

TIP ATTENDANT

(JA 31)

ONSLOW

\$45,238.71 – \$51,269.12 per annum

THE POSITION

The Tip Attendant is responsible for performing general duties relating to the maintenance and co-ordination of Councils waste site in Onslow. A highly motivated individual is required by Council to record, audit and organize all incoming waste and liaise with the public in the collection of fees.

A HR licence is desirable although training can be offered to a suitable candidate.

The role may also include performing general duties relating to the maintenance and upgrade of roads, verges, sporting grounds and parks & gardens on occasion.

The successful applicant must be available for weekend work on a roster basis.

CONDITIONS OF EMPLOYMENT

Along with a generous cash component, the salary package also includes superannuation, six weeks annual leave, uniform allowance, rent free accommodation at the Aerodrome camp, annual leave travel allowance and the Annual Ashburton bonus.

For further information on this position contact Steve Hardy, Supervisor Town Maintenance, Onslow on (08) 9188 4444.

Applications **including a cover letter** will be received until **4.00pm on Tuesday 29th April 2014** and should be endorsed **“Confidential Application – Position JA 31”**.

An information package can be obtained by contacting Annwen Pettit, Recruitment Coordinator on (08) 9188 4468 or by visiting our website www.ashburton.wa.gov.au.

Due to the high volume of applications received, only those applicants who are shortlisted will be contacted.

To those applicants not shortlisted, we extend our appreciation for considering the Shire of Ashburton and encourage you to apply for future positions.

Neil Hartley
Chief Executive Officer
Shire of Ashburton
P O Box 567
TOM PRICE WA 6751

‘The Shire of Ashburton is an Equal Opportunity Employer Promoting a Smoke Free Work Environment’

Dear Applicant

INFORMATION REQUIRED FOR APPLICATION

Thank you for your interest in seeking information regarding the **Tip Attendant - Onslow** position with the Shire of Ashburton.

Please submit your application:

- via email jobs@ashburton.wa.gov.au
- via our website www.ashburton.wa.gov.au
- via post: Chief Executive Officer
Shire of Ashburton
PO Box 567, TOM PRICE WA 6751
- or directly to our Shire offices in Tom Price, Paraburdoo or Onslow.

Your application should include the following:

Application Form

- Applications will not be accepted without a completed application form.

Covering Letter

- It is recommended that your covering letter is no longer than two pages and should introduce yourself to the selection panel and outline your experience in relation to the position. It must also include the title of the position, as well as the position reference number.

Curriculum Vitae / Resume

- Ensure your resume includes the details of at least two referees to whom you have directly reported to.

Canvassing of Councillor's will disqualify your application.

Applications for this position close on **4:00pm, Tuesday 29th April 2014.**

Late applications:

Ensure your application is received by the Recruitment Coordinator before the closing date and time, as applications received after this date are **not considered.**

Should you have any further queries in relation to this matter, please contact the **Recruitment Coordinator, Annwen Pettit**, on **(08) 9188 4468.**



Application for JA31

PERSONAL DETAILS

Title: Mr / Mrs / Ms / Miss / Other _____

Surname: _____ Given Name: _____

Address: _____ Postcode: _____

Phone Number: _____ (During Office Hours) _____ (Private)

Email: _____

Please ensure this is your personal email as should you be successful in gaining employment at the Shire, your employment contract will be sent to this email address

Drivers Licence No: _____

Expiry Date: _____ Classes: _____ Manual/Auto (please circle)

Are you an Australia Citizen?

YES NO

If **NO**, visa and passport details must be attached to your application. Please indicate which type of visa you hold:

457 Visa Student Visa Working Holiday Visa
 NZ Citizen Occupational Trainee Visa

Sponsored Permanent Residency Visa
 Independent Permanent Residency Visa
 Other Temporary Visa

Please state the period that the Visa is valid

From: ___ / ___ / ___ To: ___ / ___ / ___

The following Documents will be Required During the Recruitment Process:

Evidence of Right to Work in Australia (Australian Birth Certificate / Australian Passport / Permanent Residency / Work Permit Visa)	Attached <input type="checkbox"/>	To be provided <input type="checkbox"/>
Driver's Licence	Attached <input type="checkbox"/>	To be provided <input type="checkbox"/>
National Police Clearance	Attached <input type="checkbox"/>	To be provided <input type="checkbox"/>
Working with Children Check (Only required if it is a requirement of the position)	Attached <input type="checkbox"/>	To be provided <input type="checkbox"/>
Certified Copies of Qualifications/licenses	Attached <input type="checkbox"/>	To be provided <input type="checkbox"/>

How did you learn of this vacancy?

