

# **Trades Assistant Application Package 2024**

## EMPLOYMENT OPPORTUNITY

### Trades Assistant



- **Excellent work-life balance, working 9 days a fortnight.**
- **Attractive annual remuneration starting at \$48,469, plus the Shire's 20% over Award payment.**
- **Generous superannuation contributions.**
- **On the job training opportunities.**

#### The opportunity

We are seeking to appoint an enthusiastic person to fill the role of Trades Assistant at the Shire's Workshop. Ideally, the applicant will be a self-motivated person, who will work under the supervision of the Workshop Supervisor to assist in maintaining the Shire's fleet of vehicles, plant and equipment.

#### Required knowledge and skills

- Mechanical trade skills.
- Developed skills to resolve mechanical problems.
- Developed communications and customer service skills.
- Developed time management skills.
- Computer skills.
- Current HR driver's licence.

#### Employment conditions

- Permanent appointment upon completion of a three-month probation period.
- Conditions in accordance with the Municipal Employees (Western Australia) Award, Level 4 (\$24.53 per hour) or above (depending on experience), plus 20% over award allowance.
- Generous superannuation options (11% on commencement, plus employee contributions matched by the Shire up to 6%).
- One Rostered Day Off per fortnight.

#### How to apply

Please provide a written application including a covering letter outlining your suitability for the role, plus a CV detailing your work history and providing two recent work-related referees. Please mark your application as follows: "Trades Assistant".

You can post, personally deliver or email your application to:

<i>Post</i>	<i>In person</i>	<i>Email</i>
Shire of Bruce Rock PO Box 113 BRUCE ROCK WA 6418	Shire of Bruce Rock 54 Johnson Street BRUCE ROCK WA 6418	<a href="mailto:shenae.negri@brucerock.wa.gov.au">shenae.negri@brucerock.wa.gov.au</a>

**Applications close at 4.00pm on Wednesday, 14 February 2024.**

#### Application package and more information

An application package and more information can be obtained at the Shire's website ([www.bruockerock.wa.gov.au](http://www.bruockerock.wa.gov.au)) or by contacting Shenae Negri (on 9061 1377 or [shenae.negri@brucerock.wa.gov.au](mailto:shenae.negri@brucerock.wa.gov.au)).

## POSITION DESCRIPTION

<b>Position Title</b>	Trades Assistant
<b>Department</b>	Works and Services
<b>Award/Agreement</b>	Municipal Employees (Western Australia) Award
<b>Classification</b>	Level 4 or above (depending on experience)
<b>Status/Hours</b>	Full-time / 76 hours a fortnight

### Position Objective

Assist the Workshop Supervisor to service, maintain and repair the Shire's fleet of vehicles, plant and equipment.

