



EXPRESSIONS OF INTEREST

PLANT MECHANIC

The Shire of Yilgarn currently is seeking applications from suitable qualified persons for the position of Plant Mechanic. The successful applicant will be responsible for repairs and maintenance to Council's fleet of well-maintained and near new road construction plant, light vehicles and numerous small plant items.

The applicant must be:

- Self-motivated
- Have a strong work ethic
- Work well in a team
- WA "HR" manual drivers' licence
- Physically able to undertake manual work including bending, lifting and handling various types of tools and equipment
- Physically fit

What we offer:

- *****heavily subsidized housing/housing allowance *****
- up to 19.5% superannuation contribution
- 9-day fortnight, one rostered day off per fortnight
- generous overtime available, current average work day of 9.5 hours (including overtime)
- **Annual wage up to \$123,474 (including average overtime hours)**
- adverse working conditions allowance
- uniform allowance
- relocation expenses in accordance with Shire Policy

Clothing and protective equipment provided.

Interested candidates are requested to obtain an application pack from:

- administration office at 23 Antares Street, Southern Cross, or
- telephone Payroll/HR 08 9049 1001, or
- payroll@yilgarn.wa.gov.au , or
- website www.yilgarn.wa.gov.au.

Applications should be marked "Confidential Application – Plant Mechanic".

Nic Warren
Chief Executive Officer

Shire of
Yilgarn PO
Box 86
SOUTHERN CROSS WA 6426

PLEASE NOTE: Canvassing of Councillors will disqualify. The successful applicant is required to obtain relevant police checks, and to provide evidence of all claimed qualifications prior to commencing employment. This position is subject to a Pre-Employment Medical and a National Police Clearance.

INFORMATION FOR PROSPECTIVE APPLICANTS

Thank you for your interest in the advertised position. These guidelines are presented to assist your application process, please read the following information.

Eligibility

Check the requirements (skills, qualifications, experience) for the position as described in the advertisement and position description to assess your suitability for the role. The successful applicant is required to provide evidence of all claimed qualifications prior to commencing employment.

As an Equal Employment Opportunity employer, the Shire of Yilgarn encourages applications from individuals of diverse backgrounds to apply, to join us in servicing our community.

Note: Canvassing of Councillors will disqualify.

Preparing your Application

In order to be considered for a position, you must be able to demonstrate your suitability for the position advertised. Applications will be assessed against the requirements (skills, qualifications, experience) outlined in the position description.

(Unless specifically requested in the advertisement) it is not a requirement to individually address the selection criteria. The decision to shortlist applicants will be based on the information provided in the application against the requirements described in the position description.

If at all possible, your application should be typed. If this is not possible, ensure that your writing is clear and easy to read. Your application should include:

- Application for Employment Form
 - ✓ Please complete the application form included in this information.
 - ✓ Reference the position you are applying for, and your desire and suitability, together with any relevant information on your availability for an interview.
 - ✓ You may wish to summarise your application and emphasise your strongest points and achievements.
- Current Resume/Curriculum Vitae
 - ✓ Personal Details – Name, address and telephone number.
 - ✓ A summary of your work history starting with the most recent. Information should include employment dates and details of duties, performance and your achievements in each job. Don't forget to add any experience you may have of acting/relieving in this role or similar.
 - ✓ Any activities you have undertaken outside of work which are relevant to the application.
 - ✓ Your qualifications, education and training achievements (be sure to include any education you are currently undertaking).
 - ✓ Photocopies of relevant formal qualifications (if available).

- **Referees**

Two referees plus their contact phone numbers must be nominated in your application – they must be able to comment on your work performance (e.g. your direct supervisor/manager). Referees should be contacted for approval before listing them in your application.

Note: An application for one position will not be held over to be used for another position.

Closing Date

Check the closing date for the application. Ensure your application is received at the Administration Office before the closing date and time.

Lodgement of Application

You should provide us with only one copy of your complete application. Please do not submit your application in plastic sleeves, cardboard folders, binders, files or spiral bound. Please do not submit originals of documents, as applications for employment are not normally returned. All applications may be submitted in any of the following ways:

Written submissions

Please address your application to:

Chief Executive Officer

Shire of Yilgarn

PO Box 86

SOUTHERN CROSS WA 6426

(Mark envelope "Confidential" and title of the position applying for)

Hand delivery

You can hand deliver your application to:

Shire of Yilgarn – Administration Office

23 Antares Street

Southern Cross WA 6426

Between 8:30am and 4:30pm – Monday to Friday.

