



Information for Intending Applicants

Position of

**Maintenance Officer (Water
Reticulation)**

February 2020



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About Wiluna: The Shire of Wiluna is a district comprising 182,156 square kilometres of predominantly desert and pastoral country which is situated deep in the beautiful but rugged the Murchison goldfields subregion of the boom state of Western Australia. As one of the more isolated local governments in the State, the Shire faces unique challenges and opportunities.

The main industries are pastoralism (cattle), mining, tourism (mainly self-drive tourism), and government and non-government services.

The Shire administration is based in the township of Wiluna, which is situated on the Goldfields Highway about 833kms from Perth as the crow flies (950kms or 1,125kms by road, depending on the route) and 533km from Kalgoorlie. Wiluna sits on the edge of the Western Desert and has a population of around 200 people, predominantly of Aboriginal descent.

Tourism features include:

- The starting points of the Canning Stock Route and the Gunbarrel Highway - two great outback adventures for four-wheel drive enthusiasts.
- Wiluna Walk Trails
- Tjurkurba Art Gallery – see the display of historic photos and unique paintings by Wiluna's Aboriginal Martu artists who frequent the Gallery workshop, producing high-quality paintings for sale.
- The *Last of the Nomads* statue, the town's tribute to Warri (1909-1979) and Yatungka (1917-1979), believed to be the last desert nomads leading a traditional lifestyle.
- A graceful Old Hospital (now refurbished as the *Canning-Gunbarrel Discovery Centre*), the birthplace of many local Martu people - and former Governor-General, Major General Micheal Jeffery.
- Red Hill Lookout – a rocky rise just 1200 metres south of the town which gives wonderful views over Wiluna across to the gold mine.
- Wanjarri Nature Reserve, approximately 100kms south of the town, which contains a variety of flora and fauna including over 100 different species of birds have been documented in the Reserve.
- North Pool – a delightful rock hole that is located approximately 20km from Wiluna town centre.

The Shire of Wiluna is rich in mineral resources including gold, iron ore, lead, uranium, and nickel. Mining is a very cyclical industry, with production depending very much on demand and price. Mining production within the Shire of Wiluna is estimated to have been worth \$2.4bn in 2012/2013.

In addition to many working mines, the area has a significant mining heritage and some prospectors are still finding gold around the area.

The town has a general store and post office, a primary school, a well-staffed police station, and a medical centre. There is free-to-air FM radio broadcasting as well as numerous free-to-air television channels available via the VAST satellite system.

Pay TV is also available to subscribers, as is high-speed ADSL internet access. Mobile telephony is available via Telstra's Next G network.

The Shire of Wiluna is an area of low rainfall and extreme temperatures. The mean rainfall for Wiluna is 250mm (10 inches) per annum, although high rainfall is possible at any given time. The daily temperature can vary from highs of well over 40 degrees in the summer months to nightly lows in the winter months below zero.

Although Wiluna is undeniably small and remote, it is really a very liveable town offering good lifestyle opportunities.

The Shire: The staff is very small and very friendly (ie. It is a happy workplace).

The Shire fully supports the following concepts and legislative requirements:

- Equal Opportunities,
- Occupational Safety and Health (OSH),
- Providing a Safe and Supportive work environment with positive Cultural Values.

All current and future employees of the Shire are also expected to adhere to the concepts and legislations of the above items.

There are regular staff meetings, and all employees are expected to work within the following corporate values and display the following behaviours:

- **Respect:** Treat others with consideration and courtesy. Encourage and acknowledge effort and initiative. Believe in the ability of others. Recognise and encourage diversity.
- **Openness:** Share information and ideas. Listen and provide feedback. Only talk positively about others. Take responsibility for own actions.
- **Leadership:** Involve staff in decision-making. Communicate plans and objectives. Encourage learning and personal development. Lead by example.
- **Excellence:** Strive to learn. Actively seek and evaluate new ways of doing things. Encourage awareness of our Stakeholders. Actively support a team environment.

The Position: Reporting directly to the Assets Infrastructure Officer, this is a "hands-on" position which will suit an experienced all round handyman, good in reticulation, mechanical, plumbing, carpentry and joinery.

