



Plant Operator / Labourer- Operations Team

Thank you for your interest in applying for the position of Plant Operator / Labourer with Hindmarsh Shire Council.

Please find enclosed an information package for the position. The package includes the following documents:

- Employment details;
- Benefits of working with Hindmarsh Shire Council;
- Position Description;
- Key selection criteria; and
- Details on applying for a position with Hindmarsh Shire Council.

For general details of the Council, please refer to the following website: www.hindmarsh.vic.gov.au.

For further information about the position or duties involved, please contact Wayne Schulze, Manager Operations on (03) 5391 4444 or hr@hindmarsh.vic.gov.au.



Opportunity this way...

Hindmarsh Shire is a vibrant and progressive rural council, rich in history, natural wonders and a strong community spirit.

Our Hindmarsh community enjoys excellent recreational assets, sporting clubs, modern hospitals and first-rate educational facilities. Our region is renowned for its peace and quiet, fresh country air, neighbourly spirit and open spaces. There is plenty to see and do in Hindmarsh, with something on offer for everyone.

At Hindmarsh Shire Council, we offer a rewarding career, with excellent working conditions and a positive team-focused culture.

We're a dedicated workforce, proud to deliver a huge array of services to our local community and strive to make a difference.

As we provide a diverse range of services to the Dimboola, Jeparit, Nhill, Rainbow and surrounding communities, employment opportunities cover a wide range of roles including Administration, Community Development, Customer Service, Engineering, Finance, Home Care, Human Resources, Information Technology, Works Team, Town Maintenance, and Management.

We are widely recognised as an Employer of Choice: we are committed to providing professional development opportunities, family friendly policies, and a safe workplace environment for our motivated and enthusiastic employees.

Some of the benefits of working at Hindmarsh Shire Council include:

- Above Award pay rates
- Annual pay increases via Enterprise Agreement
- Commitment to work-life balance
- Annual Leave Loading
- Employee Assistance Program
- Active Social Club
- Salary Sacrifice opportunities for superannuation
- Rates deductions via payroll for employees owning a property in the Shire
- Ability to purchase additional annual leave via Enterprise Agreement
- Car parking
- Volunteer Leave

Take the opportunity to join our team at Hindmarsh Shire.

Employment Details for the Position of: Plant Operator / Labourer

<u>Status:</u>	Full Time – Fixed Term 12 months
<u>Location:</u>	The position will be located initially in Jeparit. The employee may be required to change their starting point to a reasonable location within the municipality.
<u>Award:</u>	Victorian Local Authorities Award 2001
<u>Enterprise Agreement:</u>	Hindmarsh Shire Council Enterprise Agreement No 8, 2016
<u>Classification:</u>	Band 3A with Industry Allowance in accordance with the Victorian Local Government Award 2015 and Hindmarsh Shire Council Enterprise Agreement.
<u>Salary:</u>	\$28.54 per hour, plus Superannuation
<u>Superannuation:</u>	Council will contribute the compliant percentage of salary to a complying superannuation fund nominated by the employee. If an employee fails to nominate a complying fund the Council will make the contributions to the Local Authorities Superannuation Fund, known as Vision Super.
<u>Hours:</u>	This position is Full Time – Fixed Term for 12 months and you are required to work 76 hours per fortnight. Outdoor Staff are employed under a '9 day fortnight' scheme.
<u>Qualifying Period:</u>	This position is subject to an initial six (6) month qualifying period.
<u>Annual Leave:</u>	Four (4) weeks annual leave pro rata per annum plus 17.5% leave loading
<u>Sick Leave:</u>	Twelve (12) days sick leave pro rata per annum.
<u>Long Service Leave:</u>	Three (3) months after ten (10) years of service. Eligible Employees are able to access their Long Service Leave (LSL) entitlements pro-rata after seven (7) years continuous service. LSL may be subjected to portability arrangements for Local Government employees in certain circumstances.
<u>Pre-Employment Medical:</u>	It is a condition of employment that appointees must undertake a pre-employment medical examination at the Council's cost. A medical provider must certify that the successful applicant is capable of carrying out the physical demands of the position.
<u>Police Check:</u>	It is a condition of employment that appointees must undertake a police check prior to commencement of work.