Electronic (Emailed) submissions

Please ensure that your application is submitted in Microsoft Word compatible format. Send application to payroll@yilgarn.wa.gov.au

Post Application Process

- Short listed applicants will be notified by telephone.
- All unsuccessful applicants will be notified once an offer of employment has been accepted.

Interviews

If you are shortlisted, you will be invited to attend an interview which may be with 2 or 3 interviewers (i.e. HR, Supervisor, and Manager). The interview questions are designed to assess your suitability to the position you are applying for, and will consistently be asked of every applicant. Some of the questions will be asking you to describe specific examples of your past work experiences. The interviewers will take note of your responses to the questions to assist with the selection process.

The interview is also your opportunity to ask questions to assess the position's suitability for you! Feel free to prepare a few questions you may wish to ask the interviewers.

At the completion of the process, all applicants will be notified of the outcome of their application.

Records

Your application and any information gathered on your application throughout the recruitment process will be kept confidentially for a period no longer than six (6) months and disposed of securely.

Offer of Employment

If offered the position, and prior to appointment, prospective employees may be required to undertake the following:

- Pre-Employment Medical Examination

Appointment to the position is not confirmed until a pre-employment medical examination is completed and accepted. This may also include a Drug & Alcohol Screening Test.

The cost of the Pre-Employment Medical Examination will be met by Council after appointment.

- Police Clearance

The successful applicant will be required to obtain a National Police Clearance Certificate not more than three months old.

- Driver's Licence

Prospective employees will be required to have a current WA driver's licence relevant to the position.

Queries?

If you require any further information or have any questions regarding the position, your application or the selection process, please contact Human Resources on 9049 1001.

CONDITIONS, BENEFITS AND REMUNERATION

The following Conditions of Employment are as per:

- Shire of Yilgarn Enterprise Agreement 2021 and/or
- Local Government Industry Award 2020 (LGIA) and/or
- National Employment Standards (NES)

and the below mentioned conditions should not be construed to be the limitations of conditions.

STANDARD CONDITIONS:

Equal Employment Opportunity

Council is an equal opportunity employer and has adopted an EEO policy in accordance with legislation. A copy of the policy is available for all staff to read and is provided in your 'Council Staff Policy Manual'.

Working Hours

- Operational Works Crew
Shall work a minimum 76 ordinary hours plus 15 hours overtime per fortnight spread over 10 days - Monday to Friday working between 6.00am to 6.00pm. The usual hours of work shall be from 6.30am to 4.30pm. By mutual Agreement, variation to hour's arrangements, including shift lengths and start and finish times, may be entered into by the Executive Manager Infrastructure or his appointed officer and affected employees. On occasions the successful applicant will be required to work on Saturdays.

A thirty (30) minute unpaid meal break for operational works crew will be taken between the hours of 11.00am and 2.00pm as dictated by operational requirements. A fifteen (15) minute rest period can be taken any time between the start time and the lunch break in accordance with operational requirements. Other times may be negotiated between the employer and employee to suit the work at hand and the individual employees' needs. Full-time employees - 0.4 of the ordinary hours worked contribute towards one rostered day off per month.

Overtime/Time in Lieu

No overtime or time in lieu is to be worked without prior authorisation of the employee's Manager/Supervisor.

Annual Leave

Annual Leave is as per the NES Division 5, being four (4) weeks accrued progressively during a year of service, including 17.5% leave loading.

Personal/Carer/Bereavement Leave

- Each full-time employee is entitled to Sick, Carer's and Compassionate Leave as per the Shire of Yilgarn Enterprise Agreement 2021.
- A certificate from a registered health practitioner or statutory declaration must be produced for sickness absence of more than one day. Absence without necessary documentation when required will result in the employee not being paid.

- Three (3) days compassionate leave is available on the death or life threatening illness/injury of a member of the employee's immediate family as per the Shire of Yilgarn Enterprise Agreement 2021 for eligibility.

Long Service Leave

- Full-time employees are entitled to thirteen (13) weeks of Long Service Leave after ten (10) years of continuous Local Government Service, transferrable between all Local Government Authorities in Western Australia. Long Service Leave starts accruing pro rata after seven (7) years of continuous Local Government Service.

Superannuation

Currently the Shire of Yilgarn contributes compulsory superannuation of an employee's gross pay (excluding allowances). Effective from 1 July 2025, the Superannuation Guarantee percentage increased to 12%

Probationary Period

A probationary period of six (6) months is applicable to this position (unless otherwise specified). During the period performance will be assessed and managed against the requirements set out on the Position Description. The probation period can be extended if initial performance is unsatisfactory.

