



INFORMATION FOR APPLICANTS

PLANT OPERATOR/GENERAL HAND FULL-TIME

Applications close Friday 30th October 2026 at 4:00pm

For more information please contact:

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PLANT OPERATOR/GENERAL HAND FULL-TIME

**Full time – 76 hours worked over a 9-day fortnight
\$66,600 to \$69,000 (Depending on qualification and experience)
(Subsidised housing may be available)**

The Shire of Lake Grace is one of the largest agricultural shires in the State, and welcomes applications from diverse, ethnic and cultural backgrounds. We are currently seeking an experienced and reliable Plant Operator/Driver/General Hand to join our Infrastructure Team to carry out the operation of plant items and equipment including any appropriate general laboring tasks.

The successful candidate will hold a HR license (required) or MC license, experience in operating heavy equipment such as Rollers, Side tippers, Loaders, Skid steer and Graders, able to perform minor maintenance and general repairs of various machinery used within the Shire.

Completion of a pre-employment medical including alcohol and other substances testing as well as obtaining police clearance of no more than 3 months are required for all positions with the Shire of Lake Grace.

Generous compensation will be offered to the successful candidate depending on skills, experience and qualifications.

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The Shire of Lake Grace is an equal opportunity employer.

Alan George
Chief Executive Officer
Shire of Lake Grace
P O Box 50, Lake Grace WA 6353
shire@lakegrace.wa.gov.au
www.lakegrace.wa.gov.au

About your application

Your application

This is the initial step in securing an interview for the position you are applying for and must be typed and of the highest standard.

We would prefer that your applications are emailed to aso@lakegrace.wa.gov.au and if you are mailing or delivering, it should be stapled in the top left-hand corner. Please do not submit applications in plastic folders or include original documents.

Covering Letter

The cover letter is a short outline and a brief description of your background and the reason why you are applying for the position.

Response to the Selection Criteria

The advertisement may or may not require for you to address the selection criteria and therefore needs to be set out in a separate document. The Selection Criteria is contained within the Position Description which will determine your suitability when shortlisting applicants. It is not meant to be exhaustive, but applicants must address each of the criteria demonstrating a developed knowledge and experience. You must also include previous working experience or examples in undertaking the function or requirements.

Qualifications

As part of your application, copies of supporting information/qualifications/certificates and statements of claims must be submitted.

Referees

Please include in your Resume/CV the names and contact details of at least two (2) referees. If there are reasons that the applicant does not wish the Shire of Lake Grace to undertake referee checks prior to determining a preferred candidate (e.g. an employer is not aware of your application and you do not wish for contacts to initially be made until preferred candidate status has been confirmed), please advise of such with your application or supporting email. *It is a common courtesy that referees be contacted for approval prior to nominating them in the application.*

Closing Dates for Applications

Vacancies within the Shire of Lake Grace are advertised with a specific closing date and is written in the advertisement. The closing time is the time when your submission is to be received at the Shire of Lake Grace office. *Please note that in fairness to everyone applying for the position, late applications will NOT be accepted.*

Preparing for the Interview

The Selection Criteria within the Position Description will best prepare you for the questions at the interview. It is recommended that the STAR method is used in responding to each criterion – S=situation, T=task at hand, A=action you have taken to complete the task, R= the result/outcome of your efforts. You can identify examples from experience that might be similar or equivalent.

The Interview Process

A panel interview will usually consist of three (3) interviewers who will follow a set format to ensure equity and fairness to the applicant. The interviewers will take turns asking questions and will make notes to ensure that applicants are examined in a uniform manner

After the Interview

The successful applicant will be contacted by a member of the Panel to verbally offer the position. All employment is subject to successfully obtaining a National Police Clearance certificate and a pre-employment medical and drug & alcohol test. The costs will be reimbursed by the Shire after commencement. *All unsuccessful applicants will be notified in writing by the Human Resources Department.*



Shire of Lake Grace

PLANT OPERATOR / GENERAL HAND POSITION DESCRIPTION

Shire Values

"A safe, inclusive and growing community embracing opportunity"