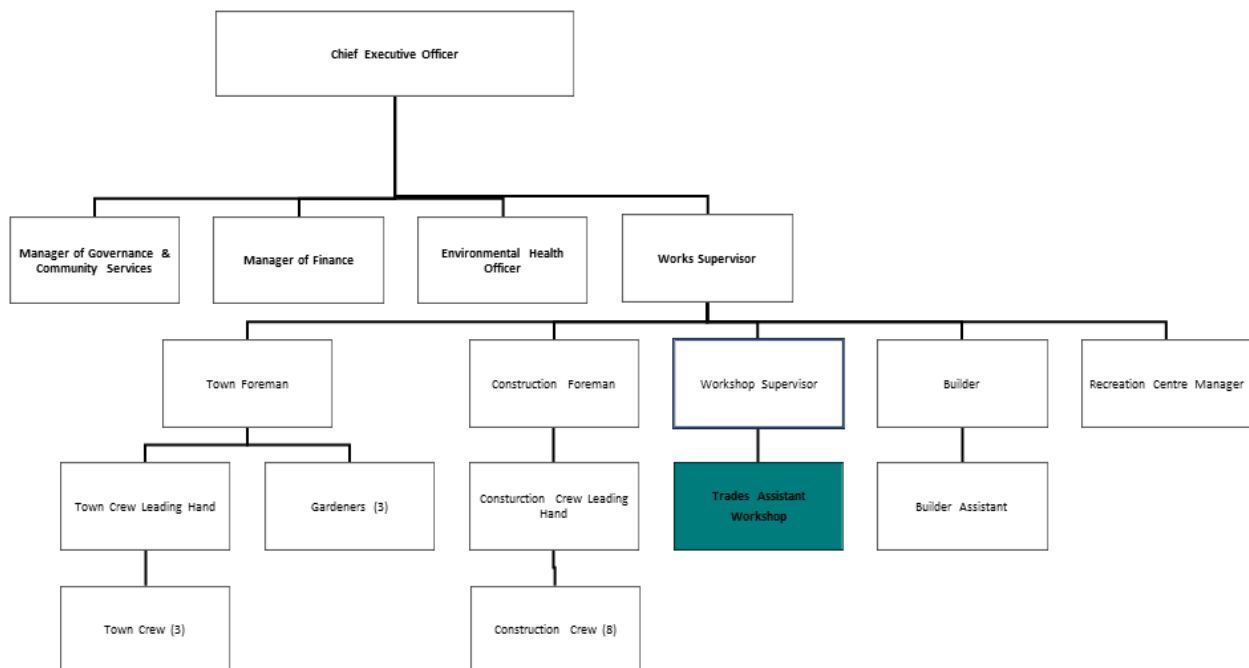
### Key Responsibilities and Duties

Key Areas of Accountability	
<b>Workshop – Servicing and Repairs</b>	<ul style="list-style-type: none"> <li>Perform servicing and repairs on the Shire's fleet of vehicles, plant and equipment, as per manufacturers' specifications, both at the Depot and on site. This includes, but is not limited to, cars, trucks, graders, loaders and ride-on lawnmowers.</li> <li>Identify mechanical faults and solve mechanical problems, including break down repairs with guidance from the Workshop Supervisor.</li> <li>Conduct routine minor plant maintenance, as required.</li> <li>Ensure the workshop is maintained in a clean and safe condition.</li> <li>Pick up parts from suppliers, if required.</li> <li>Carry out other duties within the employee's competence and skills, as directed from time to time by the Workshop Supervisor or the Manager of Works and Services.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>Work both autonomously and under the guidance of the Workshop Supervisor.</li> <li>Immediate reporting of plant defects, loss or damage to tools, equipment or vehicles.</li> <li>Responsible for the quality and standard of work performed.</li> <li>Undertake training when necessary and as stipulated by the Manager of Works and Services.</li> <li>Ensure that all relevant policies, specifications and standards within the areas of responsibility are adhered to.</li> <li>Carry out other duties consistent with the level of this position and as directed by the Workshop Supervisor or the Manager of Works and Services.</li> </ul>
<b>Work Health and Safety and Risk Management</b>	<ul style="list-style-type: none"> <li>Demonstrate a strong commitment to Work Health and Safety, including risk management.</li> <li>Take all reasonable care in the performance of duties to prevent injury to self and others.</li> <li>Report any risk, accident or incident immediately.</li> </ul>

## Position Requirements

Skills	Knowledge	Experience/Qualifications
Mechanical trades skills.	Mechanical knowledge of typical local government vehicles and equipment.	Current HR Class Drivers Licence.
Developed verbal communication skills.	Knowledge of Work Health and Safety principles and practices, as related to the position.	Demonstrated experience in servicing large and small plant and equipment.
Developed customer service skills (internal and external).		Demonstrated experience keeping service history records.
Developed time management skills.		
Developed problem solving skills when dealing with mechanical problems.		
Computer skills.		

## Organisational Relationship



Responsible to	Responsible For
Workshop Supervisor	Not Applicable



## Internal/External Liaison

Internal	External
Manager of Works and Services	General Public
Workshop Supervisor	State Departments
Chief Executive Officer	Suppliers
Other Executive Staff	
Other Staff	
Shire President and Councillors	

## Extent of Authority

Works under general supervision of the Workshop Supervisor and Manager of Works and Services.

