

APPLICATION PACKAGE

Shire of East Pilbara

Works Crew – Parks & Gardens

Job code: #103

Casual Pool | Newman

The Shire is recruiting for a community focused team player.

The Shire of East Pilbara is the largest Local Government Authority in Western Australia, servicing the town sites of Newman, Marble Bar, Nullagine and local communities.

We seek to appoint enthusiastic and self-motivated individuals to fill the position of Works Crew – Parks and Gardens (Casual) located in Newman. As instructed, you will safely undertake duties associated with the Shire's Parks and Gardens and maintenance programs aimed at providing a high standard of public amenity for residents of the Shire of East Pilbara. You will assist in maintaining the Ovals, Playgrounds and Parks, Verges and Reserves on a daily basis, including working within a team. You will address issues related to plant, equipment and maintain routine maintenance practices. Assisting the Works Supervisor - Parks and Gardens, you will apply various skills to maintain the Shire's valuable assets to the highest standard all the times, in line with the expected Level of Service, to serve the ratepayers to maximum value of their rates.

Candidates will form part of the recruitment pool

that we can access now and in the future. Please note – applications will be accepted on an ongoing basis and will be assessed regularly throughout the advertising period.

Next steps

Applicants are requested to submit an up to date resume and cover letter addressing the essential criteria no more than 3 pages. If you are interested in this position, please apply via our website <http://www.eastpilbara.wa.gov.au/about-us/employment-opportunities> where the Application Package along with the Position Description can be downloaded.

If you are unable to apply via our website, please submit your application by emailing recruitment@eastpilbara.wa.gov.au

The Shire of East Pilbara is committed to eliminating all forms of discrimination in the provision of our services. We embrace diversity and strongly encourage applications from Aboriginal and Torres Strait Islander peoples, people from culturally diverse backgrounds and people with disabilities.

Closing date:

Tuesday 28/06/2022 at 4:00pm.

For enquiries relating to the application or recruitment process, please contact **Human Resources Officer on (08) 9175 8000** or recruitment@eastpilbara.wa.gov.au

For role specific enquiries, please contact **Patipan Sutiwan on (08) 9175 8000**.

www.eastpilbara.wa.gov.au

Shire of **EAST
Pilbara**
THE HEART OF THE PILBARA

POSITION DESCRIPTION

Shire of East Pilbara

Position Title

Works Crew – Parks & Gardens

Directorate

Infrastructure Services

Reports to

Works Supervisor – Parks & Gardens

Position Number

#103

Position Level

LGIA 1/2

Position Summary

Undertake tasks as instructed associated with the Shire's Parks and Gardens and maintenance programs aimed at providing a high standard of public amenity for residents of the Shire of East Pilbara. Assist in maintaining the Ovals, Playgrounds and Parks, Verges and reserves on day-to-day basis, including working with a team. Also address issues related to plant and equipment and maintain routine maintenance practices. Assist Works Supervisor - Parks and Gardens, apply various skills to maintain the Shire's valuable assets to the higher standard all the times, in line with the expected Level of Service, to serve the ratepayers to maximum value of their rates.

Position-Level, Principles, Obligations & Accountabilities

The primary outcomes of this position type include:

- Supporting and promoting the "culture" and "values" of the Shire of East Pilbara evidenced through personal commitment, personal behaviour, language and the achievement of results;
- Contributing to employee and customer satisfaction, engagement and excellence;
- Collaboratively participating in teams to deliver outcomes for and on behalf of the Shire;
- Effectively communicating and cooperating with internal and external stakeholders as applicable to maintain positive relationships with the Shire;
- Actively contributing towards efficiency and quality of service, as directed;

- Proactively report and mitigate risks.

Role Accountabilities

- Undertake duties associated with parks and gardens under the care, control or management of the Shire of East Pilbara.
- Undertake weeding, mowing, edging, whipper snipping, spraying, pruning, planting, mulching, verge control, watering and maintenance on parks and gardens, reserves, recreation areas and public open spaces within own level of skill and safe certification.
- Undertake reticulation maintenance and construction as required within own level of skill and safe certification.
- Attend to watering trees and plants as requested.
- Undertake minor maintenance on equipment, maintain and operate plant in a clean safe manner, ensuring plant manuals are read and understood, and Pre-Inspection Checklists completed prior to operating machinery.
- Ensure relevant log books, timesheets, leave forms and records are maintained and filled in.
- When requested by the Works Supervisor – Parks and Gardens, assist in ensuring that maintenance associated with emergency situations is undertaken.
- Report to the Works Supervisor – Parks and Gardens, instances of faults or damage to reticulation, landscaping, furniture, playground equipment and machinery.
- Assist, and undertake, various duties associated with Infrastructure Services in maintenance of roads, drainage, streetscape and signage.