Position title	Plant Operator / General hand
Department / service area	Infrastructure Services
Industrial award	Local Government Industry Award 2020 Industrial Agreement
Classification	Level 3
Position reports to (role)	Works Supervisor
Position supervises / Manages (roles)	Nil
Last date PD reviewed	25/05/2026
Links to Corporate Plan Objectives	Economic Objective – A prosperous agricultural based economy, supporting diversification of industry. Outcome 1: An innovative, productive agriculture industry Environment Objective – Protect and enhance our natural and built environment. Outcome 4: A well maintained attractive built environment servicing the needs of the community

Position Certification Date:

Position Summary

Job Purpose

The Plant Operator / General Hand is responsible for the tasks and duties associated with the maintenance and construction of road systems throughout the Shire of Lake Grace.

The Plant Operator / General Hand will work to a high standard to carry out the operation of plant items and equipment, and any general labouring tasks as requested by the Manager Infrastructure Services, works supervisor and senior grader operators.

The Plant Operator / General Hand will liaise with the Works Supervisor and Manager Infrastructure Services in relation to work programs, safety, operational matters and day to day requirements to complete tasks and projects on time and within budget.

Primary, delegated or supporting responsibilities;

- Drive and operate road train or semi side tippers in the carting of gravel and water and any other related requests to assist with the maintenance and construction of road systems throughout the Shire of Lake Grace;
- Operate any other plant equipment as deemed appropriate by the Works Supervisor or Manager Infrastructure Services to assist with the maintenance and construction of road systems throughout the Shire of Lake Grace, including Rollers, Loaders, Tractors, Skid Steer, Backhoe etc;
- Carry out Works at the Lake Grace, Newdegate, Lake King and Varley rubbish tips when required
- Carry out pre-start maintenance checks, grease, maintain and clean plant equipment to a high standard and report any faults or repairs required to the Works Supervisor.
- Receive written work orders or verbal instructions from Works Supervisor or Manager Infrastructure Services and carry out these requests to a high standard and ensure that health and safety guidelines are adhered to;
- Undertake any other general labour requests from the Works Supervisor or Manager Infrastructure Services such as removing and replacing damaged traffic signs, installing

culverts and culvert headwalls and any other tasks related to the infrastructure services department.

General Responsibilities and expected behaviour or conduct

The Model Code of Conduct provides elected members and staff in Local Government with consistent guidelines for an acceptable standard of professional conduct. The Code addresses in a concise manner the broader issue of ethical responsibility and encourages greater transparency and accountability in individual Local Governments.

Staff are expected to;

- ✓ assist other employees from time to time and contribute to teamwork
- ✓ behave in a manner and be seen to act, properly and in accordance with the requirements of the law and the terms of this Code
- ✓ observe the highest standards of honesty and integrity
- ✓ avoid conduct which might suggest any departure from these standards
- ✓ give effect to the lawful policies of the Local Government, whether or not they agree with or approve of them.

Key Performance Indicators

Performance Requirements

To be determined

To be determined

Work Health & Safety Statement of Outcome

A safe and efficient place of work is our goal, and we must all be committed to reach this outcome. The Shire of Lake Grace is committed to continuous improvement of the Workplace Health and Safety standards.