Annual Performance Review

If the appointee is granted permanency, a Staff Development Performance Review will take place at least once in every calendar year. The annual review will include an assessment of achievement of the key duties and responsibilities and will be used to identify training and development needs.

Code of Conduct

All staff are to be familiar with and abide by the adopted Code of Conduct. A copy of the Code is available for all staff to read and is provided for all staff.

ADDITIONAL BENEFITS:

The following additional benefits are applicable to the Shire of Yilgarn employees and are above the requirements of the Local Government Industry Award 2020 and the National Employment Standards.

Superannuation

In addition to employer compulsory superannuation, permanent Full-Time or Part-Time employees may make their own voluntary contributions to the superannuation fund of their choice. Employee superannuation contributions may be a fixed amount per pay or a percentage of the pay value, with a minimum being 1%. Council will contribute a percentage as per the current Council Staff Policy.

Uniform Allowance

- Operational Works Crew
Clothing and protective equipment (safety jacket, boots, etc) is supplied by Council as per Shire of Yilgarn Enterprise Agreement 2021. Not all positions in the operational staff are entitled to the above clothing requirements.

Tea Breaks

Tea Breaks are not catered for under the Local Government Industry Award 2020. Council permits its employees a fifteen (15) minute allocation for a morning tea break.

Housing Incentive

Housing Incentive payments are granted to all full-time employees not residing in accommodation provided by Council. Housing Incentive payments are provided to employees engaged on a permanent part-time basis on a pro-rata rate.

Staff Training

The Shire of Yilgarn allows appropriate accommodation (including meals) and travel expenses to be incurred by Staff when attending approved Training Seminars and Courses. Accommodation is to be arranged only by the relevant Department Manager. Payment for private accommodation will not be granted unless approved by the Chief Executive Officer.

Flu Vaccinations

Staff will be reimbursed for the gap portion of receiving a flu injection, upon receipt of appropriate paid account as long as prior authorisation of the employee's Manager/Supervisor has been received.

Rostered Day Off (Full-Time employees only)

If applicable to your position, full-time employees are entitled to one (1) Rostered Day Off after every nineteen (19) working days. Rostered Days Off cannot be accumulated.

Service Pay

After two years of continuous service, this allowance is applicable to all Shire employees; however, those who are employed on a permanent part-time basis, the service pay will be applied on a pro-rata rate. The provision of Service Pay does not apply to Council's Executive Management Team and casual employees.

APPLICATION FOR EMPLOYMENT

Thank you for your interest in this position with the Shire of Yilgarn. Please complete the following questions and attach with your application.

VACANCY DETAILS			
Position Title:			
PERSONAL DETAILS			
Surname:		Title:	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss
Given Names:		Date of Birth:	
Address:			
Suburb:		Postcode:	
Email:			
Daytime Contact No:		Mobile:	
Are you an Australian Citizen or permanent resident of Australia?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
If no, do you currently hold a Visa allowing you to work in Australia? (If yes, please attach a copy.)		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you hold a current Motor Vehicle Driver's Licence? If yes, please provide details:		<input type="checkbox"/> Yes <input type="checkbox"/> No	
State:	Class(es):	No#:	Expiry:
Do you hold a current: <input type="checkbox"/> National Police Clearance <input type="checkbox"/> Working with Children Check		OR	
<input type="checkbox"/> willing to obtain clearance/s.			
RECRUITMENT SOURCE			
How did you <u>first</u> become aware of this vacancy?			
<input type="checkbox"/> Shire of Yilgarn website	<input type="checkbox"/> Other website		
<input type="checkbox"/> Local Government Jobs website	<input type="checkbox"/> Local newspaper		
<input type="checkbox"/> WA Govt Jobs website	<input type="checkbox"/> West Australian		
<input type="checkbox"/> Word of mouth	<input type="checkbox"/> Other		
ATTACHMENTS			
Please ensure you have attached all the required documents (see <i>Information for Prospective Applicants</i> for details).			
<input type="checkbox"/> Cover Letter	<input type="checkbox"/> Resume / Curriculum Vitae		
<input type="checkbox"/> Referees (2 contactable work referees, preferably Supervisors or Managers)			
<input type="checkbox"/> Copies of relevant qualifications			
AVAILABILITY			
How soon would you be available to commence work: (If currently employed, what is the minimum period of notice required?)			

Declarations

The following declarations are NOT a barrier to being considered for employment, but will assist us to take due care in assessing placement should you be the successful applicant.

