

APPLICATION PACKAGE

LEADING HAND

ROAD CONSTRUCTION AND MAINTENANCE

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Employment opportunity

LEADING HAND ROAD CONSTRUCTION AND MAINTENANCE

The Shire of Yilgarn currently has an opportunity for a reliable person to join our team as a Leading Hand on a full-time basis.

About the role

Provide on-site supervision of the Shire of Yilgarn's Road Construction and Maintenance Staff;

Key responsibilities include:

- Responsible for providing supervised employees with on-the-job training and guidance;
- Responsible for productivity and efficiency of employees and work group supervised;
- Assist in the construction and maintenance of all civil works as required;
- Must at least have a WA "HR" manual drivers' licence
- Must have a WA Construction card "White card"
- Must be physically able to undertake manual work including bending, lifting and handling various types of tools and equipment

A full list of duties, responsibilities and selection criteria is provided in the Position Description included in the application pack.

What we offer

The Shire of Yilgarn offers a range of benefits, including:

- up to 19.5% superannuation, including a 7.5% Council matching contribution;
- Subsidised housing or housing allowance;
- 9-day fortnight, one rostered day off per fortnight;
- Consistent overtime available, current average workday of 9.5 hours (including overtime);
- Adverse working conditions allowance; and
- PPE provided

Further information

For further information or queries related to this position, please contact **Glen Brigg, Executive Manager**

Infrastructure:

- Shire of Yilgarn Depot at 24 Arcturus Street, Southern Cross WA
- Phone: 0409 791 135
- Email: works@yilgarn.wa.gov.au

Applications should be addressed to the Chief Executive Officer and marked Confidential.

Applications close at 4.00pm on **Friday, 13 November 2026**.



Ben Forbes
Chief Executive Officer

Shire of Yilgarn
PO Box 86
SOUTHERN CROSS WA 6426

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

The Shire of Yilgarn is 30,720 square km with a population of approximately 1,500. The Shire of Yilgarn is known by many as the '*Gateway to the Wheatbelt and the Goldfields*'. The word "Yilgarn" is aboriginal for 'white stone' or 'quartz'.

Southern Cross is the major town centre of the Shire of Yilgarn, being 370km east of Perth along the Great Eastern Highway. Other townsites in the Shire include Bodallin, Bullfinch, Ghooli, Koolyanobbing, Marvel Loch, Moorine Rock, Mt Hampton and Yellowdine.

The two major industries in the area are mining and agriculture. Gold, gypsum, lithium, salt and iron ore are mined, whilst grain, wool, sheep, cattle and pigs are the local agricultural products. The co-existence of mining and agriculture is unique, and generally balances the Yilgarn economy, with the two activities supplementing and complementing each other through their respective boom and bust cycles.

There are many wonderful places of attraction throughout the Shire including Baladjie Rock, Frog Rock, Karalee Dam, Hunts Soak, Yilgarn History Museum, just to name a few. The wildflower season is an excellent time to visit the Yilgarn to see the many beautiful colours of the area.

The people and places make the Yilgarn a place to remember. The long history surrounding the Shire is famous to many throughout the State and complements the existing beauty and adventure of the Shire of Yilgarn. For more information on any tourist attractions in the area, as well as booking train tickets and tourist brochures visit the Shire Office, the tourism information centre.

The Shire of Yilgarn has the following facilities on offer:

- Yilgarn Bowling Club
- Southern Cross Tennis Club
- Southern Cross Recreation Complex
- Southern Cross Senior Citizen's Centre
- Southern Cross Community Centre
- New Aquatic Centre
- Regular Train Services (Prospector) to and from Perth and Kalgoorlie
- Southern Cross Airfield
- Southern Cross Golf Club
- Moorine Rock Primary School
- St Joseph's Catholic Primary School
- Southern Cross District High School
- Child Care Centre

Further information on these facilities can be found here:

<http://www.yilgarn.wa.gov.au/facilities/>

Thank you for your interest in the advertised position. The Shire of Yilgarn is an equal opportunity employee and applies merit-based selection criteria. Please read this document carefully to ensure that you have understood our selection process.

Submission Checklist

Please ensure that your application includes the following:

1. your most current resume, detailing your work history and qualifications
2. the names and contact information of 2 references that we can contact
3. copies of any claimed qualifications and certifications.

Submission and Further Information

Completed applications or queries regarding the position may be directed to:

Glen Brigg
Executive Manager Infrastructure
E: works@yilgarn.wa.gov.au
T: 9049 1001 | 0409 791 135

Closing Date

The closing date for applications is **Friday, 13 November 2026**

Post Application Process

Below is a brief summary of the steps involved prior to the Shire of Yilgarn providing a formal letter of offer:

1. Short-listed applicants will be notified by email or phone to request an interview
2. Interviews will be conducted
3. References and claimed qualifications will be verified
4. Employment details (i.e. salary and other arrangements) will be negotiated
5. A formal letter of offer will be provided

All unsuccessful applicants will be notified in writing once an offer of employment has been accepted.