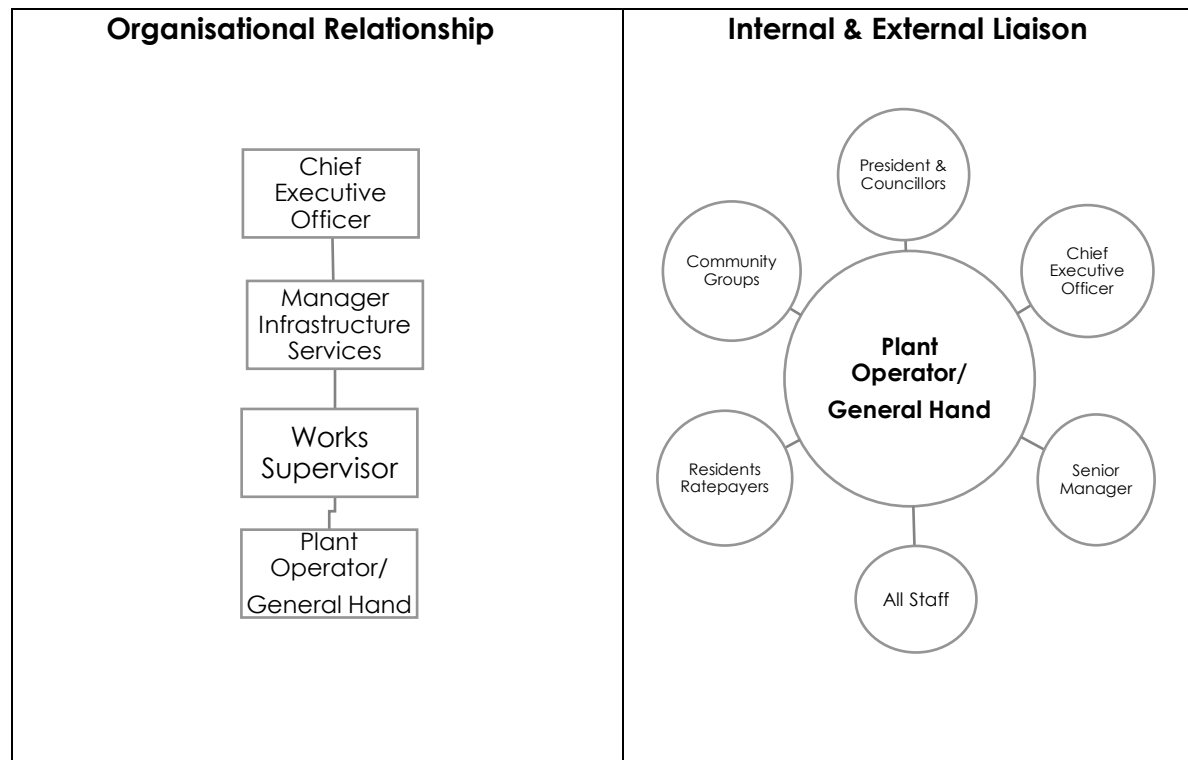
While carrying out duties, ensure work health and safety standards are upheld by;

- Taking all reasonable care to ensure personal safety and health at work and that of other persons in the workplace.
- Observing all safe working practices as directed by Manager and Supervisor and the use of personal protective equipment as and when provided.
- Report ALL accidents, incidents and hazardous situations arising in the course of work and be responsible for subordinates to report as required.
- Take responsibility for work zone safe work practices, signs and delineations.
- Ensure you and all staff under your leadership adhere to the 'No Smoking Policy'.

Equal Employment Opportunity Statement of Outcome 2023-2025

1. The organisation values EEO and diversity and the work environment is free from sexual and racial harassment.
2. Workplaces are free from employment practices that are biased or discriminate unlawfully against employees or potential employees
3. Employment programs and practices recognise and include strategies for EEO groups to achieve workforce diversity
4. Maintain a relevant and achievable EEO Management Plan through communication, review/amendment and evaluation

Position Liaises with:



SELECTION CRITERIA

ESSENTIAL

1. Previous experience of driving and operating semi side tippers and semi water carts and other machinery associated to the construction industry;
2. Minimum HR licence required, MC licence is an advantage;
3. The ability to operate heavy equipment such as Rollers, Loaders, Skid steer, Backhoe and tippers.
4. Sound knowledge of the use and maintenance of various types of plant equipment associated with general maintenance and construction;
5. Sound written and verbal communication and basic numeracy skills including the ability to use these skills with weight, volume and distance measurements;
6. General knowledge of Work Health and Safety Regulations;
7. Hold a valid White Card;
8. Hold a National (or Federal) Police Clearance no more than 3 months old;
9. Complete a successful pre-employment medical and drug screening;
10. The ability to work well within a team;
11. The ability to follow and carry out instructions/works requests to a high standard.
12. Hold or be prepared to hold a Traffic Management accreditation ticket

PREFERRED

1. Previous Local Government experience;
2. Hold a current national (MC) class driver's license.

PHYSICAL REQUIREMENTS OF THE POSITION

Sitting / standing for periods of time, ergonomics, lifting, bending, work with screen-based equipment.

