



Shire of Kulin

Grader Operator

Information Package 2024



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Applications are invited for the position of a full time Grader Operator with the Shire of Kulin.

The successful applicant will be reporting to the Executive Manager of Works and will need to hold a minimum HR class license with a HC or MC held in high regard and carry out day to day duties to ensure works are completed in a safe and timely manner. Applicants will be required to operate councils' plant and machinery, with the main role being the operation of a Cat 140 Road Grader.

Conditions of employment are in accordance with the Local Government Industry Award 2020, Industrial Agreement.

The successful applicant will be offered an attractive remuneration (details in application package), based on an 84-hour fortnight spread across nine days and includes an RDO and housing allowance. There is the potential for higher earnings should the applicant be willing to complete further hours of overtime. Subject to availability at the time of the offer, subsidised housing may also be available to the successful candidate.

Kulin is located three hours south east of Perth, has a district population of 700 and is well serviced in terms of health care and schooling (to year 10). It is a vibrant, active community with amazing recreation facilities.

To obtain the application package visit Council's website www.kulin.wa.gov.au

Further enquires in relation to the position can be directed to the Executive Manager of Works Judd Hobson – email works@kulin.wa.gov.au or mobile 0427 801 241

Applications outlining employment history and including the names of two recent referees must be received by **4:30pm on Wednesday 18 December 2024** and should be addressed to the CEO and sent via email to ceo@kulin.wa.gov.au

POSITION DESCRIPTION

Position Title	Plant Operator / Grader Driver
Award/Agreement	Local Government Industry Award 2020 Industrial Agreement
Classification	Level 3 A
Status/Hours	Full-time 84 hours per fortnight

Position Summary

As a member of the Shire of Kulin Works crew, primarily drive councils plant and equipment in the delivery of quality roadwork and other services including the preparation of construction and maintenance programs and to ensure the efficient and effective utilisation of the roller in a safe and effective manner.

Within Section

Under direction of the Executive Manager of Works or Works Supervisor, apply best efforts to other duties and requirements that may include more than purely grader driving, to ensure that the overall operation of the Works crew is efficient and functional for the whole of the work scope in a Shire wide operation.

Within Organisation

Liaise with fellow operators, workers and/or contractors to ensure the overall work product of the Shire works crew brings credit to the teams' efforts, all the while ensuring that the work is conducted in a safe and health-conscious manner that reflect creditably on the organisation.

Position Acknowledgement and Acceptance

The details contained in this document are an accurate statement of the position's responsibilities and requirements.

Signature: _____

Date: _____

Alan Leeson
Chief Executive Officer
Shire of Kulin

Signature: _____

Date: _____

Employee Name: _____

Key Duties

Key roles of the Plant Operator are:

Grader

- Operate the grader and the equipment on-board within the scope and limitations of its licensed capacities as described by the manufacturer and outlined by the Shire during induction and other familiarisation conversations and within normal expectations of a Shire grader doing standardised Shire construction and maintenance work.

Construction and Maintenance Programs

- In association with construction crew, undertake construction projects-as required depending on plant operated.
- On occasions to final trim for bitumen jobs - but generally including clear to level including drains and batters, boxing out where required, spreading dumped gravel material, water binding and fill to surveyed levels.
- Whilst final trim operators are also within the crew the expectation is that after initial training the construction crews combined efforts will ensure each grader operator is either responsible for sections of a road construction project or as part of the team, or take certain jobs e.g. laying down gravel
- Support maintenance grading programs in accordance with the Executive Manager of Works or Works Supervisor instructions subject to the plant operated. Winter grading will require staff to camp at the Shires Holt Rock Depot (120km east of Kulin) for approximately 6 – 10 weeks of the year.
- Drive plant for the purpose of supporting other activities involved with the road maintenance.

