

Shire of Trayning



INFORMATION PACKAGE

**Full-Time
General Hand**

WAGES AND BENEFITS

1. **Title:** General Hand – Full-Time
2. **Wages:** In accordance with the Local Government Industry Award, based on a 9 day fortnight working 76 hours

	<u>Minimum</u>	<u>Maximum</u>
Base Annual Wage	\$55,942	\$73,659
Adverse Conditions Allowance	<u>1,818</u>	<u>1,818</u>
	\$57,760	\$75,507

3. **Conditions & Benefits**

- **Housing**
If the prospective employee provides their own accommodation within Shire of Trayning boundary, a Housing Allowance of \$37.34 per week is applicable. If housing is required, there may be a Shire property available to rent for \$175 per week.
- **Overtime**
Work may be available on weekends and Rostered Days Off in agreeance with the Works Supervisor for construction works or other emergencies that may arise. Penalty rates over and above the remuneration package above will apply in such cases.
- **Superannuation**
Council pays compulsory Superannuation and a contribution matching scheme up to an additional 5% is available.
- **Hours of Duty**
The employee works a flexible 76 hours per fortnight with hours to accommodate climatic and seasonal conditions. A nine day fortnight is applicable with the rostered day off taken every second Monday (Monday after pay day).

A 30 minute lunch break is taken between 12.00 noon and 12.30 pm with morning tea between 10.00 am and 10.10 am.
- **Leave Entitlements**
22 days annual leave including an additional leave loading payment of 17.5% whilst on leave in accordance with the Award.
- **Uniform and Safety Clothing**
Council provides an annual issuance of uniform and safety clothing.

Shire of Trayning

PO Box 95
TRAYNING WA 6488
Telephone: (08) 9683 1001
Fax : (08) 9683 1040
Email: ceo@trayning.wa.gov.au



GENERAL HAND POSITION DESCRIPTION

1. Position Identification	
Title:	General Hand
Agreement/Award:	Local Government Industry Award
Classification:	LGIA Level 3
Department/Section:	Works and Services
Section:	Works and Services

2. Reporting Relationships	
Responsible to	Leading Hand (immediate supervisor) and Manager of Works
Supervision of	Nil
Internal & External Liaison	Works Staff Admin Staff Ratepayers

3. Position Objectives:	
Objectives of Position:	<p>The position will assist in construction and maintenance of Council's roads, drainage and other infrastructure to a high standard.</p> <ul style="list-style-type: none">- Operate assigned plant as directed and maintain assigned plant to Council standards.- Maintain a high standard of workmanship within Council guidelines.- Assist in the completion of Council's Annual works program.- Assess possible hazards, recommend and initiate appropriate solutions.
Within Section	<ul style="list-style-type: none">- Ensure all works under direction are carried out to a high standard, as instructed by Works Supervisor or Team Leader, and that lost time is kept to a minimum.- Monitor usage of equipment, ensure equipment is maintained and report plant abuse.- Work as part of a team in the completion of duties as required.- Ensure work is carried out to a high standard.

Within Organisation	<ul style="list-style-type: none"> - Liaise with Works Supervisor and other staff in a harmonious and productive manner. - Maintain infrastructure to a high standard by completing works efficiently and effectively. - Complete works as directed to assist Council in achieving its future goals.
---------------------	---

4. Plant Operation:	
Operator for	<ul style="list-style-type: none"> - Trucks (various configurations) - Loader - Backhoe - Roller - Tractor - Excavator - Grader experience an advantage

5. The key requirements of this position are:	
Skills	<ul style="list-style-type: none"> - Ability to operate assigned plant in a safe and productive manner. - The ability to assess possible hazards, make recommendations as to the solutions and initiate actions. - Appropriate drivers license for position – HR required, HC preferred (HC training available after probation period)
Knowledge	<ul style="list-style-type: none"> - Broad general knowledge of road construction and maintenance. - Familiarity with road construction and maintenance environmental guidelines. - Working knowledge of heavy and sundry plant capabilities. - Advanced knowledge of safety policy and Occupational Health and Safety principles. - Advanced construction and/or maintenance procedures.
Experience	<ul style="list-style-type: none"> - Previous experience within local government or private contractors in road works and drainage. - Employees at this level should have – <ul style="list-style-type: none"> o previous experience in provision of road works, o advanced plant operation skills and knowledge, o good knowledge of Occupational Health & Safety principles.
Qualifications and/or Training:	<ul style="list-style-type: none"> - Hold a current motor vehicle driver's licence (HR minimum). - White card - Basic plant operation, maintenance and safety. - Basic Traffic Control (desirable) - Willingness to undertake further training as required.

6. The key responsibilities of this position are:	
Road Maintenance	<ul style="list-style-type: none"> - Operate plant in a safe and productive manner - Maintenance of guide posts, signs, footpaths etc - Tree pruning and road seal maintenance - Culvert maintenance and replacement - Carry out other duties as requested
Road Construction	<p>Ensure that:</p> <ul style="list-style-type: none"> - Warning signs are placed to specifications - Clearing is carried out to specified requirements - Guide posts and signs are in correct positions - Daily plant maintenance is carried out on all machines - Work sites are safe, neat and tidy after completion of work - Operation of machinery as required
General Duties	<ul style="list-style-type: none"> - Work under limited supervision either individually or in a team environment - Immediate reporting of plant defects, loss or damage to tools equipment or vehicles - Responsible for materials, tools equipment, vehicles and plant in the employees use - Report any risk, accident or incident promptly to supervisors - Develop and maintain an awareness of Occupational Safety and Health responsibilities relevant to a staff member's duty of care - Other duties as directed by the Works Supervisor or Team Leader.
Physical work	Good fitness level is needed as significant physical work is necessary at times
Occupational Health and Safety	<ul style="list-style-type: none"> - Work to Shire OH&S requirements - Understanding and ability to apply duty of care, risk assessment and hierarchy of control principles

