



Shire of Kulin

Plant Mechanic

**Information Package -
March 2024**

Information Package 2024

The Shire of Kulin is looking for a full-time plant mechanic to join our team. The successful applicant will be responsible for the maintenance and upkeep of Council plant and equipment and associated administrative reports.

The mechanic reports to the Manager of Works and will need to hold a current "HR" class license, a Construction Safety Card (white card) and a mechanical trade certificate from a registered training provider.

Conditions of employment are in accordance with the Local Government Industry Award 2020, Industrial Agreement. The remuneration package between \$120,000 and \$140,000 depends on qualifications and experience and work hours are an 84-hour fortnight spread across nine days (including an RDO).

The package includes superannuation, either subsidised housing or a housing allowance and potentially a tool and communication allowance if applicable.

Kulin is located three hours southeast of Perth, has a district population of 700 and is well serviced in terms of health care and schooling (K - Year 10) and is considered a vibrant, active community with amazing recreation facilities.

Visit www.kulin.wa.gov.au for the Information Package. Further enquires to the Manager of Works, Judd Hobson on (08) 9880 1204.

Applications close **Friday 22 March 2024 at 3pm** and should be titled "**Application – Plant Mechanic - Shire of Kulin**" and sent via email to works@kulin.wa.gov.au

POSITION DESCRIPTION

Position Title	Plant Mechanic
Award/Agreement	Local Government Industry Award 2020 Industrial Agreement
Status/Hours	Full-time 84 hours per fortnight

Position Summary

To maintain, service and repair Council's plant and vehicle fleet in a competent manner, to ensure that the plant and vehicle maintenance programs are completed to the required standards

Within Section

To operate as a support service to the works team to ensure productivity and quality results are achieved in plant and vehicle maintenance.

Within Organisation

Liaise with management, supervisors and staff to ensure that the Council provides quality service to the community, whilst 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

Signature: _____

Date: _____

Employee Name: _____

Operational

Key Duties

Key roles of the Plant Mechanic are:

Plant Maintenance:

Undertake mechanical repairs, servicing, and maintenance of Council's plant and vehicle fleet and associated activities as required.

Design, implement and monitor plant maintenance program.

Maintain and update records and operating manuals for all plant items.

Ensure adequate spare parts and replacement items are in stock.

Maintain a high standard of plant and machinery operation and maintenance and ensure that regular maintenance is carried out.

Operate and maintain the Shire's mechanical workshop, tools, and associated maintenance equipment in a safe, reliable and useable condition.

Ensure that all staff responsible for items of plant, vehicles and equipment are aware of the daily maintenance program to be carried out on that item.

Provide knowledge, experience and know-how to the works leadership team during the assessment, determination and selection of suitable plant and equipment either as replacements or as new items into the fleet.

Maintain records to ensure Council's fleet of trucks are to standard to meet Heavy Vehicle Accreditation.

Ensure that ALL National Standards are met in determining suitable plant and equipment for the teams use and that all items are tested in terms of Occupational Health & Safety standards compliance.

Other

Follow all procedures as specified in Council's Policy and Procedure Policy;

Follow all Occupational Health and safety guidelines, policies and procedures;

To observe all safe working practices and use personal protective equipment as provided.

Report ALL accidents, incidents, near misses and hazardous situations arising in the course of work.

Other duties consistent with the level of this position.

Knowledge and Skills

Selection Criteria

Skills

- Highly developed skills in the diagnoses and repair of motor mechanical problems.
- Developed skills in the design and implementation of plant and vehicle fleet maintenance programs.
- Developed time management and organisational skills;
- Developed verbal and written communication skills;
- Developed interpersonal and customer service skills.

