



shire of Ashburton
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Town Maintenance Officer Paraburdoo

Application Package
January 2022

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ABOUT THE ROLE

Town Maintenance Officer

Residential – Paraburdoo | Full time, Ongoing

Starting salary \$69,095.32 p.a.

Negotiable, dependent on skills and experience

Shortlisting may commence immediately.

The Shire of Ashburton serves communities across a vast region in the Pilbara, Western Australia. The region is known for mining, agriculture and fishing, and for its rugged, ancient landscape. Onslow is a small historic coastal town, fishing paradise, and gateway to the Mackerel Islands while Tom Price is WA's highest town, located right on the edge of the state's second largest national park, Karijini.

About the Position

The Shire is seeking a full time Town Maintenance Officer (TMO) for immediate start. Reporting to the Town Maintenance Coordinator – Paraburdoo, the TMO is responsible for performing general activities relating to the maintenance and upgrade of parks, gardens, public spaces and roads while ensuring safe operation and minor maintenance of plant and equipment, and a safe workplace at all times. The position also assists with Waste Services, as required.

Our ideal candidate will have the ability to work outdoors in Pilbara conditions along with previous experience in lawn and/or garden maintenance and be able to demonstrate a high level of honesty and integrity. MR or HR licence and plant operator certificates will be highly regarded, as would horticultural experience. Some travel to other Shire towns of Tom Price and Onslow may be required from time to time. This position requires an immediate start once pre-employment checks have been completed.

This position offers a competitive remuneration package and six (6) weeks' annual leave for full time. All terms and conditions are as per the *Shire of Ashburton Enterprise Agreement 2017*.

For further information regarding this exciting opportunity, please contact Dominic Cairns, Town Maintenance Coordinator on 0417 406 893.

Submitting your Application

Applications must be submitted online via the Shire of Ashburton website: www.ashburton.wa.gov.au by **9:00 AM Friday 21 January 2022**.

The Shire of Ashburton is committed to diversity and strongly encourages candidates from different cultural, gender and age backgrounds to apply

Position Description

Town Maintenance Officer - Onslow

| | |
|------------------------------|----------------------------------------------|
| Position Number | JA.54P / 335 / 336 / 337 |
| Directorate | Infrastructure Services |
| Department | Town Maintenance |
| Job Family | Labourer / Operational |
| Reports To | Town Maintenance Coordinator |
| Direct Reports | N/A |
| Location | Paraburdoo |
| Industrial Instrument | Shire of Ashburton Enterprise Agreement 2017 |
| Classification | Level 3 |

Vision

To contribute to the social, economic, and environmental prosperity of the Shire of Ashburton by providing in alliance with others, strong community leadership, advocacy, and cost effective facilities and services.

Values

Respect Openness Teamwork Leadership Excellence Health and Wellbeing

About the Role

Role Objective / Purpose

Assist in the maintenance of the town's outdoor environment.

Key Role Outcomes

In an operational capacity, assist with the efficient and cost effective maintenance of the Shire's outdoor environment and facilities, which may include, among other things;

- Ensure the the outdoor is maintained to the level expected of the community users; and
- Ensure the outdoor environment is safe and habitable, undertake maintenance tasks including, but not limited to: maintaining parks and gardens, reticulation, mowing, street signs, roads, paths, kerbs, playgrounds, fencing, line marking, mowing and maintaining lawn, removing rubbish, needles and graffiti from open areas, trimming trees, palms, and other bushes, weeding, spraying and maintenance of garden beds, and assisting with traffic management activities; and maintain outdoor equipment including playgrounds.

Ensure at all times when undertaking work, the safety of the community, safe and efficient operations, and the safety of other staff and contractors.

Work Duties

The position description does not act to limit or set specific duties required to fulfil this role, this document serves to describe the role and outline the required outcomes and to set expectations. All employees are required to have a flexible approach to their work, including undertaking work duties which may fall outside those required of this role. All employees must comply with reasonable and lawful directions.

