



GENERAL HAND  
(ROADS)

APPLICATION PACKAGE





## JOIN OUR INNOVATIVE TEAM

### ENJOY OUR BENEFITS

**Nine Day Fortnight \* Generous Subsidised Superannuation \*  
Strong Cultural Values**

The following excellent opportunity has arisen in the Works and Assets team:

### **GENERAL HAND (ROADS) FULL-TIME- \$50,000 to \$53,000**

The position of the General Hand (Roads) is an exciting position working as a team member operating within the Morawa Shire.

Applicants must hold a current unrestricted HC class National Drivers Licence, WA Construction White Card and a current National Police Clearance. Applicants with current or previous experience and plant operation tickets will be highly regarded. This position is level 4 (Local Government Industry Award) with a salary range of \$50,000 to \$53,000 per annum inclusive of allowances, dependent upon qualifications.

The Shire of Morawa is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, impairment, age, or veteran status.

Application packages are available on the Shire of Morawa web page [www.morawa.wa.gov.au](http://www.morawa.wa.gov.au) or by contacting Paul Buist on 08 99711 204. Applicants should complete a statement outlining skills, experience and suitability for the role, attach their resume and a completed application form and forward to the Chief Executive Officer, Shire of Morawa, PO Box 14 Morawa WA 6623 marked "Private and Confidential" – stating the position title or via email to [ea@morawa.wa.gov.au](mailto:ea@morawa.wa.gov.au) by 4pm Friday 18 October 2019.

Chris Linnell  
**Chief Executive Officer**



POSITION DETAIL	
Position title	General Hand (Roads)
Department/Section	Works and Assets
Work location	Morawa Shire
Date (created/revised)	October 2018
Level	4
Award	Municipal Employees (Western Australia) Interim Award 2011

## THE ORGANISATION

### **Our mission is:**

*A welcoming and inclusive community with diverse regional partnerships that have created a vibrant and growing economy.*

### **Our cultural values are:**

- *We will be open and accountable*
- *We will have informed decision making*
- *We will be collaborative*
- *We will listen communicate respond*

## THE POSITION

Positions supervised	None
Reports to	Leading Hand (Roads)
Summary and Objectives	This position is part of the road works team maintaining roads and infrastructure.

<p>Responsibilities and duties</p>	<p><b>Position</b></p> <ul style="list-style-type: none"> <li>• Ability to work independently and generally unsupervised.</li> <li>• High degree of self-responsibility and autonomy.</li> <li>• Road construction and maintenance via grading operations.</li> <li>• Carry out allocated duties relating to the implementation of Shire's works program. Involves some manual labour as well as plant and machinery operation.</li> <li>• Cartage, spreading and dumping of materials.</li> <li>• Bitumen spraying and sealing.</li> <li>• Water binding and surface compaction.</li> <li>• Operate grader, road rollers, trucks, loaders/backhoe, incidental plant and equipment as required.</li> <li>• Exercise roadside safety practices.</li> <li>• Drainage and floodway construction.</li> <li>• Installation of pipes and culverts.</li> <li>• Construct footpaths and kerbing.</li> <li>• Road sweeping and clearing.</li> <li>• Tree pruning and lopping.</li> <li>• Road patching and bitumen work.</li> <li>• Assist with the maintenance of other infrastructure as required.</li> <li>• Complete private works as required.</li> <li>• Assist with any building construction or maintenance works as required.</li> <li>• Other such duties as may be allocated from time to time by the Principal Works Supervisor.</li> <li>• Report all faults promptly to the Leading Hand Rural.</li> <li>• Perform regular service maintenance.</li> <li>• Maintain plant in a clean, tidy and roadworthy condition.</li> </ul> <p><b>Organisational</b></p> <ul style="list-style-type: none"> <li>• Embrace, support and participate in change to assist in achieving the Shire's goals and objectives.</li> <li>• The ability to maintain strict confidentiality is an essential requirement of all employees of the Shire.</li> <li>• Actively participate in the ongoing development, compliance and promotion of professional customer service standards.</li> <li>• Recommend changes or strategies which promote a 'Continual Improvement' and 'Best Practice' approach to service delivery.</li> <li>• Promote, maintain and improve the working environment and practices to ensure compliance with Industrial Awards, Occupational Safety &amp; Health, EEO legislation and Shire's Policies and Procedures.</li> </ul> <p><b>Occupational Safety &amp; Health</b></p> <p>Employees are responsible and accountable for:</p> <ul style="list-style-type: none"> <li>• Complying with workplace procedures for risk identification, risk assessment and risk control</li> <li>• Participation in activities associated with the management of workplace health and safety</li> </ul>
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	<ul style="list-style-type: none"> <li>• Identification and reporting of health and safety risks, accidents, incidents, injuries, property damage and mishaps at the workplace</li> <li>• Correct utilisation of appropriate personal protective equipment</li> </ul>
Authority and accountability	<ul style="list-style-type: none"> <li>• Ensures compliance with OH&amp;S legislation.</li> <li>• Demonstrates a positive commitment and compliance with EEO legislation, Shire Code of Conduct and Policies.</li> </ul>
<b>SELECTION CRITERIA</b>	
Essential	<ul style="list-style-type: none"> <li>• Hold a current unrestricted HC class National Drivers Licence.</li> <li>• Provision of a current National Police Clearance.</li> <li>• Hold a White Card.</li> <li>• Must be physically fit to do the work required.</li> <li>• Knowledge of OSH procedures including plant and vehicle pre-starts and job safety assessments (JSAs).</li> <li>• Experience in safe use of plant and equipment.</li> </ul>
Interpersonal skills	<ul style="list-style-type: none"> <li>• Ability to communicate successfully within a team.</li> </ul>
Judgment and problem solving	<ul style="list-style-type: none"> <li>• Basic understanding of quality control techniques.</li> </ul>
Management skills	<ul style="list-style-type: none"> <li>• Not applicable.</li> </ul>
Desirable	<ul style="list-style-type: none"> <li>• First Aid Certificate.</li> <li>• Machinery operation tickets.</li> <li>• Demonstrated experience in techniques and methods associated with the management of parks, gardens, buildings and reserves.</li> <li>• Basic road maintenance experience including pothole and cracking repairs, signage installation, path repairs.</li> </ul>