West Australian Newspaper Shire of Ashburton Website seek.com.au
 Pilbara Times LG Assist website LG Jobs website
 Other (please specify) _____ careerone.com.au

HEALTH

Compliance with occupational safety and health legislation is a requirement for all work places. We have an obligation to provide a duty of care and a safe working environment for all employees and to ensure that safety is a priority. Disclosure of an illness or injury will not eliminate you from consideration for employment for the position sought. Applicants who have a health condition are welcome to discuss its relevance to the position applied for by contacting Organisational Development on 9188 4468.

Do you have any health related problems disabilities or pre-existing injuries that may affect your performance in this position or the safety of others? If yes, please provide details:

If offered the position, prospective employees will be required to undergo either a pre-employment Medical Examination, at the Shire's expense, or complete a Medical Declaration questionnaire.

WORKERS COMPENSATION			
Have you ever lodged a Workers Compensation claim that was settled before being accepted?	YES	<input type="checkbox"/>	NO <input type="checkbox"/>
Do you have a current or previous Workers Compensation claim/s?	YES	<input type="checkbox"/>	NO <input type="checkbox"/>
If you answered Yes to one of the above questions, please provide details:			

CONVICTIONS			
Do you have any current convictions for any offence from any court; or are you currently the subject of any charge pending before any court?	YES	<input type="checkbox"/>	NO <input type="checkbox"/>
If yes , please give details			

Please Note: Possessing a criminal record does not necessarily make an applicant ineligible to be considered for a position at the Shire of Ashburton.			

REFEREES	
Only list referees whom we may contact. Please provide relevant work referees.	
1. Name of Referee:	Telephone:
Referee's Position:	
Company:	
Email Address:	
2. Name of Referee:	Telephone:
Referee's Position:	
Company:	
Email Address:	
Please Note: Should you have any difficulty completing your application please contact Annwen Pettit, Recruitment Coordinator on (08) 9188 4468 for assistance.	
Submission of an application does not automatically guarantee an interview.	
Equal Employment Opportunity	
The Shire of Ashburton is an equal opportunity employer. All applications for a position will be assessed against the criteria included in the position description. Applications will not be assessed until after the closing date. Selections will be based on merit for the position through a series of selection techniques.	
DECLARATION	
<i>I declare the above information to be true in all respects. I acknowledge that any statement which is found to be false or deliberately misleading, will make me, if employed, liable for dismissal</i>	
_____	_____
Signature	Date

I give permission for the Shire of Ashburton to keep my information on file for 12 months		
Yes	No	(please circle)



POSITION DESCRIPTION

AMENDED April 2014

POSITION TITLE:	Tip Attendant – Onslow
POSITION TYPE:	LABOUR_PLANT
POSITION NO:	JA 31
LEVEL:	<i>Shire of Ashburton Collective Agreement 2011 Level A</i>
SECTION:	Infrastructure Services
RESPONSIBLE TO:	Supervisor Town Maintenance Onslow
POSITIONS UNDER DIRECT SUPERVISION:	Nil

POSITION OBJECTIVES:

1. To perform the general duties relating to the maintenance and coordination of council's waste site including; collecting fees, recording loads and organising the different sections.
2. To be responsible for the safe operation and maintenance of plant.
3. Liaise with members of the public where required.
4. To assist with other Shire activities as required.
5. To perform the general duties relating to the maintenance and upgrade of the roads; verges; sporting grounds; and parks and gardens in the town of Onslow Including drains, Pipes and infrastructure, footpaths and kerbing on occasion

REQUIRED ATTRIBUTES:

KNOWLEDGE:

- Demonstrated plant operation skills including:
 - Ability to use hand tools and minor plant.
 - Previous plant operator skill - low to medium experience preferred.
- Developing knowledge of the principles of Equal Opportunity, Diversity and Occupational Safety and Health.

SKILLS:

- Demonstrated ability in the safe operation and user maintenance of minor to medium mechanical plant;
- Demonstrated ability in the safe operation and user maintenance of medium vehicles;
- Demonstrated ability in the use of hand tools and other equipment;
- Sound verbal and written literacy and numeracy skills;
- Plant Operator licence advantageous

EXPERIENCE:

- Construction and maintenance of parks and gardens for local or public authorities or private contractors.

