

INFORMATION PACKAGE

Shire of East Pilbara

Works Crew – Parks & Gardens – Marble Bar

Job code: #093

Permanent, Full Time | Marble Bar | Living allowance up to \$13,125 p.a.

Join the Marble Bar Infrastructure Operations team!

The progressive Shire of East Pilbara, the largest local Government Authority in Western Australia, servicing the town sites of Newman, Marble Bar, Nullagine and local communities, is offering an exciting opportunity to join our team.

Join the journey to creating the incredible as our **Works Crew – Parks & Gardens – Marble Bar**

Do you have?

- Demonstrated literacy and numerical skills in English.
- Current WA C class driver's licence.
- 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.

To be successful in this role, you will have basic knowledge of plants, trees and turf and knowledge of irrigation maintenance and construction. You will have basic time management and personal organisation skills. You will have demonstrated communication skills including the ability to interact with the general public and ability to work in a team environment.

Join a Team working with passion and purpose aimed at proactively achieving the Shire's Vision and Objectives while living its values of **Leadership with HEART - Honesty, Excellence, Accountability, Respect and Teamwork.**

To Apply

Please submit a current Resume and Cover Letter addressing the Essential Criteria in up to three pages via our website <http://www.eastpilbara.wa.gov.au/> where the Application Package along with the Position Description can also 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:

Applications for this position are open until a suitable pool of candidates is received. This means vacancy may close without notice. If you are interested in this position, we highly recommend you apply as soon as possible.

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

www.eastpilbara.wa.gov.au

Shire of **EAST
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THE HEART OF THE PILBARA

Canvassing of Councillors or Selection Panel Members will disqualify

POSITION DESCRIPTION

Shire of East Pilbara

Position Title

Works Crew – Parks & Gardens – Marble Bar

Directorate

Infrastructure Services

Reports to

Works Supervisor – Marble Bar

Position Number

#093

Position Level

LGIA 3/4

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.

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;
- A commitment to the health, safety and wellbeing in the workplace;
- 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

- Carry out weeding, mowing, edging, watering and maintenance on parks and gardens,

reserves, recreation areas and public open space.

- Attend to watering trees and plants in both the external and internal environment as requested.
- Carry out minor maintenance on equipment, maintain and operate plant in a clean safe manner.
- Ensure relevant logbooks, timesheets, and records are completed, and manuals are read, understood, and maintained.
- When requested by the Works Supervisor - Marble Bar, assist in ensuring that maintenance associated with emergency situations is undertaken.
- Report to the Works Supervisor - Marble Bar, instances of faults or damage to reticulation, landscaping, furniture and playground equipment.
- Carry out duties associated with maintenance of roads, drainage, streetscape, signage and verge control.
- Carry out minor maintenance on equipment, maintain and operate plant in a clean and safe manner.
- Comply with all Occupational Safety and Health requirements of the position to maximise a safe working environment and ensure work is carried out in a safe manner utilising Personal Protective Equipment (PPE) when necessary.
- Undertake other general labouring duties as requested by the Works Supervisor - Marble Bar, and in line with the position responsibilities.



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.
- Current WA C class driver's licence.
- 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.
- Knowledge of irrigation maintenance and construction.
- 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.

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.



Remuneration details

Employment conditions in accordance with the Local Government Industrial Agreement 2024 (LGIA 2024).

Cash salary component:

- Base salary \$63,306 - \$82,045 per annum.
- Living Allowance up to \$13,125 per annum is paid as per the Shire's policy and may be subject to change.
- 22% Superannuation includes: 12% Superannuation guarantee with an additional 5% to match employee voluntary contribution. The combined total of the Shire's contribution shall not exceed 17% of the specified salary

Accommodation:

- Is not provided with this position.

Relocation:

- Is not provided with this position.

In addition:

- Annual uniform allowance up to \$440.
- 5 weeks annual leave and the eligibility to accumulate Rostered days off every 19 working days.
- Long Service Leave – Thirteen (13) weeks after ten (10) year continuous Local Government services.
- Annual Leave Travel Assistance – following twelve (12) months completion of service, one (1) return economy airfare to Perth, based on the cost of an airfare from Newman.

Hours of Work:

- As per the Award, ordinary hours of work are 38 hours per week.

Other benefits and services:

- Discounts for staff for the use of recreation and aquatic centre facilities.
- Professional development is encouraged and promoted by providing staff training as necessary.

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.

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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.