HEALTH			
To the best of your knowledge, do you have a medical condition, injury or disability that would impact your ability to undertake the duties of the position you applied for? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If "yes", please provide details of condition: <hr/> <hr/> <hr/> <hr/>			
CRIMINAL CONVICTIONS			
Have you ever been convicted of any offence in any court, or are you currently subject to any charges pending before court, or the subject of an investigation before a tribunal? (You do not need to give details of any conviction which you have had declared spent under the "Spent Convictions Act 1988".) <input type="checkbox"/> Yes <input type="checkbox"/> No			
If "yes", please provide details: <hr/> <hr/> <hr/> <hr/>			
APPLICANT DECLARATION			
I declare that all the above statements and attached supporting information are true in all respects and consent that this information will be stored and used for the purposes of assessing suitability for employment. I understand that in providing referees I consent to them being contacted. I acknowledge that any statement which is found to be false or deliberately misleading will make me, if employed, liable for dismissal. (If submitting a hard copy, please sign and date. If emailing, please enter your name and date, we will consider this consent as described above.)			
Applicant's signature:		Date:	

POSITION DESCRIPTION

POSITION TITLE:	Plant Mechanic – HR-PDW-042
DEPARTMENT:	Works
LEVEL:	10
AWARD:	Shire of Yilgarn Enterprise Agreement 2021
STATUS:	Full Time
LOCATION:	Southern Cross

1. POSITION OBJECTIVES:

- 1.1. Maintain a high performance of work by implementing improved methods of service and repairs and at all times retain and reflect the integrity of the Shire of Yilgarn;
- 1.2. Ensure that all plant vehicles and equipment are maintained in a safe and operational condition having regard to the requirements of the Occupational Safety and Health Regulations;
- 1.3. Ensure that the workshop and surrounds are maintained in a clean and tidy state and that the safety requirements of the Occupational Safety and Health Regulations are adhered to by staff while in the workshop and office, especially relating to personal protection. The Plant Mechanic will be responsible for making sure that safety equipment is readily available.

2. GENERAL JOB RELATED INFORMATION:

- 2.1. The person must be physically fit as this position requires work outdoors and in all kinds of weather. Some of the work is physically demanding as it involves bending, lifting and handling various types of tools and equipment;
- 2.2. Protective clothing will be supplied and must be used when required;
- 2.3. This position operates out of the works depot located in Arcturus Street, Southern Cross under the supervision of Executive Manager Infrastructure;
- 2.4. A motor vehicle (4WD Utility) will be provided for “Business Use Only”.

3. KEY DUTIES AND RESPONSIBILITIES:

- 3.1. Carry out necessary repairs and maintenance in both the workshop and in the field to plant, vehicles and equipment;
- 3.2. Establish a written service and maintenance program for all plant, vehicles and equipment and liaise with the Executive Manager Infrastructure for scheduling of plant for services;
- 3.3. Ensure that all staff responsible for items of plant, vehicles and equipment are aware of the daily maintenance program to be carried out on that item;
- 3.4. Ensure emergency vehicles (including fire trucks) are maintained and operational at all times;
- 3.5. Liaise with Executive Manager Infrastructure in the ordering of all parts and equipment required to carry out necessary repairs to plant, vehicles and equipment to ensure pricing of major parts are under proper financial control;

- 3.6. Ensure all parts and equipment stores are kept in a clean and tidy state and that all parts and equipment shelves are marked clearly and an-up-to-day inventory is kept;
- 3.7. Ensure that an adequate supply of commonly used parts (eg: filters, fuses) are kept on hand for all items of plant, vehicles and equipment;
- 3.8. Maintain fuel and oil stocks in the Shire Depot to ensure plant is operational at all times;
- 3.9. Ensure that tyres on all plant vehicles and equipment are maintained in a condition to ensure safe operation;
- 3.10. Ensure that all tools and equipment belonging to the Shire are marked and kept in the proper storage position and to advised the Executive Manager Infrastructure of any tools that need to be replaced;
- 3.11. Ensure water pumping and reticulation equipment (including bore pumps) are kept in a good operating condition;
- 3.12. Maintain records via computer and workshop manuals and prepare monthly service and maintenance reports on all plant, vehicles and equipment;
- 3.13. Prepare quarterly computerised Plant Reports under direction of the Executive Manager Infrastructure;
- 3.14. Carry out any specific investigations and other appropriate duties as directed by the Executive Manager Infrastructure as required;
- 3.15. Liaise with the Executive Manager Infrastructure with regard to major expenditure of repair works. Also to follow up on warranty compliances on all relevant plant and vehicles;
- 3.16. Assist the Parks and Gardens personnel with the repairs and maintenance of oval watering pipework and pumping infrastructure;
- 3.17. Assist the Swimming Pool Manager with repairs and maintenance of the swimming pool pumping, chlorination and pipework infrastructure;
- 3.18. Provide information to the Executive Manager Infrastructure on operator's care and maintenance of plant and equipment; and
- 3.19. Occasional assistance when no mechanical work is required in other areas: roads, building maintenance, parks and gardens and labouring type work as directed by the Executive Manager Infrastructure. It is expected that all mechanical work will be carried out by the Shire's Plant Mechanic and only certain major repairs will be contracted out to other sources.

