



# General Hand / Plant Operator

## Application Package



# General Hand/ Plant Operator

## Full Time

The Shire of Wickepin is seeking a competent and enthusiastic General Hand /Plant Operator 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](http://www.wickepin.wa.gov.au)) or by contacting Mrs Erika Clement on 08 9888 1005.

Applications, clearly marked "**Private and Confidential – Application for General Hand/Plant Operator**" 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](mailto:dceo@wickepin.wa.gov.au).

Applications must be received by **4:00pm Friday 8 May 2026**.

The Shire of Wickepin is an equal opportunity employer.

David Burton  
Chief Executive Officer



# General Hand / Plant Operator

## Position Description

## **1 Title**

- General Hand/Plant Operator

## **2 Level and Award**

- Level 4 – Local Government Industry Award 2020 Industrial Agreement

## **3 Department – Section**

- Works and Services

## **4 Location**

- Civil Works

## **5 Position Summary**

- Support 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.

## **6 Key Duties and Responsibilities**

### **6.1 Plant Operation**

- Drive and operate trucks in the carting of gravel and water and any other related requests to assist in the maintenance and construction of road systems throughout the Shire of Wickepin.
- Operate any other plant, equipment, or machinery as deemed appropriate to assist with the maintenance and construction of road systems throughout the Shire including, although not limited to, Rollers, Loaders, Tractors, Water Trucks, Skid Steers, Backhoes etc.
- Undertake pre-start maintenance checks, grease, maintain, and clean plant, equipment, and machinery to a high standard and report and identified faults or repairs.

### **6.2 General Labouring**

- Carry out works at the Shire's waste facilities, parks, reserves, and recreation facilities, as required.
- Undertake any other general labour requests, such as removing and replacing traffic signage, installing culverts and culvert headwalls, sewer works, pathway repairs, storm water system maintenance, facility repairs and maintenance, as required.
- Any other duties consistent with the level of this position, as required.

## **7 Relationships**

### **7.1 Reports To**

- Team Leader (Civil Works)
- 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 Qualifications, Training and Experience**

- Previous experience in a similar role.
- Current HR or HC class driver's licence.
- Recognised certificate of competency in civil construction operations desirable.
- Recognised certificate of competency in operation and maintenance of chainsaws desirable.
- Recognised traffic management certification desirable.
- Senior First Aid Certificate desirable.
- Blue/White Card.
- Recent police clearance.

## **10 Role Requirements/Skills**

- Ability to operate heavy plant, such as Rollers, Loaders, Tractors, Water Trucks, Skid Steers, Backhoes etc.
- Sound knowledge of use and maintenance of various types of plant, equipment, and machinery associated with civil works.
- Sound knowledge of Workplace Health and Safety Regulations.
- Sound written communication.
- Sound communication and public relations skills.
- Sound numeracy knowledge.
- Ability to work well within a team.
- Ability to follow and carry out instructions to a high standard.
- Working knowledge of local government, the local area, and the community.
- Commitment to ongoing personal and professional development.

**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.

**11 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.

**12 Agreement**

- Employee Name [vacant]
- Employee Signature and Date \_\_\_\_\_
- Chief Executive Officer
- Chief Executive Officer Signature and Date \_\_\_\_\_

**13 Review History**

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



# General Hand/Plant Operator

## Remuneration Package

Position	General Hand/Plant Operator
Department	Works and Services
Section	Civil Works
Position Classification	Level 4 – Local Government Industry Award 2020 Industrial Agreement
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 (12.0%)	\$7,501
Matching Superannuation (1.0%) **	\$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
<b>Total</b>	<b>\$72,001</b>

\* 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/Plant Operator

## 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](http://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 six (6) 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* Industrial Agreement.

**Equal Opportunity**

The Shire of Wickepin is an equal opportunity employer.