



A Fortunate Place

Shire of Wickepin

Mechanic

Mechanic

Permanent Fulltime Position

An opportunity exists for an enthusiastic, self-motivated person to fill the position of Mechanic with the Shire of Wickepin.

Works department staff currently work a 9 day fortnight. The position is classified as a Level 6, depending on experience, in accordance with the Local Government Industry Award 2010. A Heavy Rigid (HR) licence or above would be preferable but is not necessary.

The Shire of Wickepin is an equal opportunity employer who actively promotes training and development.

A position description and information regarding how to apply can be obtained by contacting the Executive Support Officer on 9888 1005 or email eso@wickepin.wa.gov.au. Details are also available on the Shire of Wickepin website www.wickepin.wa.gov.au.

Applications close with the undersigned on Friday, 8 April 2022 and should be addressed 'Private & Confidential'.

Mark Hook
Chief Executive Officer
Shire of Wickepin
PO Box 19
Wickepin WA 6370

Late applications will not be accepted.

Mark J Hook
CHIEF EXECUTIVE OFFICER



Lake Yealering

Mechanic

Full Time Position

The Shire of Wickepin is seeking an enthusiastic, self-motivated person to fill the position of Mechanic.

Key Responsibilities and duties

- Carry out general maintenance and repairs on plant and equipment in accordance with manufacturers' specifications.
- Ensure that work requests are completed accurately.
- Ensure the work area is maintained in a safe and clean manner so as to prevent hazards to employees.
- Assess plant capabilities for sale and replacement of machinery.
- Adhere to the Local Government's occupational safety and health policies and procedures and maintain a safe working environment.
- Required to operate plant as licensed to operate.
- Responsible for the quality and completion of works under the employee's control.
- Required to make operational and other decisions relating to the employee's own safety and to the safety of other employees and the public.
- Required to perform other duties as directed or required by Manager of Works.

Attractive conditions of employment are offered including 10% superannuation, uniform and other benefits.

Applications close 4.00pm Friday, 8 April 2022.



About the Shire

We are located 210kms South East of Perth. Our Shire is made up of five distinct areas – Wickepin, Yealering, Harrismith, Tincurrin and Toolibin. We have unique wildflowers, big skies and lakes. The Swan River springs from here, beginning as the Avon River, as does the Blackwood River. We have the endangered Freckled Duck and the Spider Orchid. We boast rural living at its best with essential services close to hand. Excellent educational, medical and recreational facilities and community programs are available.

Our Vision

The Shire's vision statement has been revised to be more reflective of community sentiments following community consultation conducted, supporting the Shire's envisaged strategic direction:

“A collaborative Council, dedicated to maintaining and developing our community assets for the benefit of our residents whilst supporting a strong community, a vibrant economy, successful businesses and a sound environment.”

Key community objectives

We have grouped the aspirations and needs you, shared with us during consultation into themes, each with supporting goals and measures of success. These meet the four community objectives:

- (1) Social – This theme describes the social aspects of life in the Shire incorporating community safety, recreation and leisure, as well as arts, culture and heritage.
- (2) Environmental – This theme relates to valuing the environment, including natural resource management; sustainable land use, waste management, and recycling.
- (3) Economic – This theme describes infrastructure planning, transport infrastructure, facilities and services and asset management.
- (4) Civic leadership – This theme describes how the Shire embraces a culture of leadership, customer service and inclusive community engagement.

Submitting an Application

Guidelines

These guidelines have been developed to assist you in preparing your application and to ensure all documentation is submitted with your application.

Eligibility

In order to be considered for the position, you must be able to show that you meet all the essential criteria. Before preparing your application, check the essential criteria described in the attached position description to make sure you are eligible to apply.

Preparing Your Application

When you have ascertained that you have met all of the essential selection criteria your next step is to prepare your application.

1. Covering Letter

Your application should include a covering letter. The covering letter is an introduction to your application and should state identifying details of the position that you are applying for, your desire to be granted an interview, together with any relevant information on your availability for an interview.

2. Resume/Curriculum Vitae

Personal Details – name, address telephone number etc.

A summary of your work history beginning with your most recent position. Include starting and finishing dates, your position and the types of tasks that were required in each job, and your key achievements. Also provide reason for leaving previous position.

Your education and training achievements. Include any that you are currently undertaking. Membership of any professional bodies should also be included.

Any activities that you have undertaken outside of work which are relevant to the position that you are applying for.

3. Statement of Claims against the Selection Criteria

Your selection for an interview will depend on you demonstrating that you meet the essential criteria.

4. When preparing your “Statement of Claims against the Selection Criteria”

Treat each selection criteria separately. Use each criterion as a heading and provide your claim underneath that heading.

Provide a brief statement, which relates your experience, skills and knowledge to the particular criteria. The length of your statement for each criterion is dependent on the position you are applying for. 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.

5. 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.

Referees should be contacted for approval before listing them in your application.

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.

6. General Application Information

Applicants should submit typed applications. If you are unable to type your application, a neat handwritten application may be lodged. The layout, spelling, punctuation and grammar should be checked.

Do not attach any information that is not relevant to the position that you are applying for.

When lodging your application, submit a covering letter, Resume, statement of claims against the selection criteria and written references.

Staple all information in the top left - hand corner. DO NOT submit your application in plastic or cardboard folders (as your application may need to be photocopied).

7. Submitting Your Application

You may post, deliver, e-mail or fax your application. Applications must arrive by 4.00pm on Friday, 8 April 2022.

