



General Hand/Gardener

Application Package



General Hand/Gardener

Full Time

The Shire of Wickepin is seeking a competent and enthusiastic General Hand/Gardener to join our team on a permanent basis.

The position supports the efficient functions of the Works and Services Section of the Shire of Wickepin through the provision of effective plant operation and general labouring, as required.

The successful candidate will –

- Have sound communication skills,
- Be competent in the safe use of civil works plant, machinery, and equipment,
- Hold a minimum of a current HR or HC class driver's licence, and
- Be experienced in a similar role or can demonstrate transferable skills.

To be considered for this role you must submit –

- A cover letter outlining your desire for the role and why you feel you would be a successful candidate, and
- A copy of your current resume, inclusive of at least two (2) referees.

An application package is available on the Shire's website (www.wickepin.wa.gov.au) or by contacting Mrs Erika Clement on 08 9888 1005.

Applications, clearly marked "**Private and Confidential – Application General Hand/Gardener**" can be delivered by –

- Mail to Shire of Wickepin, PO Box 19, Wickepin WA 6370,
- Hand to Shire of Wickepin, 77 Wogolin Road, Wickepin WA 6370, or
- Email to dceo@wickepin.wa.gov.au.

Applications will be reviewed upon receipt, the final close of applications will be Friday 8 May 2026.

The Shire of Wickepin is an equal opportunity employer.

David Burton
Chief Executive Officer



General Hand/Gardener

Position Description

1 Title

- General Hand/Gardener

2 Level and Award

- Starting at Level 4 – Local Government Industry Award 2020 Industrial Agreement depending on experience

3 Department – Section

- Works and Services - Gardening

4 Position Summary

- Provide the necessary support for the maintenance of Council's parks, gardens, cemeteries, public toilets, caravan parks, road verges, refuse sites; including transfer stations and sewerage systems; including reuse water system within all the town sites and surrounding areas.
- Provide relief cover for Council's construction and maintenance teams.

5 Key Duties and Responsibilities

- Carry out routine maintenance of Council's parks, gardens, cemeteries, public toilets, caravan parks, road verges, refuse sites, transfer stations and sewerage system including reuse water system, within all the town sites and surrounding areas.
- Assist in the installation of lawns and gardens within town sites and surrounding areas.
- Carry out tree pruning and other activities associated with clearing and maintaining of street verge vegetation.
- Assist in the collection of rubbish.
- Assist in the control of weeds and other unwanted plant species by hand or spray application of chemical and herbicide treatments.
- Assist in the reticulation and watering of Council's parks, gardens, cemeteries and road verges.
- Provide relief cover for Council's construction and maintenance teams, which includes operating all equipment as required in a safe, productive and effective manner.
- Carry out routine maintenance of plant, tools and equipment assigned to employee's control.
- Operate plant as licensed to operate.
- Responsible for the quality and completion of works under the employee's control.
- Inspect and maintain Council's sewer system including providing monthly reports on all maintenance undertaken.
- Maintain and inspect all playgrounds and playground equipment and report defects to Manager of Works.
- Clean all public toilets as directed.
- Make operational and other decisions relating to the employee's own safety and to the safety of other employees and the public.
- Any other duties consistent with the level of this position, as required.

6 Qualifications, Training and Experience

These can be developed on the job.

Qualifications & Training

- Previous experience in a similar role desirable.
- Recognised certificate of competency for the operation and maintenance of chainsaws desirable.
- Recognised traffic management certification desirable.
- Hold a current "MR" class Motor Driver's Licence.
- Hold a current St Johns Senior First Aid Certificate desirable.
- Blue/white card.
Recent police clearance.

Skills

- Basic plant operator skills.
- Specialised hand tool skills, including chainsaws.
- Intermediate skills in horticulture, landscaping, reticulation and nursery skills.
- Intermediate skills in chemical and herbicide handling and application.
- Intermediate equipment maintenance skills.
- Basic supervisory, organisational and time management skills.
- Basic 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.

Experience

- Proven hands-on experience in the gardening and horticultural history.
- Proven experience in working in an unsupervised capacity in undertaking and completing set tasks and requirements as directed.

7 Relationships

7.1 Reports To

- Team Leader (Gardener)
- Manager Works and Services

7.2 Direct Reports

- Nil

7.3 Internal Relationships

- Inside employees
- Outside workforce

7.4 External Relationships

- Ratepayers and residents.
- Business organisations.

8 Extent of Authority

- Work performed is within general guidelines.