	<ul style="list-style-type: none"> ▪ Basic problem solving, conflict resolution and decision making skills. ▪ Basic plant operation skills
Qualifications / Experience	<ul style="list-style-type: none"> ▪ Minimum three (3) years post trade experience in vehicle and plant operation, repair and maintenance. ▪ Demonstrated experience in the repair and maintenance of heavy duty diesel equipment including graders, loaders, backhoes, trucks, rollers etc ▪ Completion of a motor mechanical trade apprenticeship. ▪ Hold a mechanical trade certificate from a registered training provider. ▪ Hold a current "HR" (Heavy Rigid) driver's license. Qualifications and/or relevant experience in the asset/infrastructure management;
Essential	<ul style="list-style-type: none"> ▪ Police Clearance / Drug Screen <ul style="list-style-type: none"> - It is a requirement for all employees of the Shire of Kulin to provide a National Police Clearance (at interview or within 3 months of appointment) and undertake a drug screen and maintain a clear record as it pertains to the requirements of the role, duties and obligations of the position. ▪ Drivers Licence <ul style="list-style-type: none"> - Minimum – Class HR drivers licence – copy to be provided upon interview or at commencement.
Desirable	<ul style="list-style-type: none"> ▪ Current First Aid qualifications. ▪ Broad knowledge of the requirements and workings of a Works Department in Local Government or a similar business role; ▪ Developed time management and organisational skills; ▪ IT skills including reporting and related packages; ▪ Hands on experience in Local Government; ▪ Experience in the operation of other plant and machinery ▪ Hands on experience in Local Government.
Knowledge	<ul style="list-style-type: none"> ▪ Developed knowledge of heavy duty diesel engine operation and repair. ▪ Developed knowledge of auto-electrical, auto-transmission, hydraulics, petrol and diesel motors, metalwork/welding, electronics and small engines. ▪ Basic knowledge of Council's organisation structure and function. ▪ Working knowledge of occupational safety and health practices in a road construction/ workshop maintenance environment. ▪ Developing knowledge of the operation and practices of a Local Government Works Department including road construction and maintenance techniques; ▪ Knowledge of plant operation and maintenance requirements; ▪ Understanding of budget compilation, adherence and understanding of tender processes, ▪ Understanding of maintenance, plant and stock reporting and records, the preparation of monthly reports, annual budgets, preventative maintenance programs for own use and others to utilise and incorporate into their work processes.

Performance Indicators

Performance Appraisal	
<p>This position is subject to ongoing performance appraisal and supervision support via fortnightly supervision meetings with your direct supervisor. As a minimum – the formal review of the duties, position description and ongoing compliance will be assessed every 6 months. You will be assessed on your performance in:</p>	
1.	Successfully carrying out the duties as described above.
2.	Continued eligibility to meet the Selection Criteria and Appointment Factors as defined below.
3.	Your continued capacity to maintain strong interpersonal boundaries so that your personal health is not affected by work stresses. No evidence of developing personal health issues as a result of unbalanced work requirements and/or work stresses.
4.	Continued compliance with legislative requirements that apply to this position as an employee of the Shire and the upholding of the Shire of Kulin Code of Conduct and organisation policies that apply to the position and appointment.
5.	Client feedback and/or formal complaint process outcomes completed during the period of review.
6.	The level of assistance provided to a range of Shire clients and community members.
7.	Your capacity to work as a valued team member of the Shire Works Department and Administration

General Responsibilities

Personal Attributes	
▪	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.
▪	Innovative and strategic thinker who can deliver organisational and corporate priorities.
▪	Political awareness.
▪	Ability to use initiative and judgement to resolve complex issues

Extent of Authority

- The position operates under the general guidance of the Works Manager.
- 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.
- Delegation Authority – in accordance with the Shire's Delegation Register including Purchasing up to \$5000.

Organisational Relationships

Position reports to:	Executive Works Manager (Shire of Kulin)
Supervision of:	Nil
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, Friday 7:00am – 3:30pm which includes a 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 position is full time staff role with an indicative remuneration package in the range of \$120,000 - \$140,000 (depending on qualifications and experience). The package includes superannuation and housing. A more detailed breakdown of the package will be provided after interview stage.

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

Shire employees will be eligible for a Key To Kulin which will assist with membership and passes to shire facilities and community clubs.

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

Statement of Claims Against the Selection Criteria

Your selection for an interview will depend on you demonstrating that you meet the Essential Criteria.

When preparing your statement of claims

- Treat each selection criterion separately. Use each criterion as a heading and provide your statement underneath that heading.
- Provide a brief statement, which relates your experience, skills and knowledge to the particular criterion. The length of your statement for each criterion is dependent on the position you are applying for and your discretion. As a guideline, a quarter to half a page is generally acceptable. You should provide specific examples in your statement to back up your claims.
- Provide details of any activities you have undertaken outside of work which are relevant to the application.

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, Statement of claims responding to the selection criteria and written references.
- 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 **3pm on Friday 22 March 2024**.

Mark your application:

"Confidential Application – Plant Mechanic"

Attention: CEO – Shire of Kulin

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

Should you require any further information or assistance please contact:

Judd Hobson

Mobile: 0427 801 241

Email: works@kulin.wa.gov.au

The Interview

Preparing for the Interview

An interview will be conducted by the Manager of Works and other senior Shire staff.

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 and an 18-hole golf course. Kulin also has an extensive town park which includes grassed area, shelter & seating, gardens, BBQ facilities, skate park, pump track, basketball court and ninja warrior course.

There are services available in town which include a District High School to Year 10, medical facilities with visiting doctor, nurses and visiting primary health specialists such as physiotherapist, infant health care, home and community care, 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