Mark your application:

PRIVATE & CONFIDENTIAL

Chief Executive Officer
Shire of Wickepin
PO Box 19
WICKEPIN WA 6370

Should you require any further information or assistance, please contact:

Mark Hook
Ph: 9888 1005
Email: eso@wickepin.wa.gov.au

The Shire of Wickepin is an Equal Employment Opportunity Employer and is committed to employing the best applicant for each vacancy.

Mechanic

Position Description

- 1. TITLE**
Mechanic
- 2. LEVEL:**
Level 6 Local Government Industry Award 2010
- 3. DEPARTMENT/SECTION**
Works and Services
- 4. KEY OBJECTIVE OF POSITION**
To provide an effective and efficient mechanical service involving repairing, servicing and maintaining Council's plant, equipment and vehicle fleet. Plant includes heavy commercials, earthmoving, agricultural type equipment, light fleet and ancillary items.
- 5. KEY DUTIES/RESPONSIBILITIES**
 - Carry out general maintenance and repairs on plant and equipment in accordance with manufacturer's specifications.
 - Ensure that work requests are completed accurately.
 - Ensure the work area is maintained in a safe and clean manner so as to prevent hazards to employees.
 - Assess plant capabilities for sale and replacement of machinery.
 - Adhere to the Local Government's occupational safety and health policies and procedures and maintain a safe working environment.
 - Required to operate plant as licensed to operate.
 - Responsible for the quality and completion of works under the employee's control.
 - Required to make operational and other decisions relating to the employee's own safety and to the safety of other employees and the public.
 - Required to perform other duties as directed or required by Manager of Works.
- 6. REQUIREMENTS FOR THE JOB**
 - Skills**
 - Significant experience in automotive repair within a workshop environment.
 - Good level of welding using both gas and electric (i.e. MIG, ARC)
 - Basic skills in automotive electrics and hydraulics.
 - Demonstrated level of motivation, productivity and safety.
 - Good supervisory, organisational and time management skills.
 - Good communication skills – both verbal and written
 - Knowledge**
 - Sound knowledge of Council's safety policy requirements as they relate to the job being performed and effect on public.
 - Working knowledge of Occupational Health and Safety requirements for the workplace.
 - Knowledge of workshop procedures and automotive repairs.

Experience

- Experience in automotive repairs within a workshop environment.
- Experience in operating heavy road construction machinery (rollers, graders, etc.)
- Proven experience in working in an unsupervised capacity in undertaking and completing set tasks as directed.
- Contemporary plant fleet maintenance practices.

7. QUALIFICATIONS & TRAINING

- Trade qualified mechanic.
- Hold a current “HR” class Motor Driver’s Licence.
- Hold a current St Johns Senior First Aid Certificate.

8. ORGANISATIONAL RELATIONSHIPS

a) **Responsible to:**
Manager of Works

b) **Internal and External Liaison:**
Internal

- Chief Executive Officer
- Shire President/Councillors

External

- Not applicable

9. EXTENT OF AUTHORITY

Work under direct supervision from the Manager of Works.

10. AWARD

Local Government Industry Award (Local)

11. SELECTION CRITERIA**Skills**

- Significant experience in automotive repair within a workshop environment.
- Good level of welding using both gas and electric (i.e. MIG, ARC)
- Basic skills in automotive electrics and hydraulics.
- Demonstrated level of motivation, productivity and safety.
- Good supervisory, organisational and time management skills.
- Good communication skills – both verbal and written

Knowledge

- Sound knowledge of Council’s safety policy requirements as they relate to the job being performed and effect on public.
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Experience

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- Contemporary plant fleet maintenance practices.

Qualifications & Training

- Trade qualified mechanic.
- Hold a current “HR” class Motor Driver’s Licence.
- Hold a current St Johns Senior First Aid Certificate.

12. COMMENTS**Work outside of ordinary hours:**

Shire employees work a 38 hour week; being from 7am to 4pm Monday - Friday.

Employees take a ½ hour lunch break and are entitled to a fortnightly RDO. The RDO is taken in line with the roster system established.

All employees are required to read and sign the Induction Manual prior to the commencement of work or any reviews. This signed document will be placed on each employees payroll file as evidence of the fact that they have read and understood the requirements of the position and Council.

Employment Conditions

Location	The position is based at the Shire of Wickepin, 77 Wogolin Road Wickepin WA 6370.
Industrial agreement	Local Government Industry Award 2010
Salary	Level 6 Local Government Industry Award 2010
Tenure	Permanent
Hours of work	7am – 4pm Monday to Friday (9 day fortnight)
Superannuation	10% Employer Superannuation Guarantee contribution and matching contribution with Super Salary Sacrifice of up to 3%.
Annual leave	4 weeks as per Local Government Industry Award
Personal/carer's leave (recognised as sick leave)	As per Local Government Industry Award
Long service leave	13 weeks long service leave after 10 years continuous local government service, transferable between local governments within Western Australia.
Relocation assistance	Council will meet the reasonable costs of the successful applicant's removal expenses (up to \$5,000) with 50% reimbursement after 6 months and the balance after the completion of 12 months service.
Clothing allowance	Uniform supplied.
Probationary period	Appointment is subject to a three month probationary period. At the end of the three month period your tenure and conditions of employment will be reviewed. The probationary period may be extended if performance is not satisfactory.

Signed:

Signature:

Date

Employee

CEO

Position Description Review History

Created		
Reviewed and updated	23 February 2022	CEO Mark Hook
Reviewed and updated	21 March 2022	CEO Mark Hook