## Selection Criteria

	Essential	Desirable
<b>Skills</b>		
Mechanical trades skills.	√	
Developed time management skills.	√	
Developed communication skills.	√	
Developed skills to resolve mechanical problems.	√	
Computer skills.		√
Developed customer service skills.		√
<b>Knowledge</b>		
Knowledge of Work Health and Safety principles and practices, as related to the position	√	
Mechanical knowledge of typical local government vehicles and equipment, including small parts.		√
<b>Experience/Qualifications</b>		
Demonstrated experience in servicing large and small plant and equipment.		√
Possession of a current HR driver's licence	√	

## CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job.

MANAGER OF WORKS AND SERVICES

SIGNATURE\_\_\_\_\_

DATE\_\_\_\_\_

As the employee, I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

NAME\_\_\_\_\_

SIGNATURE\_\_\_\_\_

DATE\_\_\_\_\_

DATE APPOINTED\_\_\_\_\_

## **REMUNERATION PACKAGE**

### **Salary (Cash Component)**

The remuneration for this position is in accordance with the Municipal Employees (Western Australia) Award Level 4 or above (depending on experience), plus the Shire's 20% over award payment. The salary will be payable fortnightly, in arrears, to a bank account nominated by the employee.

### **Award**

Employment conditions are in accordance with the Municipal Employees (Western Australia) Award.

### **Days and Hours of Employment**

This is a full-time position, working a 9-day fortnight. Working days are Monday to Friday, with every 2<sup>nd</sup> Monday being a Rostered Day Off. Standard working hours are 7.00am to 4.00pm, with a half-hour lunch break.

From time to time, the employee may be required for a call out work for emergency clean up, such as storm damage.

### **Annual Leave**

The employee will be entitled to four weeks of Annual Leave with 17.5% loading.

### **Long Service Leave**

The employee will be entitled to long service leave in accordance with relevant regulations.

### **Uniform**

The employee will be provided with appropriate uniform and safety wear, in accordance with the Shire's Uniform Policy.

### **Superannuation**

The superannuation payable at the commencement of the contract will be 11% of the ordinary time earnings. Should the employee wish to make additional contributions to his/her superannuation fund, the Shire will match these up to 6%.

### **Medical Examination**

The employee will be required, as a condition of appointment, to have a Pre-Employment Medical Examination by a Medical Practitioner prior to appointment being offered. The Shire will bear the full cost of the Pre-Employment Medical Examination. A copy will be retained in the employee's personal file and made available for the employee.

### **Alcohol and Drug Testing**

The Shire undertakes random testing of all employees for alcohol and drugs.

### **Police Clearance**

The employee will be required, as a condition of employment, to provide a current police clearance at the Shire's expense.

### **Professional Development**

Provision is available for the employee to participate in relevant training, as approved by management.

## **GENERAL APPLICATION INFORMATION**

- Preferably, applications should be typed. 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 and the contact details of two recent work-related referees.
- Staple all information in the top left-hand corner.
- Please only include photocopies of your attachments, as the application will not be returned.

## **REFEREE**

- Applicants are required to nominate two work referees in support of their application. These referees should be able to comment on the applicant's work experience, skills and knowledge in relation to the selection criteria.
- Referees should be contacted for approval before listing them in the application.
- The details to be provided are 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.

## **THE INTERVIEW**

### **Preparing for the Interview**

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

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 Council.

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.
- Try to remember the names of the person/people interviewing you.
- Take time to answer each question.
- In some instances, you will be given the opportunity to read the interview questions and prepare brief notes immediately prior to the interview.
- 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.

### **CANVASSING OF COUNCILLORS**

*Canvassing of elected members is prohibited and any applicant known to have done so may be disqualified.*

## **THE ORGANISATION**

The Shire of Bruce Rock is governed by an elected Council, consisting of seven Councillors, including the Shire President. The Council currently meets on the third Thursday of every month, with meetings commencing at 1.30pm. Council does not meet in January.

The Shire of Bruce Rock employs approximately 40 staff, including administrative and external officers, as shown in the table below. Additional external contractors and services include rubbish collection and Ranger Services.



## **PHYSICAL CHARACTERISTICS**

### **Location**

The Shire of Bruce Rock is situated in the Western Australian Central Wheatbelt, 245km east of Perth. It includes three satellite town sites (Shackleton, Babakin and Ardath) and the Kwolyin locality.