Core Competencies

The following competencies are required of **all roles** within the Shire and are ranked to reflect differing levels of responsibility. These competencies reflect the Shire's Values of Respect, Openness, Teamwork, Leadership, Excellence, Health and Wellbeing which apply at all times, to all staff, in all roles.

| Competency | |
|--------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Health and Safety | Intermediate: Assists in the development of Job Safety Analysis, Safe Work Method Statements and other safety procedures for own work area. May coach newer or more junior staff in safety procedures. At all times acts in accordance with the principles identified in the Local Government Act and State and Federal legislation. |
| Accountability | Fundamental: Works under general supervision. Able to follow directions and to prioritise small tasks. Work is frequently checked. |
| Judgement and Decision Making | Fundamental: Work procedures generally well established. Decisions made impact on local work areas and team. Discretion applied within established procedures. Judgement is limited to own work. May make simple recommendations within local work area including strategy, work plans and organisational priorities. |
| Time Management | Intermediate: Able to manage own workload and prioritise within usual work patterns |
| Customer Service | Fundamental: Provide a general service under direct supervision. May be learning or developing into customer service positions. The employee will reflect and always demonstrate the code of conduct of the organisation, its values and work with the highest level of integrity. |
| Financial Management | Fundamental: Adhere to set budgets in purchasing. May provide some general feedback in respect to costs and spending derived from operational responsibilities. |
| Leadership | Fundamental: Extent of leadership is setting a positive example through ones own actions to influence peers and supervisors. |

Role Specific Competencies

These are the specific competencies required of the role.

| Competency | Required Level |
|------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Problem Solving | Fundamental: Able to solve minor problems that relate to immediate tasks. Solve problems in accordance with managerial directives, policies of Council and legislative requirements. |
| Conflict Resolution | Fundamental: Able to work well with team members and demonstrate respect to peers. |
| Communications Skills | Fundamental: Can read and write english to an acceptable level for the workplace. Can follow written and verbal direction, safety instructions, and other workplace specific terminology. Major portions of the work are verbal rather than written. Considerate when dealing with others. |
| Equipment Operation | Proficient: Operates light duty machinery requiring an appropriate licence and specific training. This may include vehicles requiring an LR or MR licence. |

Licenses, Registrations, Memberships or Qualifications Required of Role

- Minimum C Class Drivers Licence;
- Current National Police Clearance (dated within 6 months of commencement);
- White Card;
- First Aid Certificate;
- Desirable – Minimum MR Licence.

Experience, Skills, Knowledge Required of Role

- Desirable – Previous experience with small plant operations (mowers, brush cutters, chainsaws);
- Desirable – Traffic Management - Basic Worksite Traffic Management, Traffic Controller;
- Desirable – Chainsaw Training and Competency;
- Desirable – Chemical Handling Competency;
- Desirable – Working with Heights Certificate; and
- Desirable – Reticulation Certification Level 1 – 3.

Position descriptions may be reviewed on an annual basis, as part of the Shires' annual performance review process.

Employment Conditions & Benefits

CONDITIONS

Employment conditions are in accordance with the *Shire of Ashburton Enterprise Agreement 2017 (EA)*. All leave and allowances are calculated pro rata for part time employees. Casual employees are not entitled to Annual leave and some allowances.

ALLOWANCES

Ashburton, Annual Leave Travel and Health & Wellbeing allowances are applicable as per the *EA*. Some criteria, service and/or substantiation is required prior to payments being made.

| | |
|-------------------------------|------------|
| Ashburton Allowance | \$4,304.66 |
| Annual Leave Travel Allowance | \$968.55 |
| Health & Wellbeing Allowance | \$269.04 |

Other benefits may include professional memberships, private usage of a fully maintained Shire vehicle, provision of a mobile phone, tablet and/or laptop, flexibility in working arrangements as well as travel, training and personal development opportunities.

SUPERANNUATION

Along with 10.0% Superannuation guarantee, we offer a generous Superannuation matching scheme (up to a total of 22% and 25% after 2 years), with salary sacrifice options.

ANNUAL LEAVE

Six (6) weeks annual leave per annum with no additional leave loading applicable.

LONG SERVICE LEAVE

Thirteen (13) weeks after ten (10) years continuous Local Government service which is transferable between Local Governments in Western Australia.

ACCOMMODATION

Under the current Accommodation Directive, all full time and part time employees are able to apply for either free Shire accommodation or rent relief, pending eligibility and availability.

UNIFORM AND PPE

Corporate uniforms are provided as per the *EA*. Uniforms considered PPE will be provided upon commencement and will be replaced as required.

What do you need to do before applying?