HINDMARSH SHIRE COUNCIL

POSITION DESCRIPTION

1. POSITION IDENTIFICATION:

Position: Plant Operator / Labourer

Team: Operations

Department: Infrastructure Services

Starting Point/Location: Initially in Jeparit

Classification: Band 3 Physical Services per the Victorian Local Authorities Award and Hindmarsh Shire Council Enterprise Agreement

Employment Type: Full Time – Fixed Term 12 months

2. CURRENCY:

Date Approved: 28 November 2018

Name of Occupant: Vacant

Signature: _____ **Date** _____

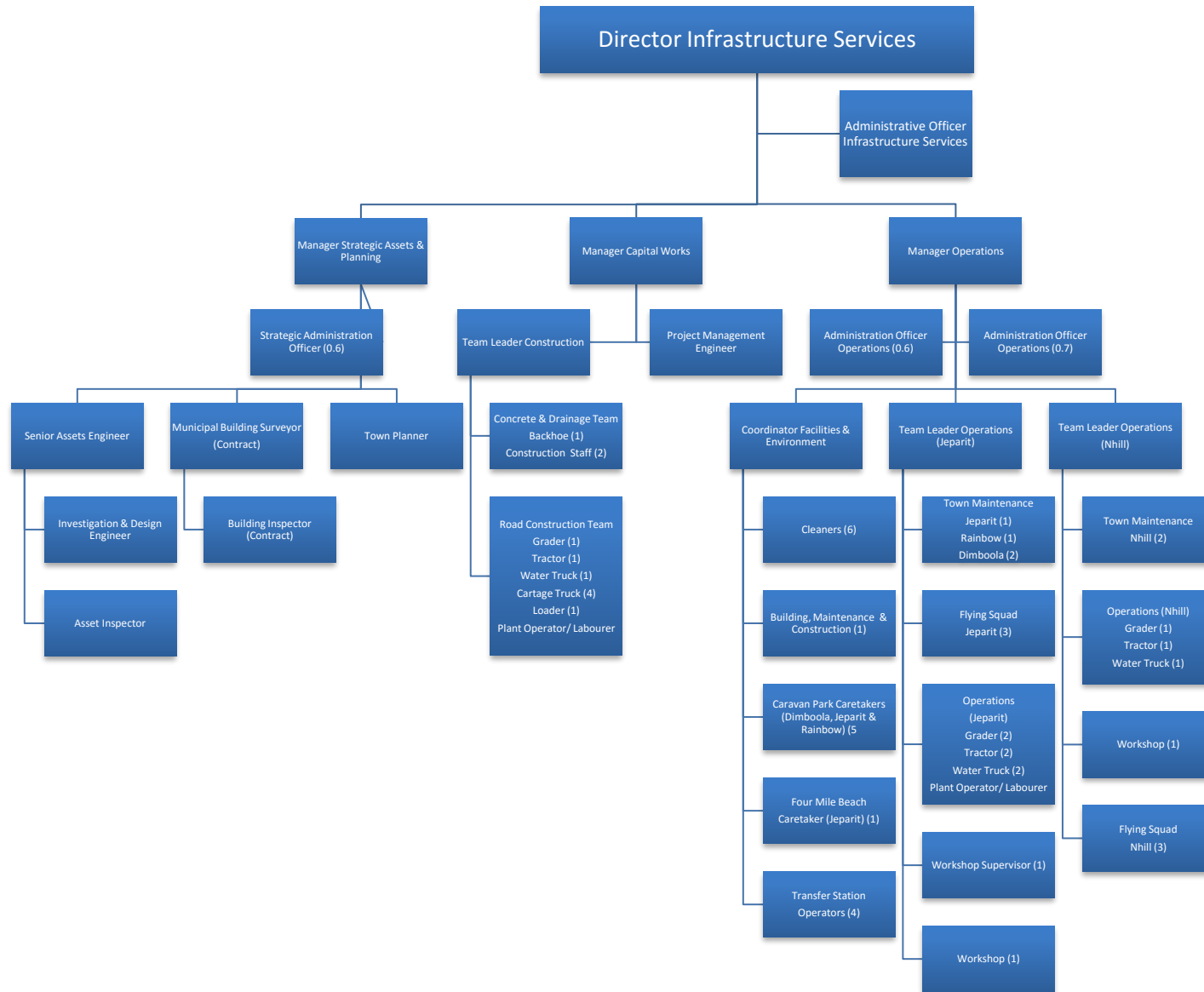
Prepared By: P Rudge **Date** 28 November 2018