Machine Servicing and Maintenance

- Undertake daily serviceability checks prior to commencing use of the machine in accordance with Shire operational and Occupational Health and Safety requirements and policy.
- Maintain high operational standard of cleanliness including cleaning cab, degreasing, engine oil, water checks etc. including power washing when grader is in the depot.
- Ensure that all support tools and equipment like tyre changing equipment, chains, fire extinguishers, first aid equipment is in a serviceable state, ready for immediate use.
- Report all machine and equipment maintenance issues through the arranged processes for the Works crew and dependent on nature, seriousness and urgency of the matter be responsible for the follow-up to ensure the item is resolved and corrected.

Occupational Health and Safety

- Ensure own safety and avoid adversely affecting the safety and health of any other person through any act or omission at work;
- Ensure compliance to Main Roads WA Traffic Management standards and Worksafe High Risk Construction Standards when involved in roadworks;
- Undertake risk assessment, hazard identification and control, and conduct accident/incident/near misses investigation and documentation as required within scope of this position;
- Maintain Safe Work Procedures and combined with Job Safety Analysis sheets (JSA's) as required within scope of the work for this position.

Other

- Undertake some manual work with other Shire crew e.g. install pipes, guide posts, general road maintenance, as directed from time to time.
- Other special projects and duties as directed.

Knowledge and Skills

Selection Criteria	
Skills	<ul style="list-style-type: none">▪ Highly developed operator driving capabilities▪ Evidence for Plant Operation training▪ Evidence of capacity to maintain work machine in serviceable condition▪ History of plant operation in a roadworks context.
Qualifications	<ul style="list-style-type: none">▪ Relevant qualifications or experience in plant operation.▪ Current First Aid▪ Current HR class Drivers Licence – copy to be provided upon interview or at commencement.▪ Construction Card (White Card)
Essential	<ul style="list-style-type: none">▪ Experience in Local Government or similar organisations in the Works/Services Department▪ Highly developed grader operating skills▪ Experience in construction and maintenance projects operating a grader or plant; preferably in a works environment.
Desirable	<ul style="list-style-type: none">▪ Experience in the operation of other plant and machinery.▪ Hands on experience in Local Government.
Knowledge	<ul style="list-style-type: none">▪ Working knowledge of the operation and practices of a Local Government Works Department including road construction and maintenance techniques and other associated requirements▪ Knowledge of plant and equipment maintenance requirements▪ Knowledge of project management and project operations▪ Developing knowledge of Occupational Health and Safety operations at a works crew operational level and underlying legislative requirements.

General Responsibilities

Personal Attributes
<ul style="list-style-type: none">▪ Ability to work cohesively, efficiently and effectively in a team environment, with consideration, respect, honesty integrity and accountability.▪ Good interpersonal and presentation skills.▪ Ability to lead staff and promote a positive workplace culture.▪ Ability to communicate with people of diverse ages and backgrounds.▪ Able to see initiative and problem solving skills as required.▪ Ability to use initiative and judgement to resolve issues that arise.

Extent of Authority

- The position operates under the general guidance of the Executive Manager of Works and Works Supervisor.
- Position operates within the confines of Council's Annual Budget, Policy Manual and Strategic Plans and the Occupational Safety and Health Act, Regulations and Code of Practice.

Organisational Relationships

Position reports to: Executive Manager of Works and Works Supervisor (Shire of Kulin)

Supervision of: N/A

Internal Liaison: Chief Executive Officer
Staff
Council

External Liaison: Nil

Remuneration Package and Terms and Conditions of Employment

POSITION:

The duties of this position are outlined in the Position Description (PD) above. You will be required to perform these duties, and any other duties the employer may assign to you, having regard to your skills, training and experience.

PROBATION:

A 3-month probationary period applies. During this time, we will assess your progress and performance in the position.

TERMS AND CONDITIONS OF EMPLOYMENT:

Unless more generous provisions are provided in this letter, the terms and conditions of your employment will be those set out in the Local Government Industry Award 2020 Industrial Agreement (the Agreement) and applicable legislation.

