



Norseman Woodlands to Eucla Coast

Shire of Dundas Employment Opportunities

Road Construction Truck Driver/Plant Operator

The Shire of Dundas is seeking motivated people to apply for positions being offered in the Shire's Works Department- Roads Construction Team Member

What are we looking for?

- Friendly professional people who can work with a diverse community.
- The ability to work in a small team and follow directions.
- The ability to operate within Work Health and Safety requirements.
- Specific positions require current qualifications and licences.
- Professional presentation and a positive attitude.
- Reliable and punctual attendance for work.
- Successful applicants be required to undertake, police clearances and medical prior to employment

The Shire of Dundas is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

A detailed Position Description for each of the positions is available via email or can be collected from the Shire of Dundas Administration Office during business hours.

Applicants are encouraged to contact Joe Hodges Manager of Works and Services 9039 1205 with any enquiries they have regarding the position.

Email your CV & Cover Letter addressing your suitability to: shire@dundas.wa.gov.au or you may submit your CV in person at the Shire of Dundas Administration Office.

APPLICATIONS CLOSE 4PM MONDAY 22ND AUGUST 2021

Position: Road Construction Truck Driver/Plant Operator

Position Summary

To construct and maintain Shire of Dundas infrastructure (buildings, parks, roads and drainage structures) and other general duties. Operate machinery to complete these services.

1. Department & Management Area

Works and Services

Management Area: Works and Services, Roads Construction

2. Base Work Location

Shire of Dundas Works Depot, Mildura Street, Norseman, WA 6443

3. Award/Agreement Coverage

Conditions of employment are governed by the Local Government Industry Award 2010.

4. Hours

38 hours per week to be worked on a 9 Day roster basis as agreed with Manager Works and Services. Unless otherwise negotiated with the Chief Executive Officer. Overtime will be paid while working out of Town.

5. Remuneration Level(s)

Remunerate from Level 1 to Level 5 of the Local Government Industry Award 2010, with over award payments depending on experience.

5.1 Additional Benefits

5.1.1 Location Allowance as per Award

5.1.2 Bonus 5% super in accordance with Council policy

6. Delegated Authority

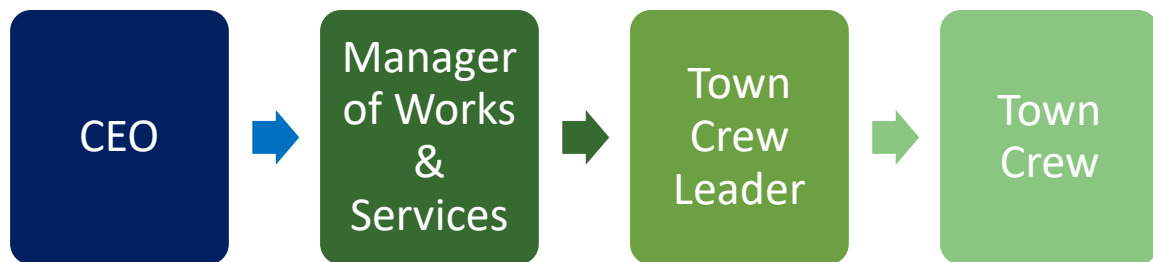
Nil

7. Extent of Authority

Works and operates within the parameters of Shire's policies and procedures, relevant legislation and as directed by the Road Crew Team Leader, Manager Works and Services, and the Chief Executive Officer.