GENERAL INFORMATION

This position description is only descriptive of the type of duties to be undertaken during the period of employment, and the employee accepts that the organisation may require the employee to carry out any duties, which are within the employee's skill and competence.

In addition, due to the nature of work with this position and need for timeframes to be met, it is essential that the incumbent is flexible in being able to work when required, including attendance at non-business hours call outs, meetings, workshops and the like.



Shire of Lake Grace

Job Application Form

PLANT OPERATOR/GENERAL HAND

PERSONAL DETAILS		
Full Name:		
Home Address:	Suburb:	
State:	Postcode:	
Telephone Number:		
Email Address:		
Do you hold a valid driver's licence? Yes ☐ No ☐		
If yes, please provide details of your driver's licence below		
Place of Issue:	Licence type:	
Drivers Licence Number:	Expiry Date:	
Do you hold a valid police clearance check? Yes ☐ No ☐		
If no, would you be prepared to undertake this check if requested? Yes ☐ No ☐		
EMPLOYMENT RIGHTS		
Are you an Australian Citizen? Yes ☐ No ☐		
If no, please state your nationality and confirm the details of your current visa		
Nationality:	Visa Type:	
Details of Any Work Restrictions:	Visa Expiry Date:	
Any Additional Comments:		
EDUCATION AND QUALIFICATIONS		
Name of Institution	Qualification Obtained	Completion Date

Details of Any Other Relevant Skills or Qualifications:	
EMPLOYMENT HISTORY	
Name of Employer:	Position Held:
Start Date:	End Date:
Reason for Leaving:	
Summary of Duties/Responsibilities:	
Name of Employer:	Position Held:
Start Date:	End Date:
Reason for Leaving:	
Summary of Duties/Responsibilities:	
Name of Employer:	Position Held:
Start Date:	End Date:
Reason for Leaving:	
Summary of Duties/Responsibilities:	
Name of Employer:	Position Held:
Start Date:	End Date:
Reason for Leaving:	
Summary of Duties/Responsibilities:	

REFEREES	
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Name of Referee 1:	Company Name:
Position Held:	Telephone Number:
Email Address:	Contactable immediately? Yes ☐ No ☐

Name of Referee 2:	Company Name:
Position Held:	Telephone Number:
Email Address:	Contactable immediately? Yes ☐ No ☐

I consent to the Shire of Lake Grace to make contact with my referees to carry out reference checks in support of my application

Yes ☐ No ☐

HEALTH QUESTIONNAIRE

Do you suffer from anything that may impact your ability to carry out the tasks required for this role?

Yes ☐ No ☐

If yes, please provide details:

Please note that disclosure of any injury, illness or disability will not exclude an applicant from employment. The Shire of Lake Grace has a duty of care to employees and disclosure of a pre-existing condition may require adjustments to the workplace to ensure the reduction of potential harm.

Applicants who are successful in the shortlisting process may be subject to a pre-employment medical and urine drug screening, as part of the recruitment process. At this stage, applicants may be required to disclose any previous workers compensation claims and details of any previous/current medical conditions or restrictions that may impede their physical ability to perform the role that they have applied for.

I understand and agree to these terms and conditions Yes ☐ No ☐

I agree to take part in a pre-employment medical and urine drug screening Yes ☐ No ☐

ADDITIONAL INFORMATION

How did you learn about this opportunity?

Are you currently employed by or have previously worked for the Shire of Lake Grace?

Yes ☐ No ☐

If yes, please provide further details below:

Dates employed from and to:

Position Held:

Line Manager Name:

Please confirm that you have attached the following supporting documents to this application form:

Resume

Yes ☐ No ☐

Covering Letter

Yes ☐ No ☐

APPLICANT DECLARATION

I hereby certify that the information provided in this application is true and correct. I understand that any misrepresentation of facts within this application could be cause for instant termination, should I be employed by the Shire of Lake Grace. I am aware that should I be employed by the Shire of Lake Grace that this application and the attached supporting documentation will be included in my employment file.

Applicant Name:

Signature:

Date:

Personal information collected during the recruitment process will be used to assess your suitability for employment, undertake reference and qualification checks and administer employment-related activities. Information may be disclosed to referees, verification providers and relevant authorities where required.

Further information is available in the Shire's Privacy Collection Notice