HOURS OF EMPLOYMENT:

Your ordinary hours of work will be Monday to Thursday, 7:00am – 5:00pm, and 7:00am – 3:30pm Fridays which includes one-hour overtime and one-hour accumulation for the fortnightly Rostered Day Off (RDO), plus any reasonable additional hours that are necessary to fulfil your duties or as otherwise required by the employer.

REMUNERATION

The Grader Driver duties as per the position description in the Award describes the role as a Level 3A. In line with the Award, you will be paid fortnightly at the rate of \$30.77 per hour, which includes an over award allowance. Other payments and benefits are outlined in the table below:

	Full time
Cash Component	\$60,802
Guaranteed Overtime	\$8,862
Leave Loading (17.5% When taking Annual Leave)	\$818
Superannuation (compulsory SG of 11.5%*)	\$7,208
Adverse Working Conditions Allowance	\$1,877
Housing Subsidy	\$6432
Uniform allowance	\$600
Key to Kulin allowance	\$250
Total package	\$87,868

*As an added incentive, the Shire of Kulin will also match voluntary employee superannuation contributions up to 8% based on length of service.

Shire employees also receive free membership for employees to local recreational clubs and facilities including the Kulin Aquatic Centre.

Your remuneration will be reviewed annually and may be increased at the employer's discretion.

LEAVE

You are entitled to leave (e.g. annual, personal, carers, compassionate, parental, and long service leave) in accordance with the Agreement.

PERFORMANCE APPRAISALS

The Shire of Kulin has an ongoing Performance Appraisal system. Discussions with your Supervisor occur regularly throughout a working fortnight and conversations about your performance and duties are usually included; it is the responsibility of all staff to ensure these engagements with the Supervisor are maintained.

DUTIES AND OBLIGATIONS

You will be required to:

- Perform all duties to the best of your ability at all times.
- Attend work in a state fit for work; including mentally alert and not under the influence of alcohol and/or drugs (suspension of employment provisions apply).
- Use your best endeavours to promote and protect the interests of the Shire of Kulin at all times.
- Follow all reasonable and lawful directions given to you by the Shire of Kulin, including complying with Shire policies and procedures as amended from time to time. These policies are not incorporated into your contract of employment.

TERMINATION OF EMPLOYMENT

Under the Agreement the employer may terminate your employment at any time by providing you with notice in writing in accordance with this table:

Length of continuous service with employer	Period of notice
Not more than 1 year	1 week
More than 1 year but less than 3 years	2 weeks
More than 3 years, but less than 5 years	3 weeks
More than 5 years	4 weeks

You are entitled to an additional week's notice if you are over 45 years old and have completed at least 2 years of continuous service with the employer on the day the notice of termination is given. If you wish to terminate your employment you are required to provide the employer with prior notice in accordance with the table above.

Submitting Your Application

Applications outlining employment history and 2 recent referees should be addressed to the Chief Executive Officer and sent via e-mail to ceo@kulin.wa.gov.au or posted to PO Box 125 Kulin 6365.

Referees

- Applicants are required to nominate two work referees in support of their application. These referees should be able to comment on your work experience, skills and knowledge in relation to the selection criteria.
- Provide names, relationship to you (i.e. Supervisor), work addresses and daytime telephone numbers.
- We understand you may not wish us to contact current work referees initially, if this is the case please let us know.

General Application Information

- Applicants should submit typed applications.
- When lodging your application, submit a covering letter, Resume and details of referees
- Please only include photocopies of your attachments as the application will not be returned.
- Canvassing of elected members is prohibited and any applicant known to have done so may be disqualified.

Delivery of Application

You may email your application. Applications must arrive by **4.30pm on 18 December 2024**.