7. The skills, experience, qualifications and attributes needed to do this job	Essential	Desirable
a) Qualifications and/or training and/or licences		
Motor Vehicle Driver's licence, minimum HR.	HR	HC
Basic time management and organisational skills	✓	
Construction Industry Card	✓	
First Aid Certificate		✓
Basic Traffic Control Certificate (training can be provided)		✓

<p>b) Experience and knowledge</p> <p>Relevant experience & sound knowledge of the operation of plant –</p> <ul style="list-style-type: none"> - 8 wheel trucks - Loader / Excavator - Multi tyre & vibe rollers - Power and hand tools – plate compactor, chain saw etc <p>Developed knowledge of safe operation of plant and equipment</p> <p>Routine maintenance as per operating manual of plant and equipment responsible for</p> <p>Knowledge of Occupational, Safety, Health & Welfare Act and Equal Opportunity principles.</p> <p>Working knowledge of road construction, maintenance and drainage techniques</p> <p>Basic knowledge of concrete and paving techniques.</p> <p>Basic traffic control</p> <p>Ability to work to levels.</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p>
<p>c) Skills and abilities</p> <p>Ability to operate assigned plant in a safe and productive manner.</p> <p>Report any problems or faults.</p> <p>Communication and literacy skills to deal with general public, staff & supervisors</p> <p>Must be physically fit</p> <p>Undertake manual works and projects when required</p> <p>Perform any other appropriate duties as directed by the Team Leader or Works Supervisor</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	

8. Reviewed

Joe Egerton, Acting Manager of Works

August 2023

Other Conditions of Employment

- Employment of the General Hand will be subject to the satisfactory completion of a three month probationary period.
- Prior to appointment the successful applicant will be required to undertake a medical examination at Council's cost. The appointment to the position will not be confirmed until the medical has been completed.
- The Shire of Trayning is an equal opportunity employer and provides a smoke free work environment.
- Canvassing of elected members is prohibited and any applicant known to have done so may be disqualified.
- A recent Police clearance is required prior to commencement.

Leanne Parola
Chief Executive Officer

Acknowledgement of conditions by employee.

PRESENT OCCUPANT : _____

SIGNATURE : _____

SUPERVISOR : _____

APPROVED BY (CEO) : _____

DATE PD AGREED : _____

SHIRE INFORMATION

THE ORGANISATION

The Shire of Trayning has a total annual revenue of approximately \$4 million and consists of seven Councilors, including the Shire President. Council currently meets on the third Wednesday of the month with the exception of January.

THE STAFF

Chief Executive Officer	1
Manager of Corporate Services	1
Works Supervisor	1
Administration Staff	2
Town Maintenance & Gardening Staff	2
Outside Workforce	8
Cleaning Staff	<u>1</u>
	<u>16</u>

Contracted services include rubbish and recycling collection, regulatory services and building maintenance services.

PHYSICAL CHARACTERISTICS

Location

There are three townships within the Shire, being Trayning, Kununoppin and Yelbeni. The town of Trayning (235 km from Perth) is the Administrative Centre.

Population

Approximately 300 people live in the towns of Trayning, Kununoppin, Yelbeni and the surrounding farming district.

Area

The Shire has a total area of 1,632 km² consisting of agricultural land, the Billyacatting Hill Nature Reserve and other nature reserves.

Climate

Rainfall is mainly during the winter and spring months and averages approximately 300 mm. Temperatures range from moderate in winter up to 40°C plus in the summer.

PHYSICAL INFRASTRUCTURE

Roads

Total length in the district	799.02 km
Highways and secondary roads	40.0 km
Sealed local roads	181.32 km
Unsealed local roads	577.70 km

PUBLIC UTILITIES

Water

WA Water Authority supplies water from the Goldfields Pipeline Scheme

Electricity

Electricity is supplied from the South West Grid

Telephone

Telstra services the entire Shire district. The Shire has good mobile telephone service, operated by Telstra, with base stations located in Trayning and Kununoppin.

Airstrip

RFDS lit and sealed airstrip near Kununoppin

Internet

The district receives excellent wireless internet through Crisp Wireless. Telstra broadband and nbn Sky Muster are also available.

BUSINESS AND INDUSTRY

Rural

Mixed farming - wheat and other cereals, wool, sheep, cattle and pigs

Support Industries

Light industrial, agricultural agencies, transport operations

COMMUNITY SERVICES

Health

- * Child and community health
- * District hospital at Kununoppin (8 minutes from Trayning Townsite)
- * Resident Doctor at Kununoppin
- * St John's Ambulance
- * Royal Flying Doctor Service
- * Aged hostel at Kununoppin
- * 6 Aged Units in Trayning / 5 Independent Living Units in Kununoppin

Emergency Services

- * Police – Regular patrols from Bencubbin Police Station
- * Volunteer Fire & Emergency Services Unit (incorporating fire brigade, SES and road rescue)

Education and Training

- * Child Care in Bencubbin
- * Play Group in Trayning
- * Primary School in Trayning
- * Bus service to Merredin and Wyalkatchem High Schools

Recreation and Culture

- * Library
- * Basketball Court
- * Tennis Courts
- * Grassed Oval
- * Lawn Bowls
- * Trayning Aquatic Centre – 6 lane pool with separate diving area and toddlers pool
- * Gymnasium – Ninghan Fitness Centre with modern gym equipment
- * Kununoppin Equestrian Centre
- * Senior Citizens Group

Other Facilities

- * Various Halls and Community Centres
- * Caravan Park
- * District Sporting Club