More details about the position, including the selection criteria, are included in the position description which is appended at page 8 of this information pack. The selection criteria are at page 11.

Remuneration: To attract applicants of the calibre that we require, a remuneration package (including superannuation and rent-free housing) in the range \$88,435-\$99,935 will be negotiated with the successful applicant.

Applications:

Applications will close at **4pm (Perth Time) on Friday, 13th March, 2020.**

Applications should contain the following information:

1. Your full name and place of birth.
2. Your address and telephone numbers and/or other contact details.
3. Details of your qualifications (including the year each qualification was completed).
4. A summary showing all relevant employment history, and all employment history for the past 10 years. If you haven't been in the workforce for 10 years, then show your employment history for as long as you have been in the workforce.
5. Your reasons for applying for the position.
6. Your claim for the position; in this section you must address each of the selection criteria as shown on page 11 of this document, explaining how and to what extent you meet them. The selection criteria are listed in the Position Description attached to this information pack.
7. A copy of a Police Clearance issued within the past 3 months.
8. Any other matter you wish to mention in support of your application. This may include (but is not limited to) relevant personal interests, membership of relevant professional associations, or achievements in voluntary work or associations.
9. The names and contact details of not less than three referees to whom enquiries will be made.
10. You may include copies of written testimonials if you wish. If you do, we may contact the issuers.

In addition to the documents set out above, each applicant is required to submit with their application a signed copy of the ***Declaration, Authorisation and Waiver*** which is on page 7 of this document.

Only Online Applications will be accepted

To submit your application, please visit the following web-page:

<https://applynow.net.au/jobs/120949>

Selection and Appointment Process:

The Shire reserves the right to require shortlisted applicants to participate in tests if considered necessary to assess the extent to which they meet specific selection criteria.

Final interviews will be held in Wiluna on a date yet to be determined.

Police Clearance and Medical Examination Required

A recent *Police Clearance* (issued within the last 3 months) should be provided with your application.

Short-listed applicants will be required to undergo a medical examination (at the Shire's expense) in Wiluna during their visit to the town for selection interview.

Probationary Appointment

The successful applicant will be appointed on a probationary basis for the first six months.

This form must be printed, signed, scanned and submitted with your application

DECLARATION, AUTHORISATION, AND WAIVER

I certify that:

- the information contained in this application and the supporting documentation is, to the best of my knowledge and belief, true and accurate in every detail.
- I understand that the Shire of Wiluna reserves the right to verify all information in the application and that any materially false or misleading information will be sufficient reason for my rejection as an applicant, or my dismissal if employed.

I authorise the Shire of Wiluna, or its appointed agents, to make whatever background checks are considered necessary or desirable in order to satisfy itself of my suitability for the position, and to check the veracity of any information contained in my application or supporting information.

I also acknowledge that any information obtained from any background or reference checks is confidential and I undertake not to seek any access or information concerning such checks.

Signature of Applicant

Date

<p>Note. The Shire of Wiluna undertakes that any information obtained during any background check will only be used for the purpose of verifying information contained in the application and determining the applicant's suitability for the position. Any such information obtained will be treated as strictly confidential and will only be made available to the selection committee at the time, and for the purpose, of selecting the suitable applicant</p>
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SHIRE OF WILUNA

Water Reticulation Maintenance Officer

POSITION DESCRIPTION

Employment Status: Full Time

Award: Local Government Officers (Western Australia) Interim Award 2011

Classification: Level 5

PURPOSE OF POSITION Works team

The Maintenance Officer provides reticulation/plumbing/carpentry/mechanical maintenance services to help maintain Shire of Wiluna facilities, grounds, and staff residential buildings.

The Maintenance Officer works independently with minimum supervision on a daily basis and is also expected to be an effective member of the Works Team.

The Works Team is responsible for the management and maintenance of the Shire's airport, roads, town streets and parks.

THE ORGANISATION AND ITS ENVIRONMENT

Vision and mission:

Our vision is for a *Proud, Go-Ahead, Green, and Healthy Wiluna* and our mission is to *work together for the future through good governance*.

Work Environment

The Shire Fully supports the following concepts and legislative requirements:

- Equal Opportunities
- Occupational Safety and Health (OSH)
- Providing a Safe and supportive work environment with positive Cultural Values

All future employees of the Shire are also expected to adhere to the concepts and legislations of the above items.