For more information, please contact Judd Hobson 0427 801 241 or works@kulin.wa.gov.au or go to www.kulin.wa.gov.au

Mark your application:

"Confidential Application – Grader Driver"

Attention: CEO – Shire of Kulin

Via Email: ceo@kulin.wa.gov.au

Should you require any further information or assistance please contact:

Judd Hobson

Tel: 0427 801 241

Email: works@kulin.wa.gov.au

The Interview

Preparing for the Interview

An interview will be conducted by the CEO and Members of the Shire Executive.

The interview questions will relate to the Selection Criteria for the position and the same questions will be asked of each person interviewed for the position.

To prepare yourself for the questions which may be asked:

- Be aware of what the job involves. This information can be established from the position description
- Focus on the selection criteria and think of examples of situations where you have applied the relevant skills and abilities.
- Focus on the duties and responsibilities of the position and how you would carry them out. Think of any problems you would encounter and how you would resolve them.
- If you have any relevant reports or other work you have which will provide examples of your skills and abilities, you should prepare it for presentation at the interview
- Prepare a few questions that you may wish to ask.

The Selection Interview

There is no need to hire or buy special clothes for the interview. Dress as you would usually do for work.

During the interview:

- Do not assume that your interviewer knows about your suitability for the position even though you may have worked with them or have had previous experience in the position for which you have applied.
- Take time to answer each question.
- If you do not understand a question, ask for clarification or for the interviewer to repeat the question before providing a reply.
- Give direct answers to questions. Be honest if you do not know the answer to a factual question. Where possible relate your answers to direct experience you have had.
- When the opportunity is presented, feel free to ask any questions you may have, relevant to the position. Avoid asking questions "just for the sake of it". If you do not have any questions do not hesitate to say so.

The interview panel will record your replies to the questions to assist them in accurately recalling your details when they are making their final decision.

After the Interview

You will be notified of the outcome of your application. When you have been advised of the result of your application, you are encouraged to seek feedback.

The Shire of Kulin - Overview

The Shire of Kulin is situated in the Central Wheatbelt 280km southeast of Perth. The Shire comprises of four townsites Kulin, Pingaring, Dudinin and Holt Rock. The main industry within the Shire is agriculture with most farmers growing cereal crops and sheep for meat and wool. With a population of approximately 700 people statistically we are a small town however when it comes to spirit this town is far from small.



The community has rallied together over the past few decades and worked together to create and construct community facilities and events which unite and ignite our town. Some of the remarkable achievements which have been realised are the Kulin Bush Races, a community owned and run bank, the Kulin Retirement Homes and the Cultivating Kulin Committee as a fundraising body fundraising for facilities such as the All Ages Precinct.

The town also boasts modern recreational facilities with an extensive aquatic centre which includes the longest slide in regional WA, football & hockey oval, indoor netball & basketball courts, competition sized bowling rink, tennis courts, 18-hole golf course and extensive town park which includes grassed area, shelter & seating, gardens, BBQ facilities, skate park, pump track, & basketball court.

There are services available in town which include a District High School, medical facilities with visiting doctor, nurses and visiting primary health specialists such as physiotherapist, speech therapist, infant health care, home and community care, Child Care Centre, Community Resource Centre, Visitor's Centre, Caravan Park, Police Station, supermarket, hotel, mechanic, hardware stores, Post Office, Library, beauty therapist and hairdressers

The Shire itself covers an area of over 4,700km² with a road network of over 1,600km.

Our Shire services the community in several ways including:

- the construction and maintenance of local roads, footpaths & drainage, public buildings and facilities.
- the provision of recreation facilities, such as parks and gardens, sports fields, golf courses, swimming pools, recreation centres, town halls and caravan parks
- the provision and maintenance of community services such as childcare, aged care and accommodation, community care, community transport, emergency services, welfare services
- lobbying and working with State and Federal Government, regional organisations and agencies
- advocating for local needs whilst operating in a regional context, corporate governance to ensure it delivers good decision making, leadership and professional management

For more information on the Shire of Kulin and the Kulin Region please see our website:

www.kulin.wa.gov.au

www.visitkulin.wa.gov.au