Approved By: S Power **Date** 28 November 2018

H.R Approved: H Thomson **Date** 28 November 2018

C.E.O Approved: G Wood **Date** 28 November 2018

3. DIRECTORATE STRUCTURE:



4. POSITION OBJECTIVES:

As a member of Council's Infrastructure Services team, the Plant Operator / Labourer has a varied role to support a number of functions in Council. The success of our service is largely related to work flexibility which means that you will be required to carry out a variety of duties, as determined and directed by your Team Leader.

While experience in operating heavy plant is required, the employee will also be expected to undertake manual tasks such as tree trimming and drainage maintenance and operate the patching trucks as required.

5. KEY RESPONSIBILITY AREAS:

- Construct and maintain roads, streets and other works to the standard as prescribed in relevant specifications and standards and/or agreed works programs and practices.
- Safe and competent operation of any heavy plant you are licensed to operate.
- Basic routine maintenance of any plant under the operator's control, ensuring that daily start-up checks are conducted and Plant Service/Fault Reports completed as and when required.
- Any other duties, that are within your capabilities and associated with Council's capital and recurrent work programs, as directed by the Team Leader.
- Maintain accurate records of work and resources used and submit within the required timeframes. This includes daily timesheets, work tickets and stock use.
- Provide to the Team Leader all necessary explanations of problems or issues encountered on the job that affects safety, proper completion of the job, or details which may provide a better way of doing the job.
- Report the need for maintenance and/or repair of Council assets observed during the course of undertaking your normal duties.
- Display safe working practices in accordance with OHS legislation, codes of practice and standards.
- Attend emergency call outs when and as required, subject to availability.
- Attend training courses, seminars, team meetings and conferences as required.
- As a highly visible employee of Hindmarsh Shire Council, at all times exhibit professional behavior and driver courtesy.
- Participate in productivity and continuous improvement initiatives.

6. ORGANISATIONAL RELATIONSHIPS:

Reports to: Team Leader
Supervises: Nil
Internal Contacts: All staff
External Contacts: Contractors, suppliers, general public.

7. OCCUPATIONAL HEALTH AND SAFETY:

Council is committed to providing and maintaining a safe and healthy workplace for its employees, contractors, volunteers and members of the public. Whilst at work, an employee must:-

- Take reasonable care for their own health and safety.
- Notify the Team Leader of their inability to carry out any physical task that is outside their capability.
- Take reasonable care for the health and safety of persons who may be affected by the employee's acts or omissions in the workplace.
- Co-operate with respect of any action taken by Council to establish and maintain occupational health and safety systems and procedures, including the completion of Safe Work Method Statements (SWMS).
- Complete Accident, Hazard and Near Miss Reports in a timely manner.
- Must not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health and safety.
- Use protective equipment or clothing provided by Council at all required times.
- Employees should immediately notify their Team Leader in the event of any injury, near miss, damaged equipment or other workplace hazard.
- Actively participate in Council safety programs.

8. RISK MANAGEMENT:

Whilst at work, an employee must:

- Contribute to making Hindmarsh Shire as risk free as possible for all employees, residents and visitors.
- Take all reasonable action to protect Council assets from damage and or loss.
- Perform all duties in a manner that ensures personal health and safety, and that of others in the workplace and the general public.

9. ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- To ensure that all assigned tasks are carried out in a safe manner in accordance with occupational health and safety procedures.
- To ensure all plant and equipment operated by you is safe to use.
- Accountable for quality, quantity and timeliness of own work.
- You may be required to supervise and coordinate others in similar or related work.
- Accountable to the Team Leader for timely reporting of all occupational health and safety issues or public risks that are observed.