## **GUIDELINES FOR APPLYING FOR AN ADVERTISED VACANCY**

### **General Information**

These guidelines are designed to assist you in demonstrating that you are a suitable applicant for the advertised position.

### **Preparing the Application**

Your application is the first step towards securing an interview and therefore should be of the highest standard possible. Preferably the application should be typed, however neat and legible handwritten applications are acceptable, and stapled in the top left hand corner. Please do not submit applications in plastic or cardboard folders. Applications received will not be returned, therefore you should photocopy any original documentation.

**Your application should include the following:-**

- **Covering Letter**

The covering letter introduces yourself to the selection panel and should include the title of the position you are applying for.

You should explain why you are applying for the position and how you may be contacted during normal business hours.

- **Resume**

Your resume should provide personal details (name, address, and telephone number), relevant work history and education, training courses attended, qualifications and professional memberships.

Relevant work history should commence with the most recent position you have held as well as the dates/period of employment. In the description of your work history, give a brief summary of the duties and responsibilities for each of the positions.

- **Referees**

You should include in the curriculum vitae the names and contact numbers of at least two referees. Referees may be contacted to verify your claims in relation to the selection criteria. Preferably one referee should be your current supervisor or manager or alternatively a supervisor/manager from a previous position may be used.

- **Formal Qualifications**

Photocopies of your qualification(s) or academic records of current studies should be attached to your application. Do not submit original certificates of your qualifications or academic records.

## **Addressing the Selection Criteria**

This is the most important part of your application. You should use each selection criteria as a separate heading and outline relevant claims and experience. Consideration for interview is based upon clear demonstration of your ability to meet each of the selection criteria.

You should indicate how you meet the criterion and provide examples of events and projects which demonstrate experience, knowledge and skills. It is recommended that your statements in response to each of the selection criteria be no more than half a page.

## **Preparing for the Interview**

- **Before the Interview**

The panel will short list applicants for interview who meet the selection criteria; this may take up to two weeks after the closing date.

If you are selected for an interview, an Officer will telephone you to organise a mutually convenient time to conduct the interview. The interview is an important part of the selection process.

- **During the Interview**

The panel will generally consist of at least two members. Interviews will be structured and each applicant will be assessed in the same manner.

Behavioural interviewing techniques are normally used. The aim is to obtain examples of past situations which actually occurred, how the situation was handled and the outcome of the action taken. For example, "provide the panel with a situation where you had to resolve a very difficult customer complaint and explain how the situation was resolved?"

During the interview, panel members will take notes and assess your answers to questions. This enables each candidate to be assessed in an equitable and fair manner.

If you do not understand a question, you should seek clarification before providing a reply.