- Comply with all occupational safety and health requirements of the position to maximize a safe working environment.
- Ensure work is carried out in a safe manner utilising Personal Protective Equipment (PPE).
- Undertake other general labouring duties as requested by the Works Supervisor – Parks and Gardens, and in line with the position’s responsibilities and classification level.

Selection Criteria

(Applicants are required to address ONLY the Essential and Desirable criteria in their written application)

Essential Criteria

(to be considered for this role you must demonstrate the following skills and experience)

- Educational Level - Demonstrated literacy and numerical skills in English.
- Ability to safely operate shire equipment including but not limited to; Mowers (Ride on and push) and whipper snippers, chainsaw and possess (or willingness to acquire) relevant competency tickets.
- Working knowledge of operation of plant and equipment and daily running maintenance applicable to the equipment, or ability to learn this quickly.
- Basic knowledge and appreciation of the Occupational Safety and Health requirements and issues of working in an outdoor environment.
- Basic knowledge of plants, trees and turf.
- Ability or aptitude to use a range of maintenance plant, tools and equipment.
- Basic time management and personal organisation skills.
- Demonstrated Communication skills including the ability to interact with the general public.
- Ability to work in a team environment.
- Current WA C class driver’s licence.

Desirable Criteria

- Current first aid certificate, reticulation course certificate, ChemCert, Basic Worksite Traffic Management and Traffic Controller tickets.
- Demonstrated ability to safely operate shire plant, equipment and vehicles including but not limited to; Trucks, Forklift, EWP, crane, backhoe, bobcat and possess relevant competency tickets.
- Previous experience in parks and gardens functions of a Shire Council or other comparable organisation.
- Understanding of irrigation design and plans.
- Appreciation of the local community and Shire functions.
Knowledge of irrigation maintenance and construction.

INFORMATION FOR APPLICANTS

Shire of East Pilbara

Employment Considerations

To be considered for a position at the Shire of East Pilbara, applicants must be able to satisfy the following appointment prerequisites by providing:

- Completion of 100-point identification check
- Current National Police Clearance
- Hold the appropriate rights to work in Australia
- Completion of a pre-employment medical

General accountability, Attitude, Behaviour and Conduct

Every person carrying out work for the Shire has a personal accountability for their observable attitudes, behaviour, and conduct. Obligations regarding these are contained in other documents such as:

- The Shire's Code of Conduct;
- Management directives and approved policies and procedures;
- Staff Values and behavioural commitment statements;
- Other lawful and reasonable directions from the employer, and particularly those relating to General Accountabilities of government employees.

Application

Your application should include a covering letter explaining your interest in the position (no more than three pages) and a current resume detailing your qualifications, experience and attributes for the position. It is essential that the information you provide is clear, concise and relevant, so that the selection panel can readily assess your claim for the position. It is up to you to demonstrate to the panel that you understand the requirements of the position and that you have the necessary knowledge, experience and qualifications to successfully carry out the duties.

Supporting an Inclusive and Diverse Workforce

The Shire of East Pilbara is an Equal Opportunity employer we recognise that our workforce is strengthened by diversity and actively foster an inclusive workplace.

Medical Examination

Following the interview process, the successful applicant will be required to undergo a medical examination. Full documentation for the requirements of the position will be given to the medical practitioner prior to the examination and the medical examination costs are paid by Council. Existing illness will not necessarily preclude an appointee from the selection process.

Shire of **EAST**
Pilbara
THE HEART OF THE PILBARA

About The Shire Of East Pilbara

For the keen explorer, the Shire of East Pilbara is Australia's largest Shire, offering a diverse mix of desert sands from the Great Sandy and Gibson Deserts to the pristine coastal reserve of Cape Keraudren.

There are three towns in the Shire of East Pilbara: Newman, Marble Bar and Nullagine; each offering something unique.