All applicants must note: canvassing of Shire Councillors will automatically disqualify the applicant, regardless of context.

Remuneration will be determined primarily on the relevant skills and experience of the successful applicant, pending negotiations. Below is the estimated annual remuneration:

Remuneration component	Lower Estimate	Upper Estimate
Cash component	73,112	79,545
Standard overtime estimate	12,178	13,249
Leave loading (17.5%)	984	1,071
Adverse Working Conditions \$36 per fortnight	936	936
Housing Allowance \$240 per fortnight	6,240	6,240
Superannuation guarantee (12%)	9,753	10,535
Council superannuation matching (7.5%)	6,095	6,584
Total annual remuneration	\$109,298	\$118,710

Annual Leave

Depot employees are entitled to 4 weeks annual leave each year.

Personal and Bereavement Leave

All employees are entitled to 10 days personal leave per year and 3 days bereavement leave is available on the death of an immediate family member.

Rostered Days Off

Full-time outside depot employees are entitled to one (1) Rostered Day Off after every nine (9) working days.

Housing Allowance

Employees are entitled to a \$120 per week housing allowance, and may be eligible for subsidised housing in exchange for this allowance.

Superannuation

All employees receive mandatory superannuation guarantee of 12% on their Ordinary Times Earnings in addition to up to 7.5% 'Council Matching Superannuation' for employees that participate in the scheme.

Uniform

Depot employees will be provided with PPE, in accordance with Shire policies.

Long Service Leave

Full-time and part-time employees are entitled to 13 weeks (pro-rata for part-time) of Long Service Leave after 10 years of continuous Local Government Service, transferable between all Local Government Authorities in Western Australia.

Training and Professional Development

Council and Management strongly support the continued learning and career aspirations of all employees. Resources are allocated in Council's budget each financial year towards the continued professional development each year, including formal education (tertiary, TAFE, etc) at the direction of the Chief Executive Officer.

POSITION TITLE:	Leading Hand Road Construction and Maintenance – HR-PDA-050
DEPARTMENT:	Works
LEVEL:	6+
AWARD:	Shire of Yilgarn Enterprise Agreement 2025
STATUS:	Full - time
LOCATION:	Southern Cross

1. POSITION OBJECTIVES:

- 1.1. Provide on-site supervision of the Shire of Yilgarn's Road Construction and Maintenance Staff;
- 1.2. Carry out the full range of works undertaken by the Shire of Yilgarn including, civil construction programs, maintenance on all council's road reserves/verges, maintenance of kerbing, road furniture i.e. signage/white posts.

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.

3. KEY DUTIES AND RESPONSIBILITIES:

- 3.1. Responsible for providing supervised employees with on-the-job training and guidance, including safety procedures;
- 3.2. Responsible for materials, tools, equipment, vehicles and plant utilised by employees to carry out required duties;
- 3.3. Responsible for productivity and efficiency of employees and work group supervised;
- 3.4. Works with minimal supervision and is subject to limited directions from senior personnel;
- 3.5. Assist in the construction and maintenance of all civil works as required, including, but not limited to, stormwater drainage works, installation of signage, road construction and maintenance of council's road network;
- 3.6. If and when required, assist parks and gardens with mowing, tree pruning, manual weed chipping, gardening and other horticultural activities;
- 3.7. Assist with the maintenance and installation of playground equipment and street furniture and park barbecues as required. Also litter collection;
- 3.8. Ensure all duties are carried out with a high regard for the safety to yourself, coworkers and the public;
- 3.9. Where trained and licensed, drive and operate Council's full range of plant and equipment including, but not limited to rollers, graders, loaders and trucks;
- 3.10. Assist with the implementation of Safe Work Method Statements (SWM'S) and Safe Work Procedures (SWP's);
- 3.11. Other duties as directed by the Executive Manager Infrastructure or Chief Executive Officer.

4. ORGANISATIONAL RELATIONSHIPS:

- 4.1. Responsible to
Executive Manager Infrastructure
Works Supervisor
- 4.2. Supervision of
Personnel under your care
- 4.3. Liaison

<u>Internal</u> Managers Other staff	<u>External</u> General Public
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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 provisions 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. Responsible for assuring the quality of own work.

7. SELECTION CRITERIA:

- 7.1. Essential
 - 7.1.1. Previous experience using plant or equipment relevant to road construction and maintenance operations;
 - 7.1.2. Ability to work cooperatively and effectively in a team-based environment;
 - 7.1.3. Well-developed interpersonal skills, self-motivation, and reliability in completing assigned tasks;
 - 7.1.4. Hold a current WA "HR" Class Drivers Licence;
 - 7.1.5. Hold a WA Construction White Card;
 - 7.1.6. Provision of a National Police Clearance (no older than 3 months);
- 7.2. Desirable
 - 7.2.1. Traffic Management accreditation;
 - 7.2.2. Knowledge of the Shire of Yilgarn district; and
 - 7.2.3. Senior/Basic First Aid Certificate.

8. TRAINING:

Council 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