



Shire of Beverley

Construction and Maintenance Plant Operator & Truck

Driver

12 Month Contract - 9 Day Fortnight

The Shire of Beverley Council is seeking a suitably motivated individual to fill the position of Construction and Maintenance Plant Operator on a 12 month contract commencing early September 2022. Applications are invited from suitably qualified persons to fill the above position full time for a 9 day fortnight.

The successful applicant will work as a team member to upkeep and maintain the Shire of Beverley's infrastructure and other assets in accordance with Council standards and requirements. An HC licence or higher is essential for this role.

An application pack including position description and selection criteria is available from:

Shire Office: 136 Vincent Street Beverley, Mon – Fri 8.30am – 4.00pm

Telephone: (08) 9646 1200

Website: www.beverley.wa.gov.au/council/employment

Email: allison.bowman@beverley.wa.gov.au

How to Apply

Please complete the application form and forward a covering letter addressing the selection criteria together with a copy of your updated resume electronically to the email above, or by post to:

Mr Stephen Vincent
Manager of Works
Shire of Beverley
PO Box 20
BEVERLEY WA 6304

Complete applications addressing the selection criteria should be received no later than **4:00pm - Friday, 19 August 2022** and addressed to:



Construction and Maintenance Plant Operator & Truck Driver Selection Criteria

You must address the following in your application to be considered for the Construction and Maintenance Plant Operator position:

1. Minimum five years practical experience with the operations of various plant.
2. Experience in road, drainage and maintenance.
3. Current unrestricted "HC" driver's licence.
4. Current Construction White Card.
5. Willingness to follow instructions, learn and take initiative.
6. Ability to work in a team environment and participate in toolbox meetings.
7. Please provide two referees.
8. Willingness to sign and accept the Shire of Beverley's Code of Conduct and Drug and Alcohol Policy



Construction and Maintenance Plant Operator & Truck Driver Selection Criteria

1. Position: Construction and Maintenance Plant Operator

Name:

Date Commenced:

2. Industrial Instrument and Level: Local Government Industry Award 2020

3. Position Summary

- To work as a team member to assist in the construction, upkeep and maintenance of the Shire of Beverley's infrastructure.
- To operate and maintain all plant and equipment in an effective, efficient and safe manner
- To work on various road, drainage and path construction and maintenance projects to provide maximum benefit to the community

4. Requirements of Position

4.1 Skills

Essential:

- Model a 'can do' attitude
- Sound plant and equipment operation skills, preferably on a number of different types of plant Sound knowledge of construction and maintenance techniques, for roads, street, drainage, and other works
- Sound mechanical and vehicle maintenance skills
- Follow all Work Health and Safety legislation, directions policies and procedures.
- Work within and gain a sound understanding of Council's policies and procedures
- Assess possible hazards; make recommendations as to the solutions and initiate actions.
- Learn and to take initiative to provide high quality support.
- Time management and organisational skills
- Be punctual, reliable and have pride in work

Desirable:

- Senior First Aid accreditation

4.2 Knowledge and Experience

Essential:

- Developing knowledge of Work Health and Safety requirements
- Developing knowledge of plant operation and maintenance
- Sound experience in machine operation in road building and maintenance activities.

Desirable:

- Thorough knowledge of plant operations and maintenance
- Thorough knowledge of Work Health and Safety requirements

4.3 Qualifications and/or training

Essential:

- Hold a minimum of a current 'HC' Class licence
- All relevant vehicle and machinery operating licences.
- An understanding of all machinery and its operations.
- Police clearance
- General medical certificate
- Construction and safety awareness Card

Desirable:

- Completed relevant engineering workforce training
- Relevant short course training (e.g. senior first aid) will be an advantage
- Completion of appropriate training e.g. working at heights
- Unique student identifier

5. Principle Roles and Responsibilities

The principle responsibility areas of this position are outlined below:

- Construction and Maintenance Plant Operator
- Operate mobile plant for construction and maintenance projects within the parameters of the training provided and qualification held.
- Operate and maintain all associated plant in accordance to Council Policy and procedures, ensure equipment is well maintained and report plant abuse.
- Maintain service and log book of machinery, complete daily pre-start checks.
- Depending upon experience, this will carry out a variety of civil engineering tasks, as required by the Supervisor associated with the general construction and maintenance of roads, drains, footpaths and other Shire assets.