- To ensure that any problems or concerns with the outdoor operations are reported directly to the Team Leader.
- To work in a team environment under general supervision

10. JUDGEMENT AND DECISION MAKING:

- Ability to work well without supervision.
- The nature of the work is clearly defined but some personal judgement in approach is expected with established processes and procedures.

11. SPECIALIST KNOWLEDGE AND SKILLS:

- Knowledge and understanding in all matters relating to safe plant use, work practices and workplace safety.
- Safe and competent operation of complex plant and equipment which requires the exercise of judgement.
- Quality control and supervisory skills required.

12. MANAGEMENT SKILLS:

- Ability to provide on-the-job training and guidance

13. INTER-PERSONAL SKILLS:

- Ability to contribute to workplace improvement programs and team discussions.
- Basic skills in oral and written communications.
- Ability to be an effective team member.
- Ability to communicate with other employees in the resolution of minor problems.
- Absolute integrity, trustworthiness and professionalism.

14. QUALIFICATIONS AND EXPERIENCE:

- Current Victorian Drivers Licence with Medium Rigid endorsement
- Experience in road construction and maintenance
- Trade certificate or equivalent- or knowledge and skills gained through on- the- job training

15. EQUAL OPPORTUNITY:

Hindmarsh Shire Council offers a work environment free from discrimination, sexual or other harassment, victimisation, vilification and bullying. Employees are expected to contribute to the maintenance of such a work environment.

16. PRIVACY AND CONFIDENTIALITY:

Employees must respect and protect the privacy and confidentiality of information gained or accessed during the course of their employment. Employees are required to comply with the Information Privacy Act, the Health Records Act and Council's Confidentiality policies.

Both during and after employment with Council, employees must not:

- Communicate confidential or private information to third parties.
- Make use of any information gained through employment at the Shire for any purpose other than the discharge of official duties.

17. KEY SELECTION CRITERIA:

- Current Victorian Drivers licence with Medium Rigid endorsement.
- Experience in working with heavy mechanical plant.
- Knowledge of Occupational Health and Safety procedures.
- Past experience in basic routine plant maintenance.
- Past experience in working as part of a team.
- Physically able to carry out the position.
- Willingness to undertake a pre-employment medical and police check.

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Hindmarsh
Shire Council

**APPLICATION FORM –
Plant Operator / Labourer**

This application pro-forma will form the basis of your application. **Copies of any certificates, licences, references etc. must be attached to this application.** The below must be completed in full:

PERSONAL DETAILS

FIRST NAME _____ SURNAME _____

ADDRESS _____

PHONE (during business hours) _____

CURRENT EMPLOYMENT

NAME OF EMPLOYER _____

POSITION HELD _____

DATE EMPLOYED FROM _____

ROLES & RESPONSIBILITIES _____

PREVIOUS TWO (2) POSITIONS HELD

1) NAME OF EMPLOYER _____

POSITION HELD _____

DATE EMPLOYED FROM _____ TO _____

REASON FOR LEAVING (optional) _____

ROLES & RESPONSIBILITIES _____

2) NAME OF EMPLOYER _____

POSITION HELD _____

DATE EMPLOYED FROM _____ TO _____

REASON FOR LEAVING (optional) _____

ROLES & RESPONSIBILITIES _____

PHYSICAL CAPABILITIES

Do you have any past or present medical conditions that may create risk for you in undertaking the requirements of this position? **Yes / No** (Please circle)

If yes, please specify _____

SKILLS & EXPERIENCE

What skills and experience could you bring to this position? _____

QUALIFICATIONS LICENCES AND CERTIFICATES

What qualifications, licences and certificates do you currently hold? _____

SELECTION CRITERIA

Please describe how you meet the Selection Criteria (attach a separate sheet if you require more room):

Current Victorian Drivers licence with Medium Rigid endorsement

Experience in working with heavy mechanical plant.

Knowledge of Occupational Health and Safety procedures.

Past experience in basic routine plant maintenance.

Past experience in working as part of a team.

Physically able to carry out the position.

Willingness to undertake a pre-employment medical and police check.