## **After the Interview**

In some cases, preferred applicants may be asked to undertake other selection tests.

Preferred applicants will be required to undertake a pre-employment medical to determine the applicant's suitability to carry out the inherent requirements of the position description. Some positions will require a Police clearance.

Should you be successful, a member of the panel will contact you to verbally offer you the position and agree on a commencement date. This would normally occur within one week of the interview. The Chief Executive Officer will then forward in writing the offer of employment to the successful applicant.

If requested, the panel convener will provide feedback to unsuccessful applicants who received an interview, indicating the reasons why their application was not successful.

## **Closing Date**

Vacancies with the Shire of Morawa are advertised for a specific period and close at 4:00pm on the closing date shown in the advertisement.

## **Late Applications**

Late applications will not be accepted.

## **Forwarding Applications for the Position**

Your application can be submitted via:

Post: Addressed as follows:

***“Private & Confidential –GENERAL HAND (ROADS)”***

Chief Executive Officer  
Shire of Morawa  
PO Box 14  
MORAWA WA 6623

Email: [admin@morawa.wa.gov.au](mailto:admin@morawa.wa.gov.au)

Please ensure that the subject line is marked as follows:

***“Private & Confidential –GENERAL HAND (ROADS)”***

Website: [www.morawa.wa.gov.au/](http://www.morawa.wa.gov.au/)



## Application For Employment

<b>Position Title</b> <p style="text-align: center;">.....</p>
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<b>Surname</b> ..... (Please use block letters)
<b>Other Names</b> .....
<b>Contact Address</b> .....
<b>Suburb</b> ..... <b>Postcode</b> .....
<b>DOB</b> .....
<b>Telephone: Private</b> ..... <b>Mobile</b> .....
<b>Email</b> .....
<b>Driver's Licence;</b> <b>Class</b> ..... <b>Number</b> .....

**Citizenship:** Permanent residency is a pre requisite for appointment to permanent employment. Non-permanent residents are eligible for fixed term appointments.

<b>Are you an Australian Citizen?</b>	<b>YES</b>	<b>NO</b>
<i>If "NO", please answer the following questions</i>		
Are you a New Zealand Citizen?	YES	NO
Have you been granted Permanent Residency?	YES	NO

**REFEREES:**

1. Name: ..... Contact No: .....

(Business Hours)

2. Name: ..... Contact No: .....

(Business Hours)

**HEALTH:**

To the best of your knowledge and belief are you of sound health? Yes No

If "No", please give details:

.....

.....

**Previous Workers Compensation Claim**

A previous Worker's Compensation Claim or other injury/disability is NOT a barrier to the consideration of an application for employment. However, to assist in assessing opportunities for your placement in appropriate employment, please indicate:

Yes

No

If "Yes" will the disability or injury be likely to affect your work performance or could it recur or be aggravated by the type of work for which you are applying.

Yes

No

Please give details of previous claim:

.....

.....

**CONVICTIONS:**

Do you have any current convictions for any offences from any court, or are you currently the subject of any charge pending before any court? You do not need to give details of any conviction which you have declared Spent (Spent Convictions Act 1988)

Yes

No

If "Yes", please give details:

.....  
.....

A criminal record does not necessarily disqualify an applicant. If rejection of your application is considered solely because of a criminal record, you will be given the opportunity to discuss the matter fully before a final decision is made.

**I DECLARE STATEMENTS IN THIS APPLICATION TO BE TRUE IN ALL RESPECTS. I ACKNOWLEDGE THAT ANY STATEMENT WHICH IS FOUND TO BE FALSE OR DELIBERATELY MISLEADING WILL MAKE ME, IF EMPLOYED, LIABLE FOR DISMISSAL.**

Signature:.....

Date:.....

**ADDITIONAL INFORMATION IN SUPPORT OF YOUR APPLICATION SHOULD BE ATTACHED**

**Survey**

Can you please indicate how you became aware of the current vacancy by ticking one of the following boxes :

- West Australian
- Local paper
- Shire of Morawa Website
- Shire of Morawa Facebook Page
- Other Website – Please specify.....
- Word of Mouth
- Other, please specify

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For any questions regarding the completion of this document please Samantha Appleton on 08 99711 204.



## APPLYING FOR A VACANCY WITH THE SHIRE OF MORAWA

### CHECKLIST

- Covering letter**
  
- Statement addressing selection criteria**
  
- Curriculum vitae**
  
- Copies (not originals) of supporting documentation**
  
- Full application has been proof read prior to submission**
  
- Application copied for personal reference**