QUALIFICATIONS AND / OR TRAINING:

- Hold current “C” or “HR” Class Licences;
- Be willing to obtain a HR licence if necessary

PHYSICAL ATTRIBUTES OF THE POSITION

Persons in this position must demonstrate and maintain a level of fitness to meet the physical attributes of the position as follows

- vigorous physical labour,
- lifting, bending and stretching in the course of work
- sitting in vehicles for lengthy periods in transit to job locations in differing terrains
- standing for long periods at times

OUTCOMES FOR THIS POSITION:

1. General Duties:

- Assist with refuse collection;
- Collect fees;
- Liaise with contractors and the public;
- Collect and collate data;
- Responsible for refuse site management;
- Assist with turf management if required;
- Assist with drainage and reticulation maintenance if required;
- Assist with garden maintenance works;
- Assist with tree pruning and maintenance works;
- Any other duties consistent with the level of this position and the principals of broad banding.

General:

- Work proactively within the organisation to promote, support and adhere to a holistic OSH culture and associated policies and procedures.

Core Competencies

All Council employees are required to achieve and maintain an acceptable level of competence in the following areas. Assessment will be ongoing with a formal review to occur annually and the first assessment being at 3 months of employment.

In carrying out their duties employees must at all times:

1. Demonstrate an appropriate knowledge of Council's purpose, structure, values and services with particular emphasis on one's own area of employment.
2. Display a customer focused attitude when dealing with both internal and external customers.
3. Prioritise and respond to tasks within agreed timeframes
4. Capture and maintain records.

5. Communicate in a clear and concise manner when dealing with customers and fellow employees.
6. Deliver a high quality service and seek ways to improve work processes
7. Co-operate with other employees, actively seeking to share the workload and assist in enhancing team morale.
8. Demonstrate a commitment to the Council as the employer and maintain a high level of integrity, fairness, honesty and confidentiality.
9. Show respect to other employees and actively discourage all forms of discrimination, harassment and bullying.
10. Demonstrate an understanding of Council's Occupational Health and Safety policies and procedures and conform to all OHS requirements of the job.
11. Comply with the Shire's Risk Management Policy Procedures, and actively participate in the risk management, organisational performance review and evaluation programs as well as applying risk management principles to all tasks, functions and services.
12. Actively take part in all relevant programmed training activities and seek to improve performance by gaining new skills and knowledge.

RISK MANAGEMENT AND OCCUPATIONAL SAFETY AND HEALTH RESPONSIBILITIES

Employees are responsible and accountable for:

- Compliance with workplace policies and procedures for operational and safety risk identification, risk assessment and risk controls
- Active participation in activities associated with the management of workplace health and safety
- must use, store and maintain items, equipment and facilities provided in the interests of safety and health (protective clothing, machine guards, first aid provisions etc) in a manner in which he/she has been properly instructed.
- must not willfully interfere with or misuse items or facilities provided in the interests of safety and health of Council employees
- must, in accordance with Council procedures for accident and incident reporting, report potential and actual hazards and accidents/incidents to their supervisor and/or safety and health representatives
- must cooperate with the employer in the carrying out of their obligations (S 20 OS&H act)
- must comply with the Shire Injury Management Program

The Council Philosophy is to develop a multi skilled Operations department capable of having all staff members working together as a team. Although specific duties are set for each staff member, we encourage officers to learn each other's jobs to assist in accommodating leave arrangements, sickness days.

CONTINUOUS LEARNING

All Council employees are expected to accept continuous learning as part of their position. This learning may involve a range of methods, from in-house workshops to training and development by external providers.

Learning and development is considered necessary to assist with effectively carrying out the duties of the position.

CONDUCT

At all times employees should act in a manner that enhances community confidence in Council. The community is entitled to quality service and a positive helpful attitude.

While on duty, employees are to give the whole of their time and attention to the business of Council. Employees need to keep up to date with advances in their area of responsibility and carry out their duties conscientiously, honestly, fairly and impartially.

Employees are required to treat all people with courtesy and sensitivity concerning their rights. All employees are required to comply with the Code of Conduct at all times.

EXTENT OF AUTHORITY:

- Works within confines of standards and procedures under general supervision of the Supervisor Town Maintenance

ACKNOWLEDGEMENT

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

***NOTE THAT SIGNING THE PD INDICATES AN AGREEMENT AND ACCEPTANCE
OF THE CONTENT AND CONDITIONS***

Employee _____

Date _____

Manager _____

Date _____