- Work willingly under direction, maintain a high standard of workmanship in all tasks including routine maintenance, 'housekeeping' and orderliness of the work environment.
- Participate in on-the-job and structured training, performance review and development activities as required to maintain skills and capacity to carry out the requirements of the position.
- Perform all set tasks within a team environment, ensure lost time is kept to a minimum.
- Any other duties as required from Supervisors and management e.g. grave digging.

6. Key Performance Requirements

- Extent to which work is accurate and organised.
- Complete assigned tasks to the directed standard in an efficient and timely manner.
- Amount of work produced compared to quality and standards expected of the position.
- Attitude, respect for others and response to directions given.
- Care and responsibility with tasks and equipment.
- Reliability and attendance record.

The following general criteria forms a standard part of each annual performance review:

- Time management: complete tasks within required timeframes.
- Team work: work as a constructive part of the team; participate in team meetings; and seek task improvement and increase efficiency
- Verbal communication: demonstrate effective verbal communication skills
- Written communication: demonstrate effective written skills
- Problem solving: demonstrate problem solving skills and initiative

7. Work Health & Safety Responsibilities

- Work with care for their own safety and health and that of others
- Participate in developing safe work procedures and follow them
- Participate in training
- Use equipment properly and report any faults/damage
- Use personal protective equipment as directed
- Report hazard and incidents to their Supervisor/Manager
- Participate in your return to work plans

8. Organisational Relationships:

8.1 Position is responsible to: Construction and Maintenance Supervisor

8.2 Position supervises: Nil

Key Relationships:

Internal: Chief Executive Officer

Deputy CEO

Manager of Works

Administration Staff

Contractors and other service providers as appropriate to the position

External: General Public (including Ratepayers and Residents as appropriate)

Suppliers of goods and services, contractors

9. Extent of Authority

- Works under the direct supervision of the Construction and Maintenance Supervisor

10. Public Responsibilities

- To promote a favourable public image of Council's personnel, operations and the Shire in general.

11. Acceptance

Signed:

	<i>Signature:</i>	<i>Date</i>
Employee	_____	_____
Supervisor	_____	_____
CEO	_____	_____

12. Position Description Review History

Created		
Reviewed and Updated	01 May 2018	
Reviewed and Updated	16 September 2020	
Reviewed and Updated	12 July 2022	



Job Application Form

APPLICANT SECTION					
Position applied for:					
PERSONAL DETAILS					
Given name:				Surname:	
Preferred name:					
Address:					
Telephone	Mobile:		Day:		
Email:					
CURRENT QUALIFICATIONS					
Qualification title	Institution or training provider			Year completed	

CURRENT STUDY

Are you currently undertaking study or training? (tick one) Yes No

If yes, course or program name: _____

Type of study: Full time Part time Distance Education Other

PREVIOUS EMPLOYMENT (list most recent first)

Employer Name / Organisation	Dates from/to	Position held	Reason for leaving	Office use only Initial & date

REFERENCES

Do you agree to have referees contacted in relation to this application? (tick one) Yes No
Reference checks will be conducted legally in an ethical manner and all information derived will remain confidential.

Please provide details of three people who can speak on your behalf regarding your work history

Name	Contact No.	Position held or working relationship eg supervisor	Office use only Initial & date

TYPE OF WORK

What type of work are you available for? (tick) Full time Part time Casual

When will you be available for work?

Please provide any other information that you identify as being pertinent to this application
 eg medical conditions, disabilities

I declare that, to the best of my knowledge, the information given is true and correct. I understand that inaccurate, misleading or untrue statements or knowingly withheld information may result in termination of employment with this organisation. I understand that this application does not constitute an offer of employment. I understand that, in some cases, police and credit checks will be required and I will be notified if this applies to this application.

Signed: _____ Date: _____