4. ORGANISATIONAL RELATIONSHIPS:

4.1. <u>Responsible to</u> Executive Manager Infrastructure	
4.2. <u>Supervision of</u> Trainee/Apprentice (if applicable)	
4.3. <u>Liaison</u> <u>Internal</u>	<u>External</u>
Asset Management Officer	General Public
Chief Executive Officer	Government Departments
Management and other staff	Contractors/Suppliers

5. OCCUPATIONAL SAFETY AND HEALTH:

The following are your responsibilities to ensure that a safe and health work environment is maintained:

- There is an obligation to take reasonable care to ensure personal safety and health at work and that of other persons in the workplace;
- To observe all safe working practices as directed by the supervisor and use of personal protective equipment as provided;
- Report ALL accidents, incidents, near misses and hazardous situations arising in the course of work.

6. EXTENT OF AUTHORITY:

- 6.1. Operates under general direction of the Executive Manager Infrastructure within established guidelines, procedures and policies of Council as well as statutory provision of the Local Government Act and other relevant legislation;
- 6.2. All written reprimands, dismissals or appointments must be authorised by the Chief Executive Officer;
- 6.3. Authority to authorise and generate purchase orders in accordance with established procedures and policies;
- 6.4. Responsible for checking own work to ensure excellent quality.

7. SELECTION CRITERIA:

7.1. Essential

- 7.1.1. Demonstrated experience and certificate in Diesel Mechanic (Heavy Duty);
- 7.1.2. Demonstrated ability to safely operate Shire plant, equipment and vehicles;
- 7.1.3. Capable of physical labour as required;
- 7.1.4. Welding qualifications and experience;
- 7.1.5. Hold a current WA "HR" Class Drivers Licence;
- 7.1.6. Hold a WA Construction White Card;
- 7.1.7. Provision of a National Police Clearance (no older than 3 months);
- 7.1.8. Developed time management skills;
- 7.1.9. Developed basic verbal and written communication skills;
- 7.1.10. Basic computer skills in Word and Outlook;
- 7.1.11. Ability to work with others as part of a team; and
- 7.1.12. Ability to work unsupervised and be self-motivated.

7.2. Desirable

- 7.2.1. Trade Certificates in Automotive Mechanics;
- 7.2.2. Automotive Electrics Qualifications;
- 7.2.3. Experience working on light machinery;
- 7.2.4. Knowledge of the Shire of Yilgarn district; and
- 7.2.5. Senior/Basic First Aid Certificate.

8. TRAINING:

The Shire of Yilgarn will provide occupational training and development opportunities to the successful applicant including the costs of attending appropriate training.

9. PERFORMANCE REVIEWS:

- 9.1. Reviews shall be conducted annually on the following Key Performance Indicators:
 - 9.1.1. Attendance Record
 - 9.1.2. Time Management
 - 9.1.3. Work Behaviour Record
 - 9.1.4. Care of Council Property or Equipment
 - 9.1.5. Team or Individual Performance
 - 9.1.6. Public Relations Attitude
 - 9.1.7. Initiative
 - 9.1.8. Work Performance and Productivity

10. SALARY PACKAGE DETAILS:

Hourly rate = \$48.1107		
	From (incl no OT hours)	To (incl average OT 9.5hrs)
Cash Component	95,067	105,574
Overtime	0	17,900
Annual Leave Loading @ 17.5%	1,280	1,280
Superannuation Guarantee @ 12%	12,435	12,938
Council Superannuation @ 7.5% (subject to matching contribution)	7,772	8,086
Housing Incentive	6,240	6,240
Adverse Working Conditions Allowance (not payable on leave)	960	960
Clothing Allowance	550	550
TOTAL PACKAGE	124,304	153,528

PLEASE NOTE THIS PACKAGE DOES INCLUDE POSSIBLE OVERTIME (OT)