REFEREES

Please provide the name of at least two (2) **working** referees who are familiar with your work and who may be contacted to support your application:

- 1 Name: _____ Phone: _____
Organisation: _____
Position: _____
- 2 Name: _____ Phone: _____
Organisation: _____
Position: _____

ATTACHMENTS

Please attach copies of your qualifications, licences and certificates to this application

Documents you believe support your application for this position including a current resumé should also be attached.

STATEMENT

In signing this document you declare that all statements made by you in this application are true and correct. You understand that if successful, Council will need to sight the originals of all licences, certificates and qualifications that you have stated. Copies of all these documents will be made for your personnel file.

In giving the names of referees, you have approached them and they have agreed to being contacted regarding your employment with them. Council will only contact referees *after* the interview stage.

Signed: _____ Date: _____

Print Name: _____

PRIVACY & CONFIDENTIALITY

Under current legislation, if you are unsuccessful in this position, Council is required to hold your application in secure (locked) storage for a period of no less than six (6) months.

Should you be successful in obtaining a position with Council, a personnel file will be created and held in secure (locked) storage of which this application and attachments will become a part of. Under current legislation, a personnel file must be destroyed thirty-five (35) years after termination of employment.



Applying for a position with Hindmarsh Shire Council

This guide has been designed to assist you in applying for a position with the Hindmarsh Shire Council. It will provide you with some tips and ideas for ensuring that your application and your interview are high quality and relevant.

How to Apply

The primary function of an application is to provide sufficient information about your education, work history and experiences to allow the Selection Panel to decide whether you should be interviewed for the positions.

Applicants should prepare the following information:

- A covering letter
- A current resume
- The completed application form

Addressing the Selection Criteria

Applicants are required to address the Selection Criteria referred to in the Position Description (PD). Selection Criteria are used in the PD to describe the skills, knowledge, qualities, abilities, experience and qualifications needed to successfully undertake the role.

Do: Read the Position Description.
Note the closing date for applications (late applications will not be considered).
Address the Selection Criteria in your application and detail how your skills, abilities, experience and qualifications meet these criteria.
Ensure you provide a telephone contact number in your application.

Don't: Assume that the Selection Panel knows anything about you.
Submit a generic application.
Attach original certificates or references (please send photocopies only as they will not be returned).
Don't be deterred if you do not obtain an interview. Consider why you may have not been chosen and then, if necessary, ask the contact person for some feedback on your application.

Submitting Applications (Applications should be marked Private & Confidential)

Mail to:
Attn: Human Resources Coordinator
Hindmarsh Shire Council
PO Box 250
NHILL VIC 3418

Deliver in person:
Attn: Human Resources Coordinator
Hindmarsh Shire Council
92 Nelson Street
NHILL VIC 3418

Email to:
hr@hindmarsh.vic.gov.au

Assessment of Applications:

- Each application will be assessed against the Selection Criteria for the position.
- Applicants who most closely meet the Criteria will be offered an interview.
- Applicants not short listed for interview will be advised in writing.
- Applicants not short listed for interview will be able to ask the Human Resources Coordinator for feedback on their application.

The Interview:

- You will be contacted by phone if you have been selected for an interview
- You will be provided with details regarding the time, day and location of the interview
- The interview panel will usually consist of three panel members, including the Manager / Supervisor of the position
- During the interview, panel members will ask questions to determine who will be the best candidate for the position
- You will have an opportunity in the interview to ask questions
- If you have not provided referee details on your resume, be prepared to provide them at the interview
- Referee checks will be conducted for the preferred candidate at the conclusion of the interviews.
- Please be on time for your interview
- Please contact HR if you cannot attend the interview or wish to withdraw from the process.

After the Interview:

The successful interviewed applicant:

- Will be notified by phone
- Will have the relevant pre-employment checks conducted
- Will agree on a start date and a letter of offer will be sent, outlining terms and conditions of employment.

The unsuccessful interviewed applicants:

- Will be advised by telephone of the interview panel decision, followed by a letter confirming the outcome
- Is able to ask the Human Resources Coordinator for feedback on their application and interview.

---- End ----