



INFORMATION FOR APPLICANTS



Plant Operator / General Hand

Application Close

FRIDAY 26 SEPTEMBER 2025

For more information contact:

ea@lakegrace.wa.gov.au

Tel No. (08) 9890-2500

Advertisement



PLANT OPERATOR / GENERAL HAND

FULL TIME - 9 DAY FORTNIGHT

Competitive salary; Staff housing with subsidised rent available

ABOUT US

We are seeking a reliable Plant Operator / General Hand to join our Infrastructure Team to carry out tasks associated with the maintenance and construction of road systems throughout the Shire of Lake Grace.

ABOUT YOU

The successful candidate needs to hold an HC licence (required) or MC licence, and have a White Card. Will be required to operate heavy equipment such as Rollers, Loaders, Tractors, Skid Steer, Backhoe.

The Shire of Lake Grace is a vibrant country Local Government offering skilled people the opportunity for a permanent, full-time positions in our Infrastructure Services department.

The Shire of Lake Grace is one of the largest agricultural Shires in the State and welcomes applications from diverse ethnic and cultural backgrounds.

A generous package will be offered to depending on skills, experience and qualifications.

HOW TO APPLY

Expressions of Interest are welcome, please include a resume/covering letter.

For more information and an application package use the QR code for the shire website or contact the administration office directly on 9890 2500.

Applications should be labelled 'Confidential – Plant Operator/ General Hand Application' and emailed to ea@lakegrace.wa.gov.au, or posted to PO Box 50, Lake Grace WA 6353, or dropped in to the front desk at the administration office 1 Bishop Street, Lake Grace.

Applications close 4pm Friday 26 September 2025

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



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	02/09/2025
Links to Corporate Plan Objectives	<p>Economic Objective – A prosperous agricultural based economy, supporting diversification of industry. Outcome 1: An innovative, productive agriculture industry</p> <p>Environment Objective – Protect and enhance our natural and built environment. Outcome 4: A well maintained attractive built environment servicing the needs of the community</p>

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.

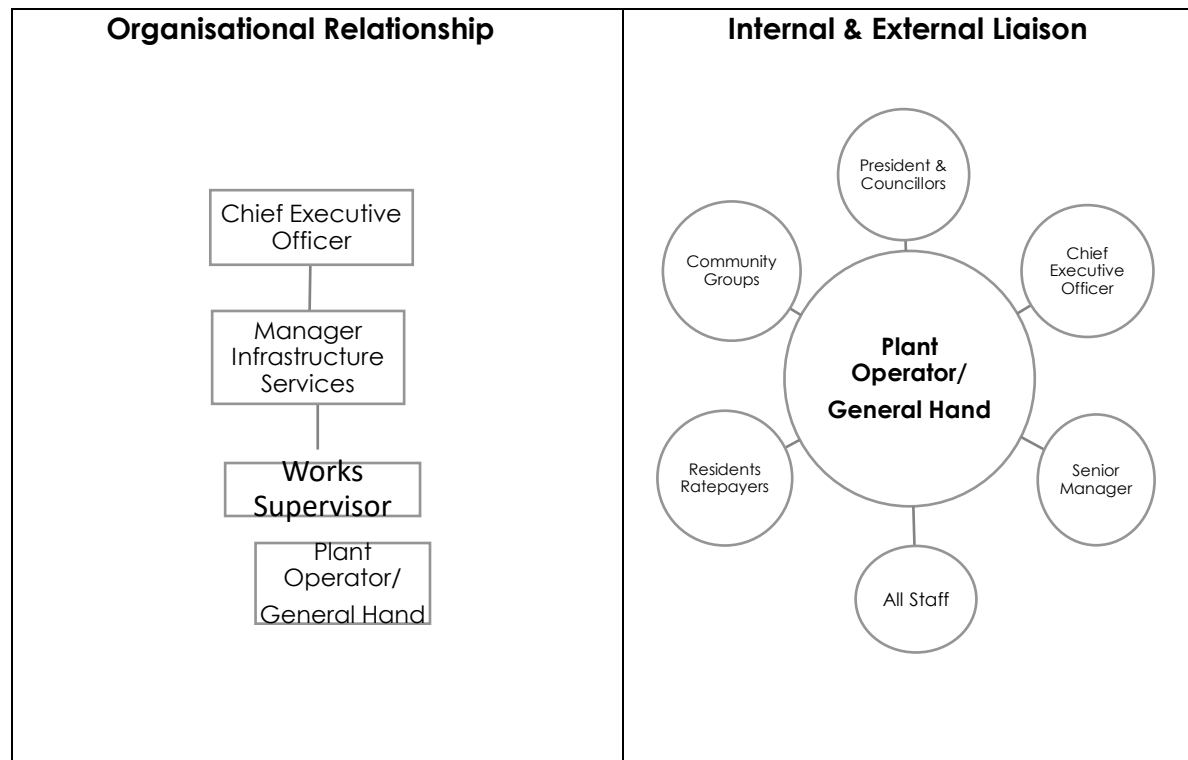
While carrying out duties, ensure work health and safety standards are upheld by;

- Taking all reasonable care to ensure personal safety and health at work and that of other persons in the work place.
- 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 HC 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.

Position Acknowledgement and Acceptance

Position Holder Signature

___ / ___ / _____

Date

Reviewed by:

Manager Infrastructure Services

Date

___ / ___ / _____

Approved by

Alan George

Chief Executive Officer

Date

___ / ___ / _____

This position description will be reviewed annually as part of the annual performance appraisal process.

Shire of Lake Grace

Job Application Form

EXPRESSION OF INTEREST



PERSONAL DETAILS		
Full Name:		
Home Address:	Suburb:	
State:	Postcode:	
Telephone Number:		
Email Address:		
Do you hold a valid driver's licence? Yes <input type="checkbox"/> No <input type="checkbox"/>		
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 <input type="checkbox"/> No <input type="checkbox"/>		
If no, would you be prepared to undertake this check if requested? Yes <input type="checkbox"/> No <input type="checkbox"/>		
EMPLOYMENT RIGHTS		
Are you an Australian Citizen? Yes <input type="checkbox"/> No <input type="checkbox"/>		
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	
Name of Referee 1:	Company Name:
Position Held:	Telephone Number:
Email Address:	Contactable immediately? Yes <input type="checkbox"/> No <input type="checkbox"/>
Name of Referee 2:	Company Name:
Position Held:	Telephone Number:
Email Address:	Contactable immediately? Yes <input type="checkbox"/> No <input type="checkbox"/>
I consent to the Shire of Lake Grace to contact my referees to carry out reference checks in support of my application	
Yes <input type="checkbox"/> No <input type="checkbox"/>	
HEALTH QUESTIONNAIRE	
Do you wish to make us aware of any thing that may impact your ability to carry out the tasks required for this role?	
Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, please provide details:	
<i>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.</i>	

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: