

9. Current First Aid Certificate.
10. Prior training and experience in restraining loads.
11. Certification or training in Traffic Management.
12. Possession of a valid White Card.



INFORMATION FOR APPLICANTS

Thank you for your interest regarding employment with the Shire of Kent.

How To Apply:

To apply for this position, include all of the following attachments with a copy of your resume:

1. A Cover Letter introducing yourself and explaining why you are applying for this position.
2. A statement addressing the Selection Criteria outlined in the job advertisement.
3. A current resume with the details of your previous work history, qualifications, and other competencies including knowledge, skills and abilities you think are relevant to the position.
4. Provide at least two referees, preferably supervisors or managers from your last two employers who oversaw your daily performance. The Shire may request up to two additional references if needed.

LODGING YOUR APPLICATION

All applications must be received via email to hr@kent.wa.gov.au or post at the Shire of Kent, 24-26 Richmond Street NYABING WA 6341 **by 4.00pm Friday 7 February 2025.**

Please note that applicants will be contacted once the position has been filled. We extend our appreciation to everyone who considered the Shire of Kent as a potential employer.

CONDITIONS OF EMPLOYMENT

Industrial Agreement:

Salary and conditions of employment will be in accordance with the Shire of Kent Outside Workforce Enterprise Agreement 2021

Salary Sacrifice Package:

The Shire offers individualised Salary Sacrificing arrangements available through the Salary Packaging Guide.

Hours of Work:

Ordinary hours are between 7:00am and 5:30pm Mon – Fri. (3pm finish every Pay [2nd] Friday and following Monday RDO), 30min Lunch, [9 Day (88hr) Fortnight]

Overtime:

No overtime is payable unless you have prior approval, authorised in writing, from your Manager.

Annual Leave:

Employees will be entitled four (4) weeks annual leave (pro rata) each year with 17.5% loading.

Personal Leave:

You will be entitled up to ten (10) Personal / Carer's leave days per year.

Long Service Leave:

Thirteen (13) weeks after ten (10) years continuous Local Government service, transferable between Local Authorities in Western Australia.

Personal Protective Equipment (PPE):

Employees are provided with PPE, such as Hi Vis workshirts, steel capped safety boots, safety glasses, gloves helmets etc, in order to provide a safe and presentable workplace, create a sense of identity and teamwork, identify and promote the organisation in public and to reduce the cost to the employee of providing work clothing.

Superannuation:

Superannuation Guarantee: Council currently contributes 11.5% of fortnightly salary.

Additional superannuation contributions (optional):

Council currently contributes up to an additional 3% (to a total of 14.5%) of fortnightly salary when an employee contributes 5% of their fortnightly salary.

Probationary Period:

A three-month probationary period is applicable to this position. At the successful completion of this period your continuity will be recommended to the Chief Executive Officer for confirmation. The period of probation can be extended by the manager/supervisor for an additional period of no greater than three months.

Performance Appraisal:

Appraisals are undertaken annually by the Manager.

Police Clearance Certificate:

The preferred applicant for this position will be asked to obtain a National Police Clearance Certificate through WA Police. People with criminal records are not automatically barred from applying for this position. Each application will be considered on its merits.

Pre- Employment Medical:

The preferred applicant will be required to undertake a pre-employment medical examination, including drug and alcohol screening, prior to an offer of employment being confirmed. Full documentation outlining the requirements of the position will be provided to the Medical Practitioner conducting the examination. The costs of the examination and screening will be covered by the Shire of Kent. Please note that pre-existing illnesses or conditions will not automatically exclude candidates from the recruitment process.

Code of Conduct:

Ensure professional conduct is of the highest standard in accordance with Council's Code of Conduct and policies as adopted and modified from time to time.