8. Organisational Structure

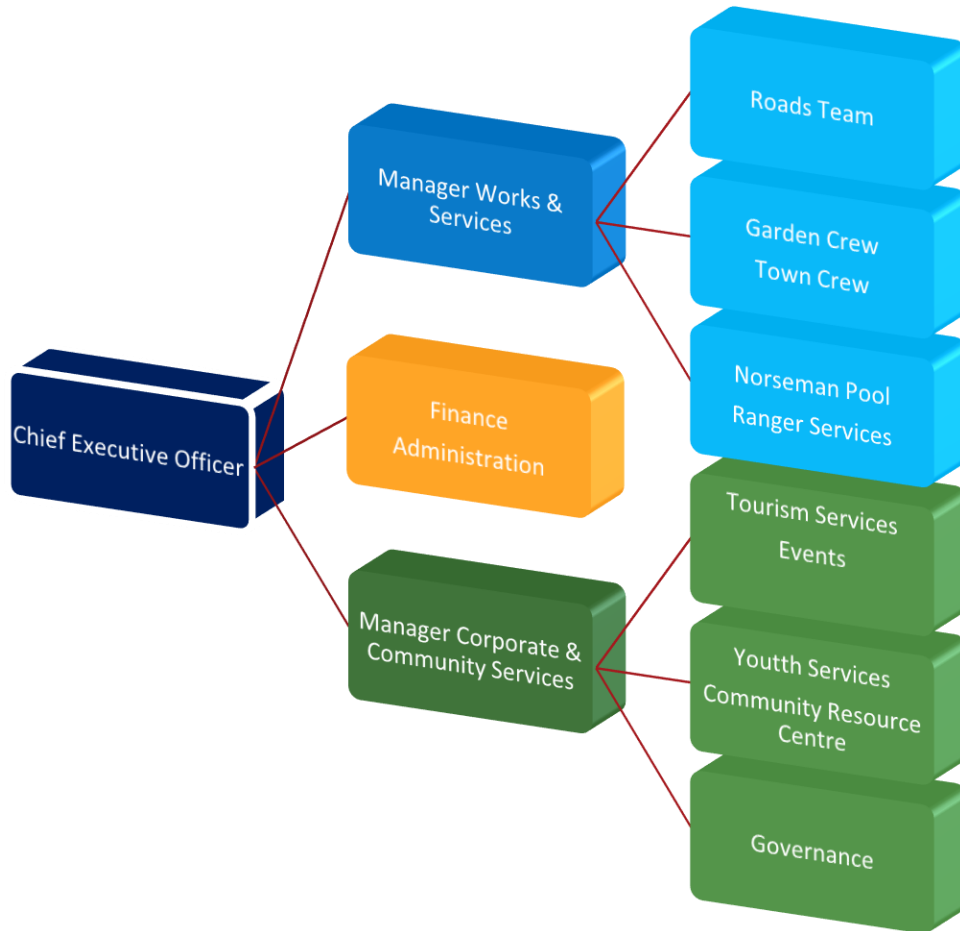
8.1 Line of Authority



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8.2 Supervisory and Organisational Responsibilities

8.2.1 Directly responsible to the Town Crew Team Leader



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9. Duties and Responsibilities

9.1 General

- 9.1.1 Safe operation of heavy machinery in construction and maintenance of roads.
- 9.1.2 Carry out various maintenance and construction works.
- 9.1.3 Responsible for materials, tools, equipment, vehicles and plant in the employees use.
- 9.1.4 Work under limited supervision either individually or in a team environment.
- 9.1.5 Responsible for the quality of work performed including time management.
- 9.1.6 Required to make technical and operational decisions relating to the work and safety of others.
- 9.1.7 Any other duties as directed by the Road Crew Team Leader in relation to the Shire's area of operation.

9.2 Work Health and Safety Responsibilities

- 9.2.1 To take reasonable care for your own health and safety and to avoid harming the safety and health of other people through any act or omission at Shires workplaces wherever possible.
- 9.2.2 Proactively comply with all Shire WHS policies, procedures, and guidelines, practice, duties, and other relevant conditions. As well as with the current Work Health and Safety Act and current Work Health and Safety Regulations where possible.
- 9.2.3 As far as reasonably possible comply with instructions given by the Shire or an authorised person in the interests of health and safety and in accordance with the WHS Act.
- 9.2.4 To take reasonable steps to report to your Senior staff member, supervisor, WHS Representative, Manager and/or other relevant contact person work related injuries, near misses and any hazards at the workplace in line with current WHS Shire processes.
- 9.2.5 Take reasonable steps to use, store, and maintain personal protective equipment as properly instructed, and not damage or misuse any equipment or facilities provided in the interests of health and safety.
- 9.2.6 Actively promote and participate in the Work Injury Management Program where possible.
- 9.2.7 Endeavour to participate in and where possible provide leadership for a continuous improvement culture of safety where best practice initiatives are entrenched in daily business activities.

9.3 Access and Inclusion Responsibilities

- 9.3.1 The Shire of Dundas is committed to ensuring that its activities and services are inclusive of all members of the community, including people living with disability, and people from culturally and linguistically diverse backgrounds.
- 9.3.2 follow the standards of behaviour outlined in the Shire's Workplace Discrimination and Harassment Policy.
- 9.3.3 Offer support to people who experience discrimination, bullying or sexual harassment, including providing information about how to make a complaint.
- 9.3.4 Treat everyone with dignity, courtesy, and respect.
- 9.3.5 Treat all complaint resolution processes and procedures with confidentiality.

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10. Selection Criteria

10.1 Essential Selection Criteria

- 10.1.1 Hold a current WA "C" and "HR" class driver's license.
- 10.1.2 Sound knowledge of operation and maintenance of heavy plant.
- 10.1.3 Loading plant on float trailer and securing with correct technique.
- 10.1.4 Ability to work within a team environment.
- 10.1.5 Ability to operate rear end tipping trucks, Articulated Loaders, rollers other items of machinery as required.
- 10.1.6 Demonstrated time management and organisational skills.
- 10.1.7 Sound knowledge of Occupational Safety and Health requirements.
- 10.1.8 Ability to work away from home for extended periods.
- 10.1.9 Commitment to undertake training as professional development.
- 10.1.10 Ability to work within a team environment.
- 10.1.11 Appropriate written and verbal communications skills.
- 10.1.12 Demonstrated time management and organisational skills.
- 10.1.13 Commitment to operate within Work Health and Safety rules as outlined in 9.2

10.2 Desirable Selection Criteria

- 10.2.1 Developing knowledge of Council's organisational structures and function.
- 10.2.2 Sound knowledge of the Shire district.
- 10.2.3 Working knowledge of Local Government law in respect of works in streets.
- 10.2.4 Working knowledge of Councils organisational structure.