### **Population**

The permanent population of the Bruce Rock townsite is approximately 700, while the permanent population of the Shire of Bruce Rock is approximately 1000.

### **Area**

The Shire has a total area of 2,772 km<sup>2</sup> consisting of agricultural land and some nature reserves.

### **Soil Types**

Good fertile soil suitable for agriculture.

## **HISTORY**

### **The First Settlers**

The first settlers were sandalwood cutters, who set up camps in the 1860's, and were closely followed by pastoralists. The land's potential for agriculture was realised and was surveyed for selection in the early 1900's.

### **Railway**

The official opening of the railway from Quairading to Nunagin (later renamed Bruce Rock) was on 29 March 1913, and was linked to Merredin on 22 December 1913.

## **Townsite**

The town was gazetted as Bruce Rock in June 1913.

## **PUBLIC UTILITIES**

### **Water**

Water Corporation

### **Sewerage**

Leach and septic individual systems

### **Electricity**

Supplied by Synergy using the Western Power grid

### **Telephone**

Telstra services the entire Shire district. The Shire has a good Next G Mobile telephone service operated by Telstra, with a base station at Yarding and a repeater in Bruce Rock.

## **BUSINESS AND INDUSTRY**

### **Rural**

Mixed farming (wheat and other cereals), wool, sheep, cattle and pigs. Expanding pulses, lupins, course grains, eucalyptus oil mallees and sandalwood.

### **Support Industries**

Metal fabrication, light industrial, agricultural agencies and transport operations.

## **COMMUNITY SERVICES**

### **Health**

20 bed hospital serviced by a resident local GP.

Dentist

### **Emergency Services**

St Johns Ambulance Volunteer Emergency Services



## **Education and Training**

The Bruce Rock District High School caters for students from Kindergarten through to Year 10. A daily school bus takes students to Merredin for years 11 and 12. Daycare is conveniently located close to the school and operates weekdays, 8.30am to 5.30pm.

## **The Town and District Halls**

Halls have been built at Bruce Rock, Babakin and Shackleton.

## **Recreation Centre and Facilities**

Completed in April 2012, the new recreation centre includes a synthetic bowling green, ovals, tennis and netball courts, providing facilities for cricket, football, hockey, netball, tennis and squash. A modern Aquatic Centre is located adjacent to the Recreation Grounds and Caravan Park. The Shire also has two golf clubs, one 2km from Bruce Rock and the other at Ardath, as well as a tennis club at Ardath and a bowling club in Shackleton.



## **Other Services**

Bruce Rock Craft Shop with accommodation for workshops, exhibitions and an artist in residence. A recently constructed Men's Shed provides a great place for local men to meet and carry out hobbies.

## **Bruce Rock Federation Amphitheatre and Sculpture Park**

The Bruce Rock Federation Amphitheatre was officially opened in October 2001, the Amphitheatre seats up to 1,200 people. Designed and built by the local community, it is host for many get-togethers and community events, including the annual Vietnam Veterans Reunion.

The adjoining Sculpture Park has contributions of artwork from all around the region and is a unique place for a family picnic or a stroll through the picturesque gardens that also become a popular venue for weddings.





## **TOURISM**

### **Granite Way**

Tourist drive, including free camping at Kwolyin and day facilities at Kokerbin Rock.

### **Museums**

Bruce Rock Museum, which depicts the development of the Shire and incorporates a settler's cottage, blacksmith shop and a one-teacher school. A machinery museum across the road also houses vintage vehicles and machinery used in the Shire.

### **Wildflowers**

During the months of July, August and September, there is an abundance of wildflowers on the rural roadsides and nature reserves throughout the Shire. A wildflower drive is also sign posted from Bruce Rock.

### **Other Places of Interest**

- Mosaic Pathway and Centenary Path in Bruce Rock
- Shackleton's Smallest Bank

### **Accommodation**

Bruce Rock Hotel, Bruce Rock B & B, Bruce Rock Roadhouse, Bruce Rock Caravan Park, Ardath Hotel.

### **Other Information**

Should you wish to obtain additional information on the Shire and services available, you may contact the Shire office on (08) 9061 1377.