COVERING LETTER

The covering letter should include the title of the position you are applying for, as well as the position reference number. You should explain why you are applying for the position, outline the relevance of your skills and how you may be contacted during normal business hours, should you be progressed to the next stage of the recruitment process.

RESUME

Your resume should be up to date and provide personal details such as your name, address, and telephone number as well as 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 your work history give only a brief summary of the duties and responsibilities for each of the positions.

REFEREES

You should include in the resume the names and contact numbers of at least two (2) recent referees. It is our preference to make contact with referees from positions you've held which are related to the role you're applying for, if viable. At least one referee should be your current manager, alternatively a manager from a previous position may be used.

SUBMITTING YOUR APPLICATION

Please apply by clicking 'Apply' on the job ad on our website: www.ashburton.wa.gov.au

NEXT STEPS

Once you have submitted your expression of interest you should start thinking about the next steps of the recruitment process and gather documentation to address the mandatory requirements for the role, this will include:

- 100 points of ID;
- National Police Clearance;
- Current Driver's Licence; and
- Required qualifications, tickets or other licences.

You may also be required to undergo pre-employment checks such as psychometric testing, medical assessments and drug and alcohol screening – ensure you have documentation or evidence of any medical conditions or medication prior to medical testing being conducted.



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ABOUT THE SHIRE OF ASHBURTON

TOM PRICE

Some 747m above sea level, Tom Price is the highest town in Western Australia commonly referred to as the 'Top Town in WA'. It is a modern, fully serviced town, and is an ideal base for exploring the wonders of Karijini National Park which is just an hour away.

The town offers unique opportunities such as mine site tours, canyoning tours to the gorges, and a large variety of natural attractions including Mt Nameless/Jarndunmunha, Aboriginal carvings, local water holes and parks. Millstream Chichester National Park is also just a few hours away from Tom Price – Python Pool is a must!

From Tom Price you can experience everything that's makes the Pilbara so epic, not just the national parks, but WA's tallest mountains which are waiting to be conquered! Be ready to be amazed by vast red landscapes, the greatest sunrises and sunsets you'll ever see, not to mention the clearest skies – perfect for stargazing. Tom Price is home of great events like the Karijini Experience (April) and the Nameless Jarndunmunha Festival (August). It's definitely the best home base for adventure!

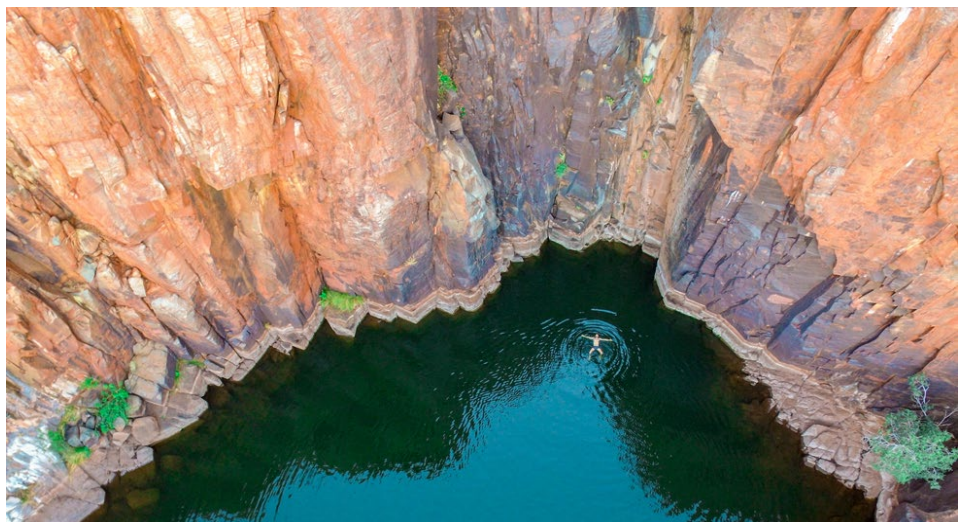


Left:

Canyoning in Karijini National Park

Right:

Python Pool, Millstream Chichester National Park



There is also a great community spirit in Tom Price with over 70 active community groups and sporting clubs. There's everything you may need in town or you can go sightseeing, spider walking through the gorges, swimming at Hamersley Gorge or Fern Pool and generally experience what Karijini and the Pilbara have to offer while you're here – it's worth it! Tom Price is also only half a day's drive to the magnificent Ningaloo Coast. What more can you ask for?