Cultural Values:

All employees are expected to work within the values and display the following behaviours.

Respect: Treat others with consideration and courtesy. Encourage and acknowledge effort and initiative. Believe in the ability of others. Recognise and encourage diversity.

Openness: Share information and ideas. Listen and provide feedback. Only talk positively about others. Take responsibility for own actions.

Leadership: Involve staff in decision-making. Communicate plans and objectives. Encourage learning and personal development. Lead by example.

Excellence: Strive to learn. Actively seek and evaluate new ways of doing things. Encourage awareness of our Stakeholders. Actively support a team environment.

Core Business

The role of the Shire is to oversee the allocation of the local government's finances and resources and determine the local government's policies in accordance with the Western Australian Local Government Act 1995.

The Shire of Wiluna's Strategic Community Plan 2012 -2023 also guides our work and reflects our commitments to the community. Fulfilling our governance responsibilities as a Local Government Authority and our commitment to Shire residents through our strategic plan is the Council's core business.

Organisational Environment

The Shire of Wiluna covers an area of some 184,000 square kilometres, which is predominantly a mining and pastoral area. The weather conditions include average rainfall of approximately 250mm per annum and temperature variations between 40 degrees in summer and 0 degrees in winter.

The town of Wiluna is the principal centre in the Shire, and there are also a number of mining villages and Martu communities. The township of Wiluna is 966 kilometres' northeast of Perth and is situated on the edge of the desert at the gateway to the Canning Stock Route and Gunbarrel Highway. Wiluna had its beginnings in 1896 with the discovery of gold and the gold rush of the 1930's saw the population increase to more than 9,000. Gold mining along with nickel and lead operations continue in the area with recent discoveries of uranium presenting ongoing challenges and opportunities for the community.

Wiluna had its beginnings in 1896 with the discovery of gold and the gold rush of the 1930's saw the population increase to more than 9,000. In later decades, the pastoral industries took hold and continue today in the Shire. Gold mining along with nickel and lead operations also continue in the area with recent discoveries of uranium presenting ongoing challenges and opportunities for the community.

KEY ACCOUNTABILITIES

- Carry out construction, repair and maintenance works for reticulation, plumbing, building and mechanical services in accordance with the construction and maintenance program and as instructed by the Works Manager and/or Executive Manager Technical Services
- Carry out regular inspections of Shire infrastructure and facilities including plant, equipment, reticulation and pump systems,
- Ensure work is carried out in accordance with the Shire's budget and policies and procedures.
- Show initiative to identify and solve maintenance issues

KEY DUTIES

1. Perform planned and responsive reticulation system and plumbing repairs to the Shire's facilities and grounds, including new installation of irrigation systems
2. Perform planned and responsive building maintenance repairs
3. Perform planned and responsive repairs and services to Shire plant and equipment.
4. Assist in the erection and maintenance of both permanent and temporary road signage
5. Transport furniture and equipment or other supplies.
6. Work in a flexible and supportive manner, and have the ability to work weekends or afterhours as required
7. Work with Depot team members to ensure maintenance is carried out and that maintenance procedures and records are completed.
8. Maintain the work environment in a clean and safe state at all times.
9. Participate and contribute in a positive way to regular team meetings and report on progress against agreed work plans.
10. Liaise with the Assets Co-ordinator in relation to all of the Shire's maintenance needs.
11. Operate Shire's construction machinery and small plant involved in roadworks and town street maintenance.
12. Assist in parks and gardens maintenance, litter control, mowing, verge clearing, weed spraying.
13. Other general duties as directed by the Assets Co-ordinator and/or Executive Manager Technical Services
14. Attend regular team meetings and report on progress against agreed work plans.

Planning and implementation:

- Contribute to achieving the Shire of Wiluna's Strategic Community Plan 2012 -2023.
- Attend regular team meetings and report on progress against agreed work plans.

Organisational performance and compliance:

- Contribute to monitoring and evaluating your work activity.
- Strictly follow workplace health and safety laws and regulation and promptly report issues when observed.