9 Additional Information

- 76-hour working fortnight (Generally 7:00am to 4:00pm, Monday to Friday).
- ½ hour lunch break.
- Fortnightly Rostered Day Off, which is to be taken in line with the established roster system.
- Irregular hours outside of normal work hours, paid as overtime, may occur.
- Completion and acknowledgement of required employee induction processes is required.

10 Agreement

- Employee Name [vacant]
- Employee Signature and Date _____
- Chief Executive Officer David Burton
- Chief Executive Officer Signature and Date _____

11 Review History

- | | | |
|-------------------|----------|-----------|
| • 30 June 2023 | Created | N Cain |
| • 11 October 2023 | Reviewed | E Clement |
| • 16 April 2026 | Reviewed | E Clement |



General Hand/Gardener

Remuneration Package

Position	Gardener
Department	Works and Services
Section	Gardening
Position Classification	Level 4 Local Government Industry Award 2020- depending on experience
Employment Type	Full Time
Location	Wickepin

Package Component, per annum	
Commencing Salary *	\$55,565
Over Award Allowance *	\$4,940
Adverse Working Conditions Allowance	\$1,936
Leave Loading (17.5%)	\$814
Superannuation (11.0%)	\$7,501
Matching Superannuation (2.0%) **	\$613
Vehicle Provision	Not applicable
Telephone Allowance	Not applicable
Uniform Annual Provision	Supplied
Retention Payment (by discretion)	\$500
Swimming Pool Access	\$132
Rostered Days Off	1 per fortnight
Total	\$72,001

* The package is calculated on a full time wage of 76 hours per fortnight for a full year.

** Employees must make a matching contribution to be eligible.



General Hand/Gardener

Application Information

About your application

Applications must include a cover letter and resume, including the phone numbers of two (2) referees, and be submitted in any of the ways stated on the advertisement.

The cover letter should outline your desire for the role and why you feel you would be a successful candidate.

Applications received after the advertised closing date will not be considered in the initial selection process however may be used if no candidate is successful.

Referees and References

It is recommended you advise your referees you have nominated them on your application.

The referees you nominate should be able to comment on your recent work experience.

These referees will be contacted in the event you are the preferred applicant.

Resume

Your resume should provide personal details (e.g., name, address, and contact phone number), relevant work history, education, training courses attended, qualifications, and professional memberships.

Relevant work history should commence with the most recent position you have held, as well as the dates / period of employment.

In the description of history, give a brief summary of the duties and responsibilities for each of the positions.

Qualifications and Other Documents

Certain positions require tertiary qualifications or specific certificates.

It is recommended only copies of qualifications and other document be included with your application so as to avoid loss or damage to the originals.

You may be required to present the originals at a later time.

Further Information

If you require further information in relation to this position, please contact the nominated person included on the advertisement on 08 9888 1005.

Additionally, the Shire website contains information about the district and the communities within it (www.wickepin.wa.gov.au).

Medical Examination

The preferred applicant will be required to undertake a pre-employment medical, including substance and alcohol screening, which will be covered by the Shire.

Any offer of employment will be conditional upon the applicant being assessed as fit for the proposed employment.

Police Clearance

The preferred applicant will be required to provide a recent National Police Clearance, not more than three (3) months old, which will be covered by the Shire.

Any offer of employment will be conditional upon the applicant being assessed against the Police Clearance.

Eligibility to Work in Australia

The preferred applicant will be required to demonstrate eligibility to work in Australia and will be required to undergo an identity check.

Any offer of employment will be conditional upon the applicant being suitably identified and demonstrating eligibility to work in Australia.

Policies and Procedures

The successful applicant is required to comply with all policies and procedures of the Shire, including policies, practices, standards, specifications, instructions, and procedures.

Additionally, the successful applicant will be required to abide by the Shire's Code of Conduct, as amended from time-to-time.

Workplace Health and Safety

The successful applicant must take appropriate steps during the course of employment to ensure the safety of themselves and others are not compromised.

This includes complying with safety legislation and Shire policies.

Reliance on Qualifications

The successful applicant acknowledges and warrants –

- The Shire has relied on the qualifications and experience set out in the application for employment and related documents, and
- The correctness of all information contained in the application and those documents.

Probation Period

A standard probationary period of three (3) months will apply to this position primarily to give time to assess the incumbent's knowledge of, and suitability to, the role.

Other Conditions of Employment

All other conditions of employment are in accordance with the *Local Government Industry Award 2020*.

Equal Opportunity

The Shire of Wickepin is an equal opportunity employer.