Mount Nameless/Jarndunmunha

Tom Price's most notable land mark is definitely the majestic Mt Nameless/Jarndunmunha. Jarndunmunha is culturally important to Eastern Garuma people, and is associated with a sacred narrative that describes the activities of two girls and their dingo who travelled up the hill. The two girls turned to stone on the mountain. The song for Jarndunmunha is still sung by Eastern Garuma Elders and Traditional owners. Jarndunmunha, the mountain is located approximately 4kms from town and 1128m above sea level.

It is the highest accessible peak by vehicle in Western Australia and offers spectacular panoramic views of the township, Rio Tinto Iron Ore Mine and the surrounding ranges. The drive is approximately 30 minutes and is accessible by 4WD only. A challenging walk from the base of the mountain is approximately a 1 - 3 hour return hike, depending on fitness levels.

Tom Price has a variety of business facilities including a post office, a hospital, chemist, mechanics, hairdressers, supermarket, boarding kennels, home hardware store, home appliance store and a choice of eateries.

PARABURDOO

Paraburdoo is a 40-year-old purpose built mining town that lies on the desert fringe of the Hamersley Ranges. There are interesting sights to take in here in Paraburdoo, or how the locals call it, 'Para'. Paraburdoo, with Tom Price, are the access to the nearby gorges and Karijini National Park that make it a must stop destination to tourists passing through. With a supermarket, chemist, petrol station, post office, hospital, Caravan Park and other amenities, Paraburdoo is a great place to be – so close to Karijini National Park, great camping spots and your typical outback station stays.

It is renowned for its beautiful scenery, wildlife diversity and interesting short European history. Palm Springs is a permanent water source with exceptional bird watching. It is a Heritage Site for the Innawonga People, located 50km north along Paraburdoo Tom Price Road. Kelly's Pool is 8kms out of town and the local year round water hole with picnic facilities.

Early Europeans in the area named a land lease 'Pirraboradoo' after a local Aboriginal word which was widely accepted as 'white cockatoo'. Some sources claim that 'piri' means meat and 'pardu' means feathers. This makes sense as the white cockatoos were a source of food for the local people.



'Resilience' Paraburdoo

Paraburdoo is also where Red Dog was born! Red Dog was a friendly kelpie cross who lived his life hitching rides and travelling throughout WA's north before he died in November 1979. Red Dog is believed to have been born in the town of Paraburdoo in 1971 and had a variety of names to those who knew him, including: Bluey, Tally Ho, Pilbara Wanderer and Dog of the Northwest. Tally Ho was his original name, given to him by his first owner,

who took him to Dampier. The nickname “Red Dog” has been attributed to the red dirt of the Pilbara.



Above: Fern Pool, Karijini National Park

The Community Hub (Chub) was recently opened in Paraburdoo and provides brand new Aquatic and Gym facilities to the community.

The other Shire towns...

PANNAWONICA

Pannawonica is a purpose built mining town, constructed in 1970 and is one of few 'closed mining towns' in WA, a term used by mining companies to describe towns where facilities are limited for visitors and accommodation is reserved for mining staff. The town ultimately provides a home for Rio Tinto employees and their families, working out of the Pannawonica mine site. The smallest town in the Shire of Ashburton, with just under 700 residents, the quaint desert town offers a great home base for adventure!

Millstream Chichester National Park is just 100km down the road from Pannawonica – Python Pool is a must.

ONSLow

Onslow is the oldest town in the Shire of Ashburton and has a colourful history including pearl lugging, devastation by cyclone and Japanese bombing in World War II. It is an appealing home for those who enjoy quiet, coastal living including boating and fishing, nature, and history.

Onslow offers a variety of other scenic and historical attractions in the town and nearby, such as the Heritage Trail, Ian Blair Memorial Walkway, ANZAC Memorial, Four Mile Beach, Termite Mound Viewing Area, Bobby's Tree, Good Shed Museum and Staircase to the Moon. Of course, there are also fishing and crabbing opportunities. Onslow is also the gateway to the magnificent Mackerel Islands, and is within a few hours' drive of Coral Bay, Exmouth and the Ningaloo Reef.