Leadership and customer service:

- Act in a courteous and professional manner with staff and community members in accordance with Council's stated values, Code of Conduct and Customer Service Charter.

Staff performance:

- Develop and follow an Individual Work Plan in consultation with the Works Coordinator.
- Participate in learning and development activities to improve your work performance.

Delegated authorities

- The Water Reticulation Maintenance Officer has no financial or human resource management delegated authorities.

Organisational relationships

- In accordance with Organisational Chart provided in Attachment One, Water Reticulation Maintenance Officer reports to the Assets Co-ordinator and has no staff supervisory responsibilities.

PROFESSIONAL ATTRIBUTES AND JOB CRITERIA (SELECTION CRITERIA)

Qualifications and knowledge

It is expected that the Water Reticulation Maintenance Officer has or can obtain:

- Certificates in relevant disciplines eg reticulation, mechanical, plumbing, carpentry, or joinery (note: level of qualification is assessed together with relevant experience in deciding suitability to the position).
- Extensive knowledge and experience in parks, gardens, roads, reserves and verges, with regards to reticulation systems, plumbing requirements, and turf maintenance
- Competent knowledge and experience in servicing and repairing plant, with regards to Ride on mowers, Whipper Snippers, and generators etc
- Competent knowledge and experience in carrying out building repairs and maintenance
- A competent level of operating a vehicle, small plant and chemical handling.
- Competent Knowledge and understanding of locksmith operations, and welding
- Understanding and knowledge of Occupational Safety & Health obligations and practices.
- Current HR Class Drivers Licence.
- Current First Aid Certificate
- Knowledge and understanding of Martu culture and local community life.

Capabilities

1. Demonstrated ability to carry out maintenance and repair work within agreed timeframes and to a high standard of quality.
2. Nationally accredited training in use of large and small plant equipment.
3. Current WA HR class drivers licence (plants tickets highly desirable).
4. Understanding and knowledge of Occupational Safety & Health obligations and practices.
5. White Card.
6. Current First Aid Certificate.
7. Ability to use electrical hand tools related to the position.
8. Ability to diagnose and solve problems and to forecast maintenance needs.
9. Ability to document and record work and follow maintenance schedules while working independently.
10. Ability to complete tasks in accordance with the Physical Requirements specifications in Attachment Two.
11. Ability to use (or commitment to learning) information systems and computer applications such as Microsoft Office.
12. Good written and verbal communication skills and ability to work in a team.

13. Perform works in accordance with the Shire's budget, policies and procedures.

Other

- Provide a National Police Clearance,
- Provide a current Medical Certificate,
- Ability to work in both a team environment and unsupervised,
- Developed interpersonal skills,
- Ability to support and embrace the Shire's cultural values,
- Process a positive 'can do' attitude
- Knowledge of safe work practices and the willingness to comply with the Shire's OSH policies and procedures.
- Be physically fit

Canvassing of Council

Any candidate who has been found to have actively canvassed Councillors to gain employment with the Shire will be automatically disqualified from consideration for employment.

- Section 5.41(g) of the Local Government Act establishes that the CEO has sole responsibility for employment matters; it is not the function of the Council or Councillors.

Selection process (Full-Time or Part-Time Employees)

Below are the basic steps that the Shire will undertake in a publicly advertised selection process:

- a) Advertising the vacancy,
- b) Evaluation of applications after advertising period has closed,
- c) Select suitable candidates for interview,
- d) Conduct interviews,
- e) Contact referees of the preferred candidate, and
- f) Offer the position to the preferred candidate after reference checks.

The above procedure may not apply if the CEO believes he/she has already a suitable candidate who is currently working for the Shire. This is to promote a working environment that is encouraging and supportive of career development and progression.

When a Casual, Acting or otherwise temporary employee has already gone through a previous publicly advertised selection process (see above), and the CEO believes they would be a suitable candidate for a full time or part time position, then they may be appointed to a full or part time position without following the above selection process.

ENDORSEMENT

I understand that this position description forms the basis of my employment contract with the Shire of Wiluna and I will endeavour to perform these duties to the best of my ability. I understand that I will be required to actively participate in an annual performance appraisal.

Signed: _____ / /
Water Reticulation Maintenance Officer

Signed